

PROCEDURAL GUIDELINE – CAPITAL GRANT PROGRAM

MASTER PLAN GRANTS

1. Key Guideline

This guideline is designed to provide information to schools to assist with an application for a Master Plan Grant. To be eligible to apply for Capital Grant Program (CGP) funding it is mandatory for a school to have an acceptable and current Master Plan in place.

2. Introduction

2.1 A school's Master Plan is a living document showing a broad framework of anticipated future needs and developments for a defined period, at a point in time. A Master Plan flows from a school's Strategic and Educational Plans where the process should be widely consultative with board, staff, students and the broader school community. The plan should be fully integrated with the school's Asset Management Plan.

To be acceptable the Master Plan must be prepared by an architect or similarly qualified professional and be approved by the school's governing body.

2.2 SAIS BGA is committed to supporting member schools to prepare and maintain Master Plans that give reliable and comprehensive direction to the school's development.

SAIS BGA requires schools to prepare Master Plans with a minimum 5-year horizon which includes costing for each of the elements or stages.¹ This will assist with future budgeting and forecasting.

2.3 Applications received for a Master Plan Grant, where the BGA has previously funded a grant, may be approved by the Committee in exceptional circumstances.

2.4 The use of BGA funds to support the Master Plan process is validated at 26 (a) (iii) of the Capital Grants Program Guidelines, *...expenditure relating to...investigating the need for...buildings or other facilities (or parts of buildings or other facilities), or equipment.*

3. Guidelines

3.1 An applicant school's proposed project must be a stage or an element of its Master Plan.

3.2 There are two rounds of Master Plan applications annually. The due dates for applications are 31 January, for consideration at February meeting and 31 July, for consideration at August meeting. The dates are publicised on the SAIS BGA Website and in the AISSA newsletter distributed to schools.

3.3 Schools are required to submit a Master Plan Grant Application, available on the website, which will require at least one quote to support the expected total cost of preparing the plan.

3.4 The decision on whether a school receives a Master Plan Grant, and the size of the Grant, are made by the BGA Committee.

3.5 Schools with greater financial need will receive priority in allocation of available funds, with a school's DMI score being the primary indicator of financial need.

¹ For applications from 2026 onwards

- 3.6 The Committee will be advised by the Executive Officer on a school's existing Master Plan, its currency, and the supplier(s) chosen by the school.
- 3.7 In deciding the level of a Grant, the Committee will consider its annual budget and may allocate up to 50% of the expected cost to a maximum of \$15,000 per Grant ².
- 3.8 The Committee has discretion to vary Guideline 3.7 if it believes there are special circumstances such as the school's financial need, or the scope of the school's proposed Master Plan process, or its annual budget
- 3.9 The normal CGP requirements of Grant Acceptance Agreements, proof of expenditure and Accountant's Certificate apply to Master Plan Grants.
- 3.10 A school is required to have its Master Plan, and the Grant accountability requirements finalised within 12 months of being notified by the BGA that the Grant has been approved by the Minister.
- 3.11 The BGA must be provided with a full copy of the Master Plan including costing prepared using the Master Plan Grant.

4. **Related Information** [Master Plan Grant Application Information Sheet](#)

Reviewed May 2025 – Amalgamation of Mandatory Master Plans and Master Plan Grant Guidelines.
Updated June 2025

² Applicable from 1 January 2024, previously \$10,000