

INFORMATION SHEET - SUCCESSFUL CAPITAL GRANT APPLICATION

- Step 1 **BGA** sends to the Approved Authority/School a copy of Schedule 2 of the Participation Agreement with details of the approved grant offer with a letter of acknowledgement to the school including a link to the website to download the documentation required to manage the grant. A copy of the signed participation Agreement is forwarded to the school with the Schedule 2 as a reference.
- Step 2 **SCHOOL** signs Schedule 2 & returns a scanned copy to the BGA.
- Step 3 **BGA** countersigns the document and returns to the school for its file.
- Step 4 **SCHOOL** decides which method of contract procurement it will use to make the Project happen.

Option 1 – If Open Public or Limited Tender, whereby the Architect works with the school to appoint a Builder to carry out at least the majority of the Project, go to Option 1 Step 5 below

Option 2 – If Project Management, whereby the school or an appointed third-party Project Manager contracts out each of the main elements of the Project, go to Option 2 Step 5 below

Option 3 - If another method (eg Design/Construct) please call the BGA Executive Officer.

Option 1 – Open Public or Limited Tender

- Step 5 **SCHOOL**
Calls for tenders, has the Architect analyse and recommend a tenderer for the school's approval then
- downloads and completes the [Results of Tender/Quotation Process](#) form from the website.
 - advises BGA on the [Results of Tender/Quotation Process](#) form
 - must not accept a Tenderer/Quotation until the Tender details are approved as per Step 6.

- Step 6 **BGA**
- Executive Officer notifies school by email to proceed with the preferred tender.
 - Approved Tender/Quotation is advised to the BGA Committee at its next meeting.

- Step 7 **SCHOOL**
Signs contract with successful tenderer and advises the BGA by returning the proforma letter, [Notification of Contract signing or Project Management](#), which advises of contract signing and project commencement.

- Step 8 **SCHOOL** forwards monthly [PES](#) with relevant invoices and progress photographs of the approved project. If there is no expenditure in a given month, the statement should be forwarded to reflect same. The first PES should include any application fees that were expended during the application process.

- Step 9 **BGA** receives the PES and pays grant instalments in accordance with the planned flow of grants. On payment of first instalment the BGA will retain 15% of grant (retention amount) until the final PES, Certificate of Occupancy and Architect's Statement are received, see Steps 11 & 12.

Option 2 – Project Management

- Step 5 **SCHOOL**
Downloads and reviews the [Project Management checklist](#) and writes to the BGA Executive Officer with details for approval to use Project Management for the project

- Step 6 **BGA**
- Executive Officer emails approval for school to use Project Management for the Project, or to sign a contract with a third-party Project Manager.
 - Approval of Project Management is advised to the BGA Committee at its next meeting.

- Step 7 **SCHOOL**
Prepares and returns the proforma letter, [Notification of Contract signing or Project Management](#), which advises of contract signing and project commencement with the requested Quantity Survey for cost comparison purposes.

- Step 10 **SCHOOL** arranges Opening Ceremony, as required by [DESE Summary of Capital Grants Programme Recognition Requirements](#) to acknowledge Commonwealth funding and organises a plaque. The school invites the BGA Chair and Executive Officer to the Opening Ceremony and supplies the BGA with a photograph of the plaque.
- Step 11 **SCHOOL** forwards final [PES](#), completed [Architect Supervisors Accountability Certificate/Statement](#) and Certificate of Occupancy to advise Practical Completion.
- Step 12 **BGA** sends final payment of retention amount and email to school with a reminder about Accountant requirements.
- Step 13 **SCHOOL** forwards completed [Accountant Final Accountability Certificate](#) **within three months** of final payment.
- Step 14 **BGA** provides accountability statement to DESE on completion of project via SchoolsHUB.

If at any time you have questions about the above process please do not hesitate to contact the BGA on bga@ais.sa.edu.au