

Stage 4 Final Documentation Checklist

To assist with the final stage of the Capital Grant Application Process, please use the following checklist to ensure that all aspects of your application are correct.

Refer to the [BGA Website](#) for more detailed information re this stage.

Action List

- ☐ **Is the project description correct?** Return to **Stage 1.2** check and update the details of the description.
- ☐ **Do you have a current QS?** A Quantity Survey (QS)/Cost Estimate (CE) **was mandatory at Stage 3**. If you have updated your QS/CE please forward the most up to date copy with the Stage 4 Documentation.
- ☐ **Stage 2.5 QS** Using your most recent QS check and update the details on Stage 2.5 QS
- ☐ **Stage 2.6** complete the "School Contribution – How funded" section. This needs adjustment due to the increase in your indicative grant. The Balance to allocate figure **MUST BE ZERO**.
- ☐ **Stage 2.8** given the increase/decrease in your indicative grant, revisit the values entered for loan repayments from 2025-2029
- ☐ **Stage 2.9** update the forecasts for 2025-2029
- ☐ **Stage 3.1 D)** Adjust funding sources (proof must be zero)
- ☐ **Stage 3.2** Revisit this stage to check the accuracy of the details for the loan repayments particularly the section for "Capital & Bridging loans (including the proposed project)"
- ☐ **Stage 3.3** Check and update details for loans both current and future.
- ☐ **Stage 4.1** Complete all sections for this stage as required.
- ☐ **Stage 4.2 Ensure** that all documentation is in place and ready for submission.
 - QS Report or Cost Estimate
 - PDF copy of Final Plans for the proposed project including elevations etc.
 - Audited Financial Statements (if not already provided)
 - PDF copy of the Design Compliance report (refer Stage 4.2)
 - The Stage 4 CGP Application (Excel format) and signed declaration - suggest that Stage 4.2 is printed, PDF'd and signed as appropriate.

**The above MUST be completed and SUBMITTED to the
BGA by Thursday 10 July 2025**