

How to Request a Variation

To ensure the validity of any Request for Variation, prior to submitting a request, the Approved Authority's representative will contact the relevant QIS BGA Program Manager to discuss:

- the change of circumstances that have led to a request for variation to the Approved Project, and
- the Guidelines of the relevant Capital Assistance Program regarding the approval processes of the QIS BGA Board and/or the relevant Education Minister for variation requests.

Instructions to Prepare a Variation Request

1. Following consultation with the relevant QIS BGA Program Manager, an Approved Authority may request a variation in the event of a change of circumstances around an Approved Project.
2. A Request for Variation may be made up until the point of a school making its final claim for funding.
3. An Approved Authority must formalise its decision to request a variation to an Approved Project in writing, using the Request for Variation workflow within the Enquire Grant Management System (GMS). The written request will:
 - be on the relevant letterhead
 - include the signature of a proper person
 - identify the following (recorded within the GMS on the Approved Project Details stepper within the workflow):
 - i. Approved Project Reference
 - ii. the Approved Project Description
 - iii. the Capital Assistance Funds which were approved.
4. The written request must be supported by a description of, and reasoning for, the change of circumstances identified, which may include but is not limited to the following:
 - a proposal for change to the Approved Project Description
 - marked up plans and/or spreadsheet showing any proposed change to the areas (m2), facilities or scope of work required within the Approved Project
 - a summary of any unforeseen cost or costs, supported by formal advice from a quantity surveyor, contractor, External Project Supervisor or other relevant professional consultant.

Instructions to Submit a Request for Variation in the GMS

1. Log into the GMS and navigate to the appropriate Approved Project in the *My Projects* section on the Home page.

My Projects				Filter
PJ-0000705	Smoke Test Business Account (Smoke Test Nov)	Submitted	Mrs Kylie B	▼
PJ-0000675	Smoke Test Business Account - APP2024 (Smoke Test Nov)	Open	Mrs Kylie B	▼



2. Select the moreverts (three dots) next to the Approved Project and select *Start Request for Variation*.

My Projects Filter

Project	No name recorded (EIS (ICN) Application – JUL25 Round)	Draft	Kristy Test	Kylie Test		
PJ-0000982	Little School (Sustainability 2025)	Submitted	Kristy Test	Kylie Test		
PJ-0000983	Little School (Sustainability 2025)	Submitted	Kristy Test	Kylie Test		

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- Start Request for Extension of Time
- Start Request for Variation
- Start Notice of Withdrawal Submission

3. Follow the instructions to upload and submit the request.

Steps following Submission

When the Program Manager receives the request, an eligible submission will be forwarded to the QIS BGA Board and/or appropriate Approval Authority for consideration. An e-mail acknowledging the receipt of the request for variation will be provided. The decision from the Approval Authority, when available, will also be provided.

