



Capital Funding 2025 Application Help Notes





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QIS BGA Application Help Notes

Introduction

Below are help notes to assist in the completion of the annual excel based Capital Funding application for financial assistance from Australian Government Capital Grants Programme and/or State Capital Assistance Scheme.

If you have any questions that cannot be answered using these help notes, please contact the QIS BGA Office on +61 7 3839 2142.

What year should you apply?

Each year's round of funding in the Australian Government Capital Grants Programme and State Capital Assistance Scheme, is available for capital projects that are to be built in the following year for expected enrolments and/or educational program needs to be commenced two years after a particular round.

- Apply in 2025
- Construction in 2026
- Occupancy in 2027

NOTE: the project/s included in the application should be part of a schools' Master Plan.

Important Dates

The application will be accessible from 18th November 2024

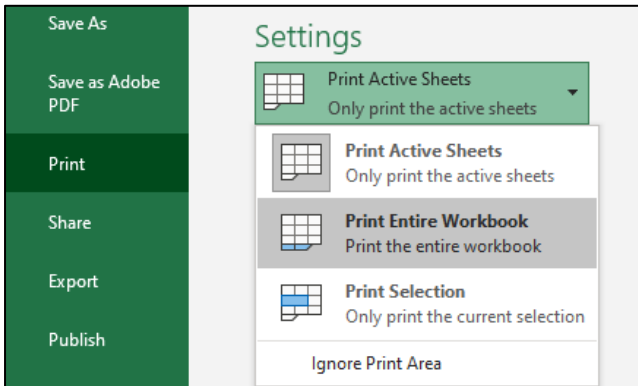
- Section 1 of the application (including any supporting information) is required to be submitted via the Client Portal on or before 3rd March 2025.
- Sections 2 (including any supporting information) are required to be submitted via the Client Portal on or before 31st March 2025.

Failure to meet these requirements will exclude the school from participation in the 2025 round.



How to print the application

To print the application, select “Print Entire Workbook” under Print Settings.



Tips for Completing the Application

Data can be entered in the blue input cells only. All other cells are locked down and cannot be edited.

Cell Formats	Description
	Input Cell – Free text
	Input Cell – Drop Down Box
	Calculation Cell (Locked Down)
	Output Cell (Locked Down)
	Navigation Button
	Hyperlink

Please use **Paste Special – Value Only** when copying and pasting data from another workbook.

After you have copied the data, right click on the cell that you wish to paste the data into. A menu will appear. Click to paste the data. Alternatively, click “Paste Special” and select “Values”.



Do not use Google Sheets

Please note the application template is **not compatible** with Google Sheets. Please open and complete the application in Microsoft Excel only.





Application Section by Section

Index

Use the “click here” link to move to each part of the application. As you progress through the application, you will find a tick and cross in a drop-down menu on the right-hand side of each section. “Tick” each section as you complete them. This will feed into the “index” page to help you track what is outstanding in your application.

QUEENSLAND INDEPENDENT SCHOOLS BLOCK GRANT AUTHORITY		
QIS BGA Application for Capital Funding		
For 2025 Round		
Links to Further Information		Click Here
Application		Click Here
SECTION 1 - PROJECT SPECIFICS		STATUS
1.0	Cover Page	Click Here
1.1	School Details	Click Here
1.2-P1	Project Summary - Project 1	Click Here
1.2-P2	Project Summary - Project 2	Click Here
1.3	Enrolment Details	Click Here
1.4	Enrolment Summary	Click Here
1.5	Staff and Fees	Click Here

Green ● indicates that the section has been completed.

Red ● indicates that the section has not been completed.

For example, on 1.1 School Details:



Navigating the Application

Use the buttons at the top of each page to navigate through the application.



Section 1 – Project Specifics

1.1 SCHOOL DETAILS

(A) School Information

Please enter information for the host (main) school campus. Information about your school will be pre-populated based on the AGEID of the school. If information is incorrect, simply type in the correct information.

A screenshot of the "A) School Information" form. The form has a red header bar with the text "HOST (MAIN) SCHOOL CAMPUS". Below the header, the section is titled "A) School Information". The form contains several fields: "Australian Government Education ID (AGEID):", "School Name:", "Street Address", "Suburb/Town/City:", "Postcode:", "Telephone:", "Postal Street Address:", and "Postal Suburb/Town/City:". The "School Name" field is pre-populated with "[School Name]" and is highlighted with a red oval. There are green checkmarks in the right margin of the form.

(B) School Campus Addresses

For schools that have more than one campus and operate all campuses as one school for accounting purposes, list all addresses for campuses here. **See guidelines governing campuses below.**

A screenshot of the "B) School Campus Addresses" table. The table has a white header bar with the text "B) School Campus Addresses". Below the header, there are four rows: "Main Campus / Host School", "Campus 2", "Campus 3", and "Campus 4". Each row has a corresponding input field on the right side of the table.

Guidelines Governing Campuses

QIS BGA has established the following guidelines for multiple applications verse multiple projects for approved authorities/schools with more than one campus:

1. Approved authorities/schools that operate more than one campus, with different age groups on each campus i.e. P – 6 on one campus and 7-12 on the other campus, should complete one application.
2. Approved authorities/schools that operate multiple campuses, and each campus is operated as a separate cost centre, should complete separate applications for each campus.
3. Approved authorities/schools that operate multiple campuses, with the same age groupings on each campus, should complete separate applications forms for each campus.

Applicants uncertain about how these guidelines apply to their campus or school's situation should contact QIS BGA for direction before completing the application.

(C) Main Contact Information

Enter the details of the contact person for this application. This person will be the liaison person between QIS BGA and the School. If an external consultant is appointed, please also provide their name.

C) Main Contact Information	
Applicant School Main Contact:	
Position:	
Telephone:	
Mobile Phone:	
Email:	
Application Consultant Name (if applicable):	

(D) School Type

Enter information as appropriate for the applicant school campus.

D) School Type (select all that apply)	
Pre-School/Preparatory	
Primary	
Secondary	
Boys Only	
Girls Only	
Co-Educational	
Overseas Students	
Boarding	
System School	
Distance Education	
Special Assistance School	
Special School	
Majority Indigenous Student School	

(E) Capacity to Contribute (CTC) –Direct Measure of Income (DMI)

Enter the CTC score for the applicant school.

E) Capacity to Contribute (CTC) - Direct Measure of Income (DMI)	
Enter the CTC Score for the Applicant School in 2025:	
Enter the CTC Score for the Applicant School in 2024:	

(F) Index of Community Social-Educational Advantage (ICSEA)

Enter the ICSEA score for the applicant school.

F) Previous Year's ACARA Index of Community Social-Educational Advantage (ICSEA)	
ICSEA Score:	

(G) Property Ownership/Leasing Arrangements

It is a funding requirement that leased property has a current lease that entitles the Approved Authority of the school occupancy for at least 20 years from the proposed project completion date. This means that the lease should be current for at least another 22 years at the date of making an application.

A copy of the lease (or Deed of Licence) is required as part of the submitted supporting documentation.

If a lease is from a related party to the school, the lease terms and conditions need to demonstrate that they are no greater than commercial. Supporting information (such as a current valuation) must be provided.



G) Property Ownership/Leasing Arrangements	
Is the site owned or leased?	
If leased, please state the name of the owner: <i>Please include a copy of the lease or Deed of License</i>	
If owned, please state the name of the owner	
Area of site (in hectares):	
If leased, lease expiry date:	
Cost of lease (\$ p.a.):	
If the cost of lease is greater than \$100,000 p.a. to a related organisation, please include details on how the lease cost was derived and any proposed future increases/reviews of the lease. Please provide supporting information e.g. a copy of a recent professional valuation.	
Does this cost include any buildings?	

(H) List the name of your school insurer

Please list the name of your school insurer and provide a copy of your Certificate of Currency providing evidence that the school buildings are adequately insured.

H) List the name of your school insurer. <i>Please provide a copy of your Certificate of Currency providing evidence that the school buildings are adequately insured.</i>	
Name of School Insurer:	

(I) List the Board member details

Please list the name of your Board member names, tenure and professional background/experience. For example: Mary Smith, Board Chair; 3 years as Chair and 3 years as a Board Member; Ten (10) years as State School Principal and now operates their own education consulting business.

I) List your Board member names, tenure and professional background/experience.



1.2 PROJECT SUMMARY

(A) A Brief Description of Proposed Project

In this section include only a brief description of the project/s. This is 'the what' of the application not 'the how, when or why'. A full description with reasons for the capital works will be provided in section 1.9 - *Justification*.

You may choose to have more than one project for several reasons e.g. different timelines or different locations. If unsure, please contact the QIS BGA Office. If the school has more than one project, repeat the below process for *Project 2*. To enter data for *Boarding* or more than two tuition projects, please contact QIS BGA for assistance.

Consider carefully before deciding to submit multiple projects. In general, each project will be required to be tendered separately and be built utilising separate building contracts. Combining projects into single tenders and building contracts is rarely approved by QIS BGA.

[School Name]

1.2 Project Summary - Project 1

Index
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To enter another project >
Project 2
Boarding 1

Type a maximum of 1 or 2 lines. Each description should commence with a **key word** selected from the drop-down list as indicated below.

A) A Brief Description of Proposed Project Please refer to the Help Notes for an example "Project Description". NB. Include demolition, siteworks, furniture and equipment in the below table B)

Construction	of a primary GLA ...

An example of a brief description of the proposed project is as follows:

Example	Field 1	Field 2
1	Construction	of two general learning areas, flexible learning area, resource centre, music room, three music practice rooms, internal travel, outdoor covered area, amenities,
2	Refurbishment	of staff room including workspaces, kitchen and amenities.

Do not include demolition, siteworks, furniture, equipment or professional fees in the project description as this will be added in the next table.

When naming spaces in the description, please use educational facility terms used in QIS BGA's 2025 Functional Areas and Construction Rates document (found on the QIS BGA website).



(B) Indicate if any of the following is applicable to the project

Identify any additional requirements of the project. Answer “√” or “X” to each question. If demolition is part of your project and it requires an earlier timeline than construction, you could consider excluding this expense from your capital grant application.

B) Indicate if any of the following is applicable to the project	
Demolition:	<input type="checkbox"/>
Siteworks:	<input type="checkbox"/>
Furniture:	<input type="checkbox"/>
Equipment:	<input type="checkbox"/>
Professional Fees:	<input type="checkbox"/>
Car Park Allowance:	<input type="checkbox"/>

(C) Provide Details of Proposed Project Location

Using the drop-down list, select the campus on which capital project/s will be located.

Please click on the Locality Index filter to ensure that the correct locality is shown for the school. This will enable the appropriate m² cost to be included in section 1.10 Proposed Project. There is a link in the application to view a table of all Locality Indices. Please contact QIS BGA if you are unsure of your correct locality.

Provide the Australian Government Education ID (AGEID) and State NSSAB School Site ID for the applicant campus. Leave blank if a NSSAB or AGEID is pending.

C) Provide Details of Proposed Project Location	
Project Location:	<input type="text"/>
Locality Index :	<input type="text"/>
Australian Government Education ID (AGEID):	<input type="text"/>
Has the project site been approved by NSSAB and assigned with a State Site ID?	<input type="text"/>
State NSSAB School Site ID:	<input type="text"/>
If approval has not been granted, please state the date an application was lodged with NSSAB for the new site and the likely date of approval. Please indicate any expected issues with your submission.	
<input type="text"/>	

(D) Facilities are for (select all that apply)

Answer “Yes” or “No” to each question.

D) Facilities are for (select all that apply)	
Prep:	<input type="checkbox"/>
Primary:	<input type="checkbox"/>
Junior Secondary:	<input type="checkbox"/>
Senior Secondary:	<input type="checkbox"/>
2027 Enrolments	<input type="checkbox"/>





(E) Construction Schedule

Enter the estimated commencement and finish dates of the project, in “dd/mm/yyyy”.

E) Construction Schedule	
Construction to commence:	<input type="text"/>
Construction to finish:	<input type="text"/>

(F) Approval to Develop

Advise if the project requires an approval to develop and provide the required information in the textboxes.

F) Approval to Develop	
Is an approval to develop (Council DA/MID) in place for this project?	<input type="text"/>
Council DA	
If No, what is the status of the Development Approval (Council) process?	<input type="text"/>
MID	
If No, what is the status of the MID Proposal?	<input type="text"/>
If the approval to develop has not yet been sought, please provide commentary.	
<input type="text"/>	
If the approval to develop has commenced, have you received any information that may cause a delay to the approval process?	<input type="text"/>
If Yes, please provide commentary.	
<input type="text"/>	

G) External Infrastructure Subsidy (EIS) application related to Project

Advise if the school expects to submit an application for an External Infrastructure Subsidy (EIS) related to this project. If yes, provide details in the textbox.

G) Do you expect to submit an application for an External Infrastructure Subsidy (EIS) related to this project? If yes, please provide details.
<input type="text"/>





H) Sustainability

Advise if the School has a Sustainability Strategy and provide the required information in the textboxes.

H) Sustainability

Does the School have a Sustainability Strategy?

If Yes, when was the Strategy implemented?

Advise if any of the following environmental sustainability areas have been considered in the design of the project. Provide details in the textbox.

Sustainability Area	Considered	Was an audit conducted to inform project design?	Provide commentary
Carbon & Energy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Water Cycle	<input type="text"/>	<input type="text"/>	<input type="text"/>
Climate Resilience	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cool & Healthy	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature-base solutions	<input type="text"/>	<input type="text"/>	<input type="text"/>

I) School Strategic Plan

Advise how the project relates to the school's strategic plan.

I) School Strategic Plan

What was the date the strategic plan was released?

What is the term of the strategic plan (year to year) to

What priorities within the strategic plan does the project relate to?

Does the school have an evaluative process for assessing the educational impact of construction projects once occupied? If yes, provide commentary.

J) Site Master Plan

Advise how the project relates to the school's master plan and when your master plan was last updated.

J) Site Master Plan

Does the school have a current site master plan?

If yes, please complete the following table:

When was the School's master plan released?	<input type="text"/>
When is next scheduled review of the master plan?	<input type="text" value="mm/yyyy"/>
What phase/stage does the project relate to in the master plan?	<input type="text"/>
Will this project trigger any town planning overlays or environmental considerations?	<input type="text"/>
Will this project trigger any need to upgrade internal site infrastructure?	<input type="text"/>





1.3 ENROLMENT DETAILS

(A) Is your school a single campus school?

Indicate whether you are a single campus school or not. This will impact calculations throughout the application. *Please refer to page 6 of the Help Notes - Guidelines Governing Campuses.*

A) Is your school a single campus school?

(B) Enter total School Enrolment Figures

Enter the total student enrolment figures across all campuses (not including Distance Education Students). Use August Commonwealth census data for historical data.

Enrolments for this year in the application are reflected as per the State census.

Projections for future years should be an accurate reflection of current trends.

Streams are the number of class groups in each grade. If the school operates with composite classes, for example 1 grade 3 class, 1 grade 3-4 class and 1 grade 4, show as 1.5 streams in grade 3 and 1.5 streams in grade 4.

For SAS, Special Schools or schools that do not have usual age grading, please insert enrolment figures as you would for a census on a per room basis.

For schools that provide Distance Education, do not include the Distance Education students in the total student enrolment figures. The figures for Distance Education students should be provided in the Distance Education tab.

B) Enter total school enrolment figures. For schools with multiple campuses include total student enrolments for all campuses in this table.

School Total		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Boarders	Overseas	Total P-12
2023	FTE																-
	Streams																-
2024	FTE																-
	Streams																-
2025	FTE																-
	Streams																-
2026	FTE																-
	Streams																-
2027	FTE																-
	Streams																-
2028	FTE																-
	Streams																-
2029	FTE																-
	Streams																-

Make sure that enrolments have logical progression from year to year.

Also ensure that streams (classes) in each grade match with the number of classes that the school has in each year level and policy of class sizes.





(C) For schools with Multiple Campuses

If your school has multiple campuses, enter enrolment details for the applicant school in Table C. If you do not have multiple campuses, leave this table blank.

C) For schools with multiple campuses, please enter student enrolment figures for the applicant school/campus only. Single campus schools should leave this blank.

Project Site / Campus		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Boarders	Overseas	Total P-12
2023	FTE																-
	Streams																-
2024	FTE																-
	Streams																-
2025	FTE																-
	Streams																-
2026	FTE																-
	Streams																-
2027	FTE																-
	Streams																-
2028	FTE																-
	Streams																-
2029	FTE																-
	Streams																-

(D) Progression Rates

Based on the information provided in the previous tables, the application calculates enrolment changes by cohort (e.g. the number of students in Year 1 in 2024 versus the number of students in Prep in 2023).

D) Progression Rate

School Total		Prep	1	2	3	4	5	6	7	8	9	10	11	12
2023	FTE	-												
	Streams	-												
2024	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2025	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-

Project Site / Campus		Prep	1	2	3	4	5	6	7	8	9	10	11	12
2023	FTE	-												
	Streams	-												
2024	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2025	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-



DISTANCE EDUCATION

If your school offers distance education, please enter the relevant information in the Distance Education tab. It can be accessed by clicking the “Distance Education” button at the top of 1.3 Enrolment Details sheet.

2021 Round QIS BGA Application for Capital Funding
QIS BGA Phone Contact: 07 3839 2142

[School Name]

1.3 Enrolment Details

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If your school offers distance education, please click here to enter details >
 Distance Education

(A) Confirmation of Distance Education

Please answer “Yes” to the question to confirm distance education is offered at your school.

A) Does your school offer distance education?	<input type="text" value="Yes"/>
---	----------------------------------

(B) Enter Distance Education Enrolment Figures

Please enter distance education enrolment figures with reference to the instructions at 1.3 (B).

B) Enter School Distance Education Student Numbers															
School Total		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Total P-12
2023	FTE														-
2024	FTE														-
2025	FTE														-
2026	FTE														-
2027	FTE														-
2028	FTE														-
2029	FTE														-
Progression Rate		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Total P-12
2023	FTE	-													-
2024	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2025	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-

(C) Distance Education School Fees

Please enter the estimated distance education school fees for the current year or the year of commencement by education level.

C) 2025 Distance Education School Fees (this year, or year of commencement)	
Sector	Total
Preparatory	
Junior Primary	
Senior Primary	
Junior Secondary	
Senior Secondary	



(D) Distance Education Teaching Staff Numbers

Enter the teaching staff numbers (distance education only) at the applicant school.

D) Full Time Equivalent (FTE) of Teaching Staff (Distance Educational Staff Only)				
School Total				
Year		Primary	Sec.	Total
2023	FTE			-
2024	FTE			-
2025	FTE			-
2026	FTE			-
2027	FTE			-
2028	FTE			-
2029	FTE			-

(E) Curriculum and Delivery Methodology of Distance Education

Provide comments about the curriculum (subjects offered) and delivery methodology of distance education at your school (staffing approach, pedagogy, use of technology other resources).

E) Please provide comments about the curriculum (subjects offered) and delivery methodology of distance education at your school (staffing approach, pedagogy, use of technology other resources).



1.4 ENROLMENT SUMMARY

(A) Enrolment Totals

The application will automatically calculate these figures.

A) Enrolment totals						Progression rate							
Year		Primary	Jnr Sec.	Snr Sec.	Sec.	Total	Year		Primary	Jnr Sec.	Snr Sec.	Sec.	Total
2023	FTE	-	-	-	-	-	2024	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2024	FTE	-	-	-	-	-	2025	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2025	FTE	-	-	-	-	-	2026	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2026	FTE	-	-	-	-	-	2027	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2027	FTE	-	-	-	-	-	2028	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2028	FTE	-	-	-	-	-	2029	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2029	FTE	-	-	-	-	-							
	Streams	-	-	-	-	-							

(B) Number of Overseas Students

Enter the number of overseas students enrolled and forecasted to enrol at your school. The total number of overseas students should match that provided in Table 1.3 (B). **NB If the numbers don't match, the application will display an Integrity error in the top left-hand corner of the application and this will need to be corrected.**

B) Number of overseas student (FTE) enrolments				
Year	Prep & Pri.	Jnr Sec.	Snr Sec.	Total
2023				-
2024				-
2025				-
2026				-
2027				-
2028				-
2029				-

2021 Round QIS BGA Application for Capital Funding

[School Name]

1.4 Enrolment Summary

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ENROLMENT DETAILS

A) Enrolment totals



(C) Describe your school’s policy for overseas students, e.g. percentage/numbers

Provide details on the policy for overseas students at the applicant school.

C) Describe your school's policy for overseas students, i.e. percentage/numbers

(D) Briefly describe the basis used to establish enrolment projections

Provide details on the basis used to establish enrolment projections (e.g. enrolment deposits, population growth, demographic information, enrolment patterns, intake years, retention rates, catchment areas, bus routes, competition etc.). Region town schools should also provide details of town population, median age, and main industries.

D) Briefly describe the basis used to establish enrolment projections (e.g. enrolment deposits, population growth, demographic survey, enrolment patterns, retention rates, catchment, competitors etc.). If part of the proposed project’s justification is based on enrolment growth, please demonstrate how this “basis” is used to substantiate the forecast increase in enrolments.

(E) Briefly describe class size policy and other relevant cohort organisation information

Provide details on the class size policy and other relevant cohort organisation information.

E) Briefly describe class size policy and other relevant cohort organisation information. Based on the existing buildings and class size policy, what is the current student enrolment capacity at the school? Do you have any waiting lists in any year levels at present (can this be verified)?

(F) Pre-Prep

Provide details on Pre-Prep for the applicant school, in response to the following questions:

- Is a Pre-Prep attached to the school?
- How is it run?
- How many FTE children is it registered for?
- How many Pre-Prep (Prep minus 1) children attend this year?
- What is the expected conversion from Pre-Prep into Prep for next year?





F) Pre-Prep	
Is Pre-Prep attached to your school?	<input type="text"/>
If so, how is it run?	
How many FTE children is it registered for?	<input type="text"/>
How many Pre-Prep (Prep minus 1) children are attending the school this year?	<input type="text"/>
What is the expected conversion from Pre-Prep to Prep next year?	<input type="text"/>

Please note Section 1.4 (G) and (H) are relevant to Special Assistance Schools only.

(G) Enrolment Churn and Attendance Patterns

Comment on the level of enrolment churn and attendance patterns for the applicant school.

G) What is your level of enrolment churn and attendance patterns? Please comment.

(H) Student Outcomes

Describe how student outcomes are measured at the applicant school and provide evidence that demonstrates performance against these measures.

H) What measures do you use to track student outcomes? What evidence can you provide to demonstrate performance against these measures?



1.5 STAFF AND FEES

(A) Enterprise Agreement

Please provide information about the enterprise agreement for your staff at the applicant school.

A) Enterprise Agreement	
Are your staff under an Enterprise Agreement?	<input type="text"/>
If so, when does it expire?	<input type="text"/>
What are the key salary increases in the Enterprise Agreement?	<input type="text"/>

(B) Length of Service

Detail the average length of service of staff currently at the applicant school.

B) Length of Service	
What is the average length of service of staff currently at the school?	<input type="text"/>

(C) Teacher Aide, Professional and Technical Support Staff

Enter the staff numbers by education level and area of specialty for the current and previous years at the applicant school .

C) Teacher Aide, Professional and Technical Support Staff (School Total)			
FTE	Area or Specialty	2024	2025
FTE of Teachers Aides involved in regular classroom activities <i>(This includes, Technologies, Science, Library, The Arts, Sports and any other 'in-class' aides. The wages of these staff should be shown in Financials: 2.3 Salaries - Non-Teaching including Assistants.)</i>	Preparatory		
	Primary		
	Secondary		
	Total	-	-
FTE of Teachers Aides involved in specified education activities <i>(The wages of these staff should be shown in Financials: 2.3 Salaries under Non-Teaching including Assistants.)</i>	ESL		
	Learning Support/Enrichment		
	Other		
	Total	-	-
FTE of Professional and Technical Support staff <i>(The wages of these staff should be shown in Financials: 2.3 Salaries under Other Services.)</i>	ICT Technician		
	Library Technician		
	Counsellor		
	Pastoral		
	Sport		
	Other		
	Total	-	-
	FTE Total	-	-
Difference			

(D) Tuition Fees (this year)

Enter the amount of tuition fees by education level in the current year at the applicant school. For multi-campus schools, please enter an average fee amount.

D) 2025 Tuition Fees (this year, or year of commencement)						
Sector	Basic Fee	Building Fee	Other	Total	Siblings 2nd (Net)	Siblings 3rd (Net)
Preparatory				-		
Junior Primary				-		
Senior Primary				-		
Junior Secondary				-		
Senior Secondary				-		

(E) Boarding Fees (this year)

Enter the amount of boarding fees by education level in the current year at the applicant school. For multi-campus schools, please enter an average fee amount.

E) 2025 Boarding Fees (this year, or year of commencement)						
Sector	Basic Fee	Building Fee	Other	Total	Siblings 2nd (Net)	Siblings 3rd (Net)
Preparatory				-		
Junior Primary				-		
Senior Primary				-		
Junior Secondary				-		
Senior Secondary				-		

(F) Overseas Students (this year)

Enter the amount of tuition fees for overseas students by education level in the current year at the applicant school. For multi-campus schools, please enter an average fee amount.

F) 2025 Overseas Students (this year)						
Sector	Basic Fee	Building Fee	Other	Total	Siblings 2nd (Net)	Siblings 3rd (Net)
Preparatory				-		
Junior Primary				-		
Senior Primary				-		
Junior Secondary				-		
Senior Secondary				-		

(G) Comment on Changes to Fee Structures from Last Year and Future Years

Provide comments on changes to fee structure at the applicant school. For multi-campus schools, comments should also reflect average fee changes.

G) Comment on changes to fee structures from last year and future years



(H) Amount of Fees Foregone for the previous year

Enter the percentage of total student fees for the applicant school that are discounts, student hardships concessions, bursaries/scholarships, and other. These discounts % should total the % of your Total Student Fees.

Student hardship concessions in dollars should only include concessions given for hardship that have been evidenced, such as in the case of bursaries. Academic scholarship and scholarships that are not 'means' tested, should not be included in hardship concessions.

H) Amount of fees forgone for 2024	
What percentage of your Total Student Fees were discounted (e.g. staff, hardships, scholarships, early payment)	<input type="text" value="-"/>
Equivalent in \$	<input type="text"/>
Of which	
Staff discounts equated to approximately %	<input type="text"/>
Sibling discounts equated to approximately %	<input type="text"/>
Student hardship concessions equated to approximately %	<input type="text"/>
Scholarship concessions equated to approximately %	<input type="text"/>
Early payment concessions equated to approximately %	<input type="text"/>
Other equated to approximately %	<input type="text"/>
Please provide details of your hardship policy, processes and tenure implemented by your school	
<input type="text"/>	
Please provide details of long-term debtors and bad debt policies and processes implemented by your school	
<input type="text"/>	

(I) Educational (Socio-Economic) Disadvantage Analysis

Enter student numbers for the current year for the applicant school.

I) Educational (socio-economic) disadvantage analysis	
Some of the data requested in this form will be used to help determine the educational and financial needs of the school.	
Please show the number of students on scholarships (tuition, sporting, cultural, etc.) in 2025	<input type="text"/>
Please show the number of students receiving hardship discounts (not scholarships) in 2025	<input type="text"/>
Number of Aboriginal and Torres Strait Islander students at the beginning of 2025	<input type="text"/>
% of Total Students	<input type="text" value="-"/>
Number of students requiring assistance reported by the school in the following NCCD education assistance categories:	
- Supplementary	<input type="text"/>
- Substantial	<input type="text"/>
- Extensive	<input type="text"/>
NCCD % of Total Students	<input type="text" value="-"/>





1.6 PROJECTS (ALL CAMPUSES)

(A) Previous Projects without Government Grants

Please include major capital purchases and construction/renovation projects across all campuses **over \$100,000** which the school has undertaken without grants from the Australian or State governments. These projects should have taken place in the last three years.

Include any capital projects or parts projects that were outside funding guidelines and therefore did not attract a grant.

Projects that form part of the school's regular maintenance program should not be included unless they involve specific refurbishment, upgrade, renovation or replacement of facilities.

A) Previous projects without Government grants (over \$100,000 only)			
Detail land and building projects completed without assistance from the Australian or State Governments during the period 2021-2024.			
Detail major capital purchases, construction and renovation projects which the school has undertaken without grants from the Australian or State governments. Projects that form part of the school's regular maintenance programme should not be listed unless they involve specific replacement of facilities.			
Year of Completion	Brief Project Description	Campus	Final Cost (\$)

(B) Previous Projects with Government Grants

Following receipt of a Capital Grant, one of the final requirements is to acquit the project via an Accountant's and Architect's certificate.

Please list any projects across all campuses that have attracted a Capital Grant from QIS BGA in the past eight years and have NOT been acquitted via the QIS BGA process. Only include projects where the grant has been fully claimed. Note non-acquitted projects may affect this year's application.

B) Previous Projects with Government grants				
Please list any projects that have attracted a Capital Grant from QIS BGA in the past eight years and have NOT been acquitted via the QIS BGA process. Only include projects where the grant has been fully claimed.				
Year of Grant	Brief Project Description	Grant (\$)	Campus	Please provide an explanation as to why acquittals have not been lodged

1.7 EXISTING TEACHING SPACES (PROJECT SITE / CAMPUS)

(A) Dedicated Primary Only Teaching Spaces

For the project site/campus, please record all rooms used as primary school teaching spaces. Include specialty spaces such as Art, Science or Multi-Purpose Halls etc if they are used for curriculum delivery.

If specialty classrooms are used for both primary and secondary, show below in 1.7(B).

All existing primary General Learning Area classrooms should be shown at 100% occupancy. Primary only specialty areas (non-General Learning Area) need to have a percentage usage shown in occupancy based on the formula.

Timetable use / period of the week = %

Spaces that have previously attracted Capital Grant funding from QIS BGA and are yet to be built or that are in the process of being built, should be entered and shown with "0" as the occupancy. Also include tuition spaces that are being built in the current year by the school without QIS BGA funding.





A) Dedicated Primary Only Teaching Spaces

Include information relating only to the applicant school, Primary School teaching spaces. Teaching spaces are areas where curriculum delivery occurs. Please use the help notes to assist in the completion of this section.

Notes:
Only include spaces timetabled for classes, or able to be timetabled.

Building ID	Room ID	Area (M ²)	Occupancy (%)	Year/Grade	Main Purpose	Sector	Temporary	Condition
						Primary	No	
						Primary	No	
						Primary	No	

Please ensure all fields are completed. An error message will appear if there is information missing.

Notes:
Only include spaces timetabled for classes, or able to be timetabled.

Building ID	Room ID	Area (M ²)	Occupancy (%)	Year/Grade	Main Purpose	Sector	Temporary	Condition
Building A	1	10.0	1,000.0		GLA	Primary	No	Good



(B) Secondary and Combined Teaching Spaces

For the project site/campus, please record all rooms used for curriculum delivery including specialty spaces such as art, science or Multi-Purpose Halls. Include all secondary timetabled classes as well as rooms timetabled for primary and secondary classes (referred to as combined).

To calculate percentage of room usage (occupancy), apply the following formula;

Timetable periods / Total periods in the week available = %

Primary and secondary usage will need to be calculated separately for shared rooms.

Spaces that have previously attracted Capital Grant funding from QIS BGA and are yet to be built or are in the process of being built should be entered and shown with "0" as the occupancy. Also include tuition spaces that are being built in the current year by the school without QIS BGA funding.

B) Secondary and Combined Teaching Spaces

Include information relating only to the applicant school, Secondary and Combined teaching spaces. Teaching spaces are areas where curriculum delivery occurs. Please use the help notes to assist in the completion of this section.

Notes:
Only include spaces timetabled for classes, or able to be timetabled.

Building ID	Room ID	Area (M ²)	Occupancy (%)	Secondary Use (%)	Primary Use (%)	Main Purpose	Sector	Temporary	Condition
				100.0	-		Secondary	No	
				100.0	-		Secondary	No	

Please ensure all fields are completed. An error message will appear if there is information missing.

Only include spaces timetabled for classes, or able to be timetabled.

Building ID	Room ID	Area (M ²)	Occupancy (%)	Secondary Use (%)	Primary Use (%)	Main Purpose	Sector	Temporary	Condition
Building A	A	100.0	100.0	80.0	20.0	Digital Tech. Lab.	Combined	No	
				100.0	-		Secondary	No	



(C) Pre-Project Room Usage - Primary Only

The application will automatically calculate these figures.

C) Pre-project room usage - Primary Only

Total number of timetabled rooms:	-
Total number of streams in 2025	-
Room usage (%) / stream:	-



(D) Pre-Project Room Usage - Secondary Only

The application will automatically calculate these figures.

D) Pre-project room usage - Secondary Only	
Total number of timetabled rooms:	-
Total number of streams in 2025	-
Total number of room / stream:	-
Room usage (%) / stream:	-

1.8 EXISTING FACILITIES (PROJECT SITE / CAMPUS)

(A) Existing Facilities – Non-Teaching Spaces and Teaching Spaces < 50m²

Please enter all Administration, Learning Support areas, Library/Resource Centre/Senior Study Centre, Multipurpose Hall and Outdoor Covered areas greater than 50m². Primary and/or secondary spaces where the curriculum is delivered, timetabled and less than 50m² (i.e. music tutorial spaces, offices, science preparation facilities, amenities etc) do not need to be listed. Spaces that have previously attracted Capital Grant funding from QIS BGA and are yet to be built or that are in the process of being built should be entered and shown in the 'Excellent condition' column.

A) Existing Facilities - Enrolment Based Functional Area Indicators (at beginning of 2025)									
Please enter all Administration, Learning Support areas, Library/Resource Center/ Senior Study Centre, Multipurpose Hall and Outdoor Covered areas <u>greater than 50m²</u> (see application support material <i>Functional Areas and Rates</i>). Please include spaces that the school will build with or without Capital Assistance during 2025. These spaces should be shown as Excellent condition. Schools with Distance Education will also enter data here - spaces under 50m ² are to be included.									
School ID	Functional Area	Sector	Permanent				Temporary		
			No. of Units	Total Area M ²	Poor Cond.	Good Cond.	Excel. Cond.	No. Units	Total Area M ²

(B) Existing Facilities – Total Tuition

The application will automatically calculate these figures.

B) Total Teaching (at beginning of 2025)	
Permanent Area (M ²):	Temporary Area (M ²):

(C) Facilities to be removed

Record any facilities that have been shown as “temporary” teaching or non-teaching existing facilities that will be removed at the completion of or during the building of the proposed project.

C) Facilities to be Removed (from sections 1.7 and 1.8A)						
School ID	Functional Area	Sector	Prior to Start of 2025 Round		On Finish of 2025 Round Project	
			No. of Units	Total Area M ²	No. of Units	Total Area M ²



(D) Boarding Existing Facilities

Please refer to section 1.8 (A) for guidance on completion of this section.

D) Boarding Existing Facilities (at beginning of 2025)									
Spaces under 50m2 are to be included.									
School ID	Functional Area	Sector	Permanent				Temporary		
			No. of Units	Total Area M ²	Poor Cond.	Good Cond.	Excel. Cond.	No. Units	Total Area M ²

(E) Boarding Facilities to be Removed

Please refer to section 1.8 (C) for guidance on completion of this section.

E) Boarding Facilities to be Removed							
Spaces under 50m2 are to be included.							
School ID	Functional Area	Sector	Prior to Start of 2025 Round		On Finish of 2025 Round Project		
			No. of Units	Total Area M ²	No. of Units	Total Area M ²	



1.9 JUSTIFICATION

This section should be a brief explanation of the educational rationale for the facilities for which you are applying. To assist the School in writing the justification, the following template is to be used.

- a) Context, pedagogy and space before transformation
 - Briefly describe your school's context
 - If relevant, describe curriculum change and or expansion, reflecting student demand for different or additional learning.
 - Describe the school's current pedagogical approach as it relates to the type of learning spaces described in your application.
 - Describe the current physical [learning] environment as it relates to your application
- b) Transforming learning – the educational brief
 - Outline the vision and educational brief for the new or renewed facilities.
 - Describe the process of developing the educational brief, who was involved and how it was led.
 - Describe how the proposed project aligns with the goals of the Alice Springs (Mparntwe) Education Declaration
- c) Creating the space –the design brief
 - Describe the design process and how the users of the proposed new facility were engaged.
 - How will the new or renovated space meet the pedagogical needs of the school for the next 5 years? 10 years?
- d) Transition to the transformed learning environment
 - How is the transition to the new environment going to be managed?
 - What professional learning will be available to teachers in how to use the new spaces?
- e) Evaluation
 - What measures will be used to evaluate the effectiveness of the educational brief and architectural design?
 - How will professional learning continue through the occupancy of the building?
- f) Specific site issues
 - Are there any specific site issues that must be considered, particularly with respect to project below-the-line costs?
 - If the application includes the demolition of an existing building to be replaced by a new building, please describe used to determine that this was the best outcome.
- g) Other issues specific to your project
 - Please provide any other information relevant to the application not captured by the questions/requests stated above

If there are more than one project in this application, it may be necessary to write an explanation for each project. The justification must be submitted as a separate PDF document when Section 1 of the application is due.



A) State why the facilities in the application are required

An important section of your application is an explanation and rationale for the facilities for which you are applying.

Educational need for eligible projects usually extends primarily from one or more of the following reasons. Please select "Yes" in drop down menu to indicate up to 3 most important justifications for your proposed project(s):

- 1. School growth leading to need for additional (new) facilities Select...
- 2. Curriculum or syllabus change requiring different physical facilities Select...
- 3. Curriculum expansion resulting from strategic decision making and/or student demand leading to need for different or additional facilities Select...
- 4. Facilities reaching end of life – that is, are no longer fit for purpose Select...
- 5. Facilities no longer fit for purpose but not at end of life Select...
- 6. Pedagogical change within the school leading to a need for different and/or additional facilities Select...
- 7. Changes in student characteristics leading to required changes in curriculum Select...
- 8. Well-informed changes in community expectations about facility standards, characteristics and physical environments Select...
- 9. Does your school include sustainability (or similar) goals within its strategic plan? Select...

Schools are required to identify up to 3 of the following expected outcomes underpinning the Educational need for the proposed project:

- a) providing a better learning environment Select...
- b) addressing an area of particular educational disadvantage Select...
- c) responding to new demographic or enrolment trends Select...
- d) supporting quality teaching Select...
- e) supporting parental and community engagement Select...
- f) supporting safety for the school community Select...
- g) supporting the curriculum Select...
- h) supporting educational opportunities for Indigenous students Select...
- i) supporting educational opportunities for students with a disability Select...
- j) other relevant outcomes Select...

The School's educational justification is required to be submitted in PDF format along with the first section of the application. It is required that the justification follows the template provided in the Application Help Notes.



1.10 PROPOSED PROJECT DETAILS

This section must be completed in detail for each proposed project in this year's application.

If the school has more than one project, click on "Project 2" and repeat the below process. To enter data for more than two projects or for a Boarding project, please contact QIS BGA for assistance.



When completing Tables A - J refer to the document [Functional Areas and Construction Costs](#) to access essential information required for application accuracy.

Ensure that each functional space is separated on each line. Separate classroom spaces from storage spaces, travel, verandas etc. If more than one floor of building is proposed, separate functional spaces into floors as well. i.e. show classrooms on ground floor separately to classrooms on first floor.

See the samples below for further instructions on completion of each section.

(A) Proposed Project Details

A) Proposed Project Details

Maximum allowance for refurbishment, conversion, renovation, or upgrade is 70% of construction rate unless unusual circumstances apply.

Facility Description	Functional Area	Sector	Type of Work	Size (M ²)	No. of Units	Total Area (M ²)	Cost per M ² (\$)	Cost per M ² (\$)	Total Cost (\$)

Describe the space in the first column (as per plan)

These are drop-down columns. Select the appropriate description for each space of the facility

Show internal M2 for each space on floor plan and number of each type of space.

Construction / Refurbishment Cost per M2 will appear in this column. This column will calculate with locality allowance applied. This cell can be overwritten with a lesser (but not greater) value. The M2 rates are locality specific.

For refurbishment, conversion, renovation or upgrade, if the entered Cost per M² is higher than 70% of the construction rate, an error message will appear.

Facility Description	Functional Area	Sector	Type of Work	Size (M ²)	No. of Units	Total Area (M ²)	Cost per M ² (\$)	Cost per M ² (\$)	Total Cost (\$)
Facility A	Applied Technologies	Primary	Refurbishment	100.0	1	100.0	5,000	2,818	281,820 ERROR



(B) Professional Fees

Please select an appropriate description from the drop-down list. If none of the options are applicable, provide a short description and \$ amount in the rows labelled “(Other – Please enter details here)”.

Professional fees should not exceed 11% of total project cost (supervised proportion of project). For small projects (under \$500,000), renovations or conversions 12% is acceptable.

B) Professional Fees	
Item	Amount \$

(C) Local Authority Charges

Charges by local council for submission of MCU or DA for the project.

Please select an appropriate description from the drop-down list. If none of the options are applicable, provide a short description and \$ amount in the rows labelled “(Other – Please enter details here)”.

C) Local Authority Charges	
Item	Amount \$

(D) Loose Furniture Costs

Furniture costs per room as per furniture allowances (See resource material in the *Links to Further Information* section of the application or the QIS BGA website).

D) Loose Furniture Costs	
Item	Amount \$

(E) Equipment (not built in) Costs

Equipment costs per room as per equipment allowances (See resource material in the *Links to Further Information* section of the application or the QIS BGA website – Functional Areas and Construction Costs Document).

E) Equipment (not built in) Costs	
Item	Amount \$

(F) Library Resources Costs

Library resource allowance is applicable for projects that include library space. (See resource material in the *Links to Further Information* section of the application or the QIS BGA website – Functional Areas and Construction Costs Document).

F) Library Resources Costs	
Item	Amount \$





(G) Fire Services Costs

Requirements of Fire Authority, including hydrants, hardstands etc. Please refer to Appendix 2 of the QIS BGA Functional Areas and Construction Costs document – QIS BGA Website – to understand what fire service infrastructure is included in the QIS BGA construction rate. Costs will need to be supported by QS or equivalent for expenses greater than \$50,000. Equivalent means an estimate of cost from a relevant secondary consultant.

G) Fire Services Costs	
Item	Amount \$

(H) Special Services Costs

This may include new electrical sub main or internal infrastructure costs requested by council, but not covered under the External Infrastructure Subsidy Scheme. Will need to be supported by QS or equivalent for expenses greater than \$50,000. Equivalent means an estimate of cost from a relevant secondary consultant.

H) Special Services Costs	
Item	Amount \$

(I) Site Development Costs

Include items such as extra footings and internal infrastructure requirements needed to support the operation of the proposed facility. Please refer to Appendix 5 of the QIS BGA Functional Areas and Construction Costs document – QIS BGA website – to understand what internal infrastructure will be supported. Costs will need to be supported by a QS report or equivalent for expenses greater than \$50,000. Equivalent means an estimate of cost from a relevant secondary consultant.

I) Site Development Costs	
Item	Amount \$

(J) Other Additional Costs

Include carpark allowance, landscaping allowance, solar, other sustainability items (energy and carbon, total water cycle) or other costs not covered under sections (d) to (i). Costs will need to be supported by QS report or equivalent for expenses greater than \$50,000. Equivalent means an estimate of cost from a relevant secondary consultant. Costs of development requirements (extending from MID) may be included here. Supporting information will be required if MID costs are included. The need for a sustainability item will need to be supported by an audit (audit template available on QIS BGA website – Appendix 6, QIS BGA Functional Areas and Construction Costs document).

J) Other Additional Costs	
Item	Amount \$





(K) Total Project Cost

The application automatically calculates this value.

(K) Total Project Cost (A to J)	
Total	-



1.11 SOURCE OF FUNDS

Please ensure that section 1.11 is complete for each project. If the school has more than one project, click on "Project 2" and repeat the below process.

[School Name]

1.11 Source of Funds - Project 1

Index
Previous Page
Section 2
To enter data for other projects >
Project 2
Boarding 1

(A) Details of Proposed Loans

Provide details about the proposed loans.

A) Details of proposed loans

Financial needs assessments will take account of the circumstance that a school should at least maintain its Recurrent effort. As a general rule, the level of funding provided for a project will be sufficient to ensure that the school is not forced to reduce its Recurrent effort.

Name of Lending Authority:

Discussion held with above?

(B) Sources of Funds

The source of funds page includes details of discussions held to date with lending authority.

B) Sources of funds for this project	
Category	Amount \$
Loans:	
School's cash reserves:	
School's building fund/levy:	
Other:	
Funds to be transferred from schools' foundation or associated companies:	
Sale of property:	
Total funds to be contributed by school (sum of above)	-
State and or Australian Government Capital Grant Requested	
Total School Contribution + Total Grants	-
Total Cost of Project (per Section 1.10: Proposed Projects)	-
Difference (must be 0)	-

Insert figures in the blue shaded cells. Sources of funds should agree with totals shown in 2.4 Financials.

Total Cost of Project is an automatic calculation

(C) Contingency

Provide information on whether the school has an alternative way of financing the project should they not receive a grant or receive a lower amount of grant than requested.

C) Contingency

Should the school not receive the requested grant, what will the school do?



Completion of Section 1

This is the final part to Section 1. Section 1 is due for submission by the 3rd of March 2025. Before submission, please ensure you have corrected any [Integrity Issues](#) then enter a submission date on the cover page. If you encounter an integrity issue, please refer to the [Integrity Issues](#) section of these Help Notes for assistance.

If you decide not to proceed with a project, you can inform QIS BGA of this decision by using the drop down box under *Projects for Consideration* and changing the *Yes* to *No*.

When this is done, follow the instructions in the Client Portal to submit the application along with the required supporting documentation. [Appendix One](#) provides a summary of supporting documentation requested at each submission point and the required Naming Convention to apply.

You will receive acknowledgment of your submission. QIS BGA will then lock section 1 of the application and return this to you via the Client Portal. When you have received the locked version of your application, please continue to Section 2 of the application.

Section 1 Cover Page

Index Section 1 Section 2

Project	Projects for Consideration
Project 1	Yes
Project 2	Yes
Project 3	Yes
Project 4	Yes
Project 5	Yes
Boarding 1	Yes
Boarding 2	Yes
Boarding 3	Yes

AMOUNTS IN THIS APPLICATION MUST BE EXCLUSIVE OF GST

Section 1 Submission Date:

Section 2 Submission Date:



Section 2 of the Application

Section 2 of the application must be completed and submitted via the Client Portal on or before 31st March 2025.

Section 2 – Financials

For sections 2.1 – 2.9 of the Financials, include historical data as reported on the schools Audited Financial Statements (and the Financial Questionnaire - most fields in these sections loosely align with the data required in the Financial Questionnaire).

Although non-school activities (e.g. to and from school bus transport or tuckshop) are not included in the “annual financial questionnaire”, these items need to be included in this application. Non-school activities should be netted off and shown in other income (except pre-prep where income and expense are now shown). See Income for Recurrent section below.

Data for the current year should be expressed as per the school’s budget, based on enrolments shown in section 1.3 – Enrolment Details.

Data projected in the four future years should be as per the school’s budget forecasts for those years.

Note – budgeted income and expenditure items in the main should be calculated at the current income/expense per student or teacher and extrapolate that out for future years based on student numbers (2.1B) and /or teacher numbers (2.1A) - this includes recurrent income and salaries.

If the school operates several campuses and reports as one school for operating and reporting purposes, include all campuses income and expenditure in this application.

In sections 2.4 and 2.5 include all future expected Capital Income and Capital Expenditure. The project applied for in this application should also be included. Include expected loans and requested capital grants (as shown in section 1.11) in section 2.5B and 2.4. Include total project cost in section 2.5A (also as shown in section 1.11). If the school has had other capital projects funded by QIS BGA, these should all be included in the projections. Including projects planned and to be funded totally by the school. Costs associated with the project/s applied for in the application, that are outside the QIS BGA funding guidelines, should be shown as School Capital Expenditure. See notes below in section 2.5 below.

In Section 2 do not include escalation or CPI increases (no inflation). Ensure that all figures are in current year dollar terms. We require data to be reported in this way, so that all schools’ data can be analysed on equal terms. Section 2 will be returned for correction if your budgeted figures presented in your application are deemed to be inflationary.

2.1 FINANCIAL ANALYSIS

(A) Full Time Equivalent (FTE) of Teaching and Professional Staff – All Campuses

Insert the full time equivalent (FTE) for the teaching staff in the school and all non-classroom teaching professionals, such as principal, deputy, dean of studies etc.

A) Full Time Equivalent (FTE) of Teaching and Professional Staff – All Campuses (do not include distance education staff)							
Sector	2023	2024	2025	2026	2027	2028	2029
Prep and Primary							
Secondary							
Total	-	-	-	-	-	-	-

(B) Enrolments - Tuition Only (Exclude Boarding Total)

The application will automatically populate this information based on your inputs in Section 1.3.

B) Enrolments - Tuition Only (exclude boarding total)							
Enrolments	2023	2024	2025	2026	2027	2028	2029
Prep	-	-	-	-	-	-	-
Primary	-	-	-	-	-	-	-
Total Prep. And Primary	-	-	-	-	-	-	-
Junior Secondary	-	-	-	-	-	-	-
Senior Secondary	-	-	-	-	-	-	-
Total Secondary	-	-	-	-	-	-	-
Total FTE Enrolments	-	-	-	-	-	-	-
Overseas Students (OS)	-	-	-	-	-	-	-

(C) Details of Proposed Capital Project

The application will automatically populate this information based on your inputs in Section 1.11.

C) Details of Proposed Capital Project	
Proposed school contribution to the project cost given in Section 1.11: Sources of Funds	
Cash	-
Loans	-

(D) Audited Financial Statements and Financial Questionnaire

As part of the guidelines governing the assessment of applications, QIS BGA requires submission of the Audited Financial Statements for the two years previous to this year's application. Please indicate below if there has been a qualification by the auditor in either of the last two year's Audited Financial statements.

Note: Audited accounts need to reflect contingent liability for historical QIS BGA grants.

D) Audited Financial Statements and Financial Questionnaire	
NB: Audited Financial Statements for 2023 and 2024, and the Financial Questionnaire for 2024 are required to be submitted with this application.	
Is there a qualification by the auditor in the:	
Financial Statements for 2023	<input type="checkbox"/>
Financial Statements for 2024	<input type="checkbox"/>
If yes, please explain:	
<div style="background-color: #e0e0e0; height: 100px;"></div>	

(E) Prior Year Budget Figures and Audited Accounts

Please provide comments if the two previous years application figures do not reflect the audited accounts.

E) Does the school's 2023 and 2024 budgeted figures, as detailed in section 2.2 of the application, reflect the school's 2023 and 2024 audited accounts. If not, please provide details of any difference below.
<div style="background-color: #e0e0e0; height: 100px;"></div>



(F) Comments/Assumptions on Budgets/Forecasts (no inflation)

Please provide comments and describe any assumptions made on the budgets/forecasts (assumptions should not be inflationary).

F) Please add any comments and assumptions on budgets and forecasts. 2.1F) is mandatory to complete. Note: budgets must be in current dollars (no inflation).

(G) Minimum Cash Position

Please state the minimum cash position required to be held at any time (be realistic).

G) Please state the minimum cash position required to be held at any time. For example, one month of operating expenses which equates to \$1.2m. Does the school operate an overdraft? If yes, what is the limit?

(H) Non-Educational Business Activities

Please provide details of any significant non-educational business activities.

H) Does your school have any significant non-educational business activities? If yes, please detail the business type, annual turnover and expected profitability below.

(I) Investment Properties

Please provide details of any investment properties that are not directly attached to the school property.

I) Does your school hold any investment properties not directly attached to the school property? If yes, please detail the property location, year in which the property was purchased, the cost of the purchase, the current value of the property, the current borrowings against the property, the strategy for the investment and any supporting information e.g. valuation or purchase contract to be included. In addition, does the school hold any shares? if yes, please state a description of the shares including purchase date and price and current market value.





(J) Related Party Transactions

Please provide details of any related party transactions and supporting information e.g. Service Agreement and Loan Agreement and how the fees in these documents were derived.

J) Please provide details of any related party transactions e.g. service agreements, finance arrangements, intercompany loans and head office costs. Please provide any supporting information.

(K) Future Projects

List major future planned projects across all campuses. It is important that these future projects match the schools' masterplan. The project cost should correlate to section 2.5. Expenditure for Capital Purposes together with any grants sought in Section 2.4.

K) Future Projects (over \$100,000 only) All Campuses

Detail major land and building projects to commence with or without assistance from the Australian or State Governments during the period 2025-2029. Please ensure the amounts match those in Sections 2.4 and 2.5.

Brief Project Description	Year	Expected Cost (\$)	Campus	Grant to be Sought?	If Yes, Enter the % to be Sought

2.2 INCOME FOR RECURRENT PURPOSES

As stated above in the introduction to the financials, please ensure that future year amounts do not include escalation (CPI increases). Costings should be in current dollars.

Recurrent income items should be entered in this section. Categories are the similar as for those in the "annual financial questionnaire" with the following exception: Kindergarten or Pre-Prep Income attached to a school is to be shown separately as with Distance Education Income. Please ensure Fees are shown as GROSS and then deduct any Fee Discounts and Concessions in the line provided.

If the school is a boarding school, please ensure all income for boarding is separated and shown in D – Income for Recurrent Purposes – Boarding.

A) Tuition

Description (\$)	FQ Item/s (listed as a guide)	2023	2024	2025	2026	2027	2028	2029
School Fees (Gross)	RI.010							
School Fees for Overseas Students	RI.050							
Discounts and Concessions								
Other Receipts from Students	RI.020, RI.030 & RI.040							
Kindergarten (Pre-Prep) Total Income								
Distance Education Total Income (incl. Govt grants)								
Ancillary Income								
Other Private Income	RI.060, RI.061 & RI.065							
Total								

Under Other Private Income, record all non-school activities as a net result / balancing item

Ensure that all projections are an accurate reflection of expected income and expenditure per student





2.3 EXPENDITURE FOR RECURRENT PURPOSES

As stated above in the introduction to the financials, please ensure that future year amounts do not include escalation (CPI increases). Costing should be in current dollars.

Completion in this section is similar to reporting in the “annual financial questionnaire” except for salaries. Include superannuation and other ‘on costs’ in salary costs for each salary classification.

Salaries for general teaching staff should include principal, deputy, dean etc.

Salaries – Other including professional and technical support staff should include professionals such as: psychologists, counsellors, occupational therapists, social workers, computer technicians, library technicians etc. As with Recurrent Income, if Kindergarten (Pre-Prep) and Distance Education is part of your school, show these expenses in the line provided.

A) Tuition		2023	2024	2025	2026	2027	2028	2029
NB: Salaries to include all Superannuation and Fringe Benefits								
Description (\$)	FQ Item/s (listed as a guide)							
Salaries - General Teaching Staff	RE.010, RE.030 & RE.060							
Salaries - Non-Teaching incl. Assistants	RE.010, RE.020, RE.040 & RE.060							
Salaries - Administration and Clerical	RE.040 & RE.060							
Salaries - Non-Bldg Maint & Cleaners incl. Contractors	RE.040 & RE.060							
Salaries - Other incl. professional and & technical support staff	RE.010, RE.020 & RE.060							
Provision for Long Service Leave	RE.070							
Expenditure on Excursions/Trips	RE.080							
Other Teaching Costs	RE.080							
Administration Costs	RE.080							
Bldg Maint. Expenses incl. Wages & Contractors	RE.060, RE.085 & RE.090							
Rent/Lease Costs for Land or Buildings	RE.095							
Rent/Lease Costs - Other	RE.090							
Kindergarten (Pre-Prep) Total Expenses (incl. wages)								
Distance Education Total Expenses (incl. wages)								
Ancillary Costs	RE.080							
Interest Expense - Loans	RE.100 & RE.110							
Interest Expense - Finance Leases	RE.110							
Depreciation	RE.120 & RE.130							
Total		-	-	-	-	-	-	-

2.4 INCOME FOR CAPITAL PURPOSES

Include all capital fees and capital donations in this section.

Please ensure that future grants and loans are shown as capital income as indicated in section 1.9 of the application. Include all other future capital loans and grants that may be funded by BGA or by school.

A) Tuition and Boarding		2023	2024	2025	2026	2027	2028	2029
Description (\$)	FQ Item/s (listed as a guide)							
Transfer from Special Funds incl. <u>Building Funds</u>	CI.030							
Donations for Capital purposes	CI.055							
Australian Government Capital Grants Program	CI.010							
Other Australian Government Capital Grants	CI.010							
External Infrastructure Subsidy Scheme	CI.020							
Other Subsidies	CI.020							
State Capital Assistance Grants	CI.020							
Profit from the Sale of Fixed Assets	CI.050							
Amount of Funds expended on behalf of the School	CI.050							
Other Capital receipts	CI.040							
Total		-	-	-	-	-	-	-

Include all income for future capital works, including expected grants from Commonwealth and State.

Also include any loss on sale here (as a negative number)





2.5 EXPENDITURE FOR CAPITAL PURPOSES

Include all expenditure including intended building projects. Similar to 2.4 above.

(A) Tuition and Boarding

A) Tuition and Boarding							
Description (\$)	2023	2024	2025	2026	2027	2028	2029
Land purchases							
Building/land improvements (school funded projects)							
Building/land improvements (capital grant funded projects)							
Furniture and equipment							
Plant and machinery							
Motor vehicles							
Other applications of capital funds							
Total	-	-	-	-	-	-	-

Include all expenditure for projected future capital works, including land purchases, School funded portion of projects not supported by QIS BGA, as well as the total cost of projects that are part of the BGA Application.

(B) Loan Drawdowns and Repayments – Tuition & Boarding

B) Loan Drawdowns and Repayments – Tuition and Boarding							
Description (\$)	2023	2024	2025	2026	2027	2028	2029
Other loans for capital purposes							
Loans for Recurrent purposes							
Repayment of loan principal							
Principal component of lease expenses							
Total	-	-	-	-	-	-	-

(C) Long Service Leave Entitlements

C) Long Service Leave Entitlements							
Description (\$)	2023	2024	2025	2026	2027	2028	2029
Long service leave – opening balance current and non-current		-	-	-	-	-	-
Provision for long service leave		-	-	-	-	-	-
Less long service leave payments		-	-	-	-	-	-
Total Long Service Leave Entitlements	-	-	-	-	-	-	-
Current		-	-	-	-	-	-
Non-Current		-	-	-	-	-	-





2.6 CASH FLOW SUMMARY

Cash Flow Summary page is self-generating except for the following:

- Movements in Assets/Liabilities – manually enter value in cell
- Revaluation of Assets – manually enter value in cell
- Opening balance cash on hand – manually enter value in cell.

Ensure the Closing Balance Cash on Hand for 31/12/2024 balances to Section D) Funds on Hand as at the end of 2024.

Note: Tabs 2.7 (Debt Situation) and Tab 2.8 (Balance Sheet) must be completed before the Cash Flow Summary (Tab 2.6) fully calculates.

CASH FLOW SUMMARY							
A) Income							
Source (\$)	2023	2024	2025	2026	2027	2028	2029
Income for Recurrent tuition	-	-	-	-	-	-	-
Income for Recurrent boarding	-	-	-	-	-	-	-
Income for capital purposes	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
B) Expenditure							
Source (\$)	2023	2024	2025	2026	2027	2028	2029
Expenditure for Recurrent tuition	-	-	-	-	-	-	-
Expenditure for Recurrent boarding	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
C) Cash Flow							
Description (\$)	2023	2024	2025	2026	2027	2028	2029
Operating surplus/(deficit)	-	-	-	-	-	-	-
Add back Non-Cash Items							
Depreciation	-	-	-	-	-	-	-
Provision for long service leave	-	-	-	-	-	-	-
Movements in Assets/Liabilities							
Revaluation of Assets							
Net Cash Flow from Operations							
Capital and Financing Activities							
Capital expenditure	-	-	-	-	-	-	-
Capital income	-	-	-	-	-	-	-
Loan drawdowns	-	-	-	-	-	-	-
Loan repayments	-	-	-	-	-	-	-
Net Cash Flow from Capital and Financing							
Net Cash Flows							
Opening balance cash on hand 31/12/2022							
Closing Balance Cash on Hand							
D) Funds on Hand at 31 December 2024							
Cash at bank							
Investments, accumulated provisions and reserves							
Total							



2.7 DEBT SITUATION

(A) Debt Situation

All fields within Debt Situation are automatically populated from other sections of the financials, except for the opening balance of loans carried forward and current loan repayments. The loan opening balance must equal the closing balance for the previous reporting period.

A) Debt Situation							
The loan opening balance in 2023 must equal the loan closing balance at 31 December 2022.							
Description (\$)	2023	2024	2025	2026	2027	2028	2029
Opening Balance (from 31/12/2022)		-	-	-	-	-	-
Other loans for capital purposes	-	-	-	-	-	-	-
Loans for Recurrent purposes	-	-	-	-	-	-	-
Less loan principal repayments	-	-	-	-	-	-	-
Closing Balance		-	-	-	-	-	-
Represented by							
Current (expected to be repaid next year)							
Non-current							

(B) Summary of Loans

Ensure that Loans and Balance of Loans outstanding as at the end of the year as noted, are entered as per the Balance Sheet.

B) Summary of Loan(s)							
Name of lending institution, individual or group	Calendar year(s) which loan was taken	Original loan amount (\$)	Current interest rate (%)	Term years	Balance of loan outstanding as of 31/12/2024 (\$)	Purpose of loan	Servicing cost this year (principal + interest) (\$)
Total Debt:					-	Total Servicing Cost:	-

(C) Chief Financier/Banker

Provide details on the school's chief financier/banker.

C) Who is the school's chief financier/banker (duration of relationship)? What are the key covenants attached to this borrowing? What is the main security and reporting requirements attached to this lend? Does the financier allow you to repay/redraw on your loans? If so, does your school repay debt with any excess cash and then redraw your loans when required? Is the school in any type of default with its financier? If so, please provide detail.

(D) Preferred Peak Debt Limits

Provide details on the preferred peak debt limits imposed by your Board and/or Financier.

D) Comment on the preferred peak debt limits imposed by your Board and Financier and any interest rate strategies implemented?



2.8 BALANCE SHEET

Please ensure balance sheet balances.

A) Balance Sheet

Description (\$)	2023	2024	2025	2026	2027	2028	2029
Cash on hand	-	-	-	-	-	-	-
Net fee debtors							
Prepayments							
Other current assets							
Fixed assets			-	-	-	-	-
Other non-current assets							
Total Assets	-	-	-	-	-	-	-
Bank overdraft	-	-	-	-	-	-	-
Creditors							
Accruals and other liabilities							
Annual leave							
Long service leave - current	-	-	-	-	-	-	-
Loans - current	-	-	-	-	-	-	-
Total Current Liabilities	-	-	-	-	-	-	-
Loans - non-current	-	-	-	-	-	-	-
Long service leave - non-current	-	-	-	-	-	-	-
Other non-current liabilities							
Total Non-Current Liabilities	-	-	-	-	-	-	-
Total Liabilities	-	-	-	-	-	-	-
Net Assets	-	-	-	-	-	-	-
Represented by							
Retained earnings		-	-	-	-	-	-
Asset revaluation reserve							
Current year profit/(loss)	-	-	-	-	-	-	-
Total Equity	-	-	-	-	-	-	-
Net Assets = Total Equity	OK	OK	OK	OK	OK	OK	OK





2.9 SCHOOL'S FOUNDATION OR ASSOCIATION – CASH FLOW

QIS BGA seeks information relating to funds that may be available to the school for Capital purposes. In this respect, the Committee requests information relating to the funds on hand at 2024 in school foundations, associated companies or organisations. Please forward all appropriate Audited Balance Sheet(s) to support your entries.

A) Income

The QIS BGA Capital Funding Committee is seeking information relating to funds that may be available to the school for Capital purposes. In this respect, the Committee requests information relating to the funds on hand at 31 December 2024 in school foundations, associated companies or organisations. Please forward all appropriate Balance Sheets to support your entries below.

Description (\$)	2023	2024	2025	2026	2027	2028	2029
Recurrent income							
Building fund donations							
Other donations							
Loan transfers							
Other							
Total	-	-	-	-	-	-	-

B) Expenditure

Description (\$)	2023	2024	2025	2026	2027	2028	2029
Recurrent expenditure							
Transfer to school							
Loan transfers							
Other							
Movement in assets and liabilities							
Total	-	-	-	-	-	-	-

C) Summary

Description (\$)	2023	2024	2025	2026	2027	2028	2029
Net cash flow	-	-	-	-	-	-	-
Balance cash on hand							
Cumulative Net Cash Flow	-	-	-	-	-	-	-

Cumulative net cash flow for 2023 should include the net cash balance at 31 December 2022.

D) Summary Cash Position

The QIS BGA Capital Funding Committee is seeking information relating to funds that may be available to the school for Capital purposes. In this respect, the Committee requests information relating to the funds on hand at 31 December 2024 in school foundations, associated companies or organisations. Please forward all appropriate Balance Sheets to support your entries below.

Funds at 31 December 2024	Foundation	Associated Companies	Other	Total
Working account				-
Building fund				-
Library fund				-
Other accounts				-
Total	-	-	-	-

Are there any other funds available for your school?

E) Detail how the schools' Foundation operates.





Section 3 – Other Matters

3.0 AUSTRALIAN & QLD STATE GOVERNMENT FUNDING ELIGIBILITY

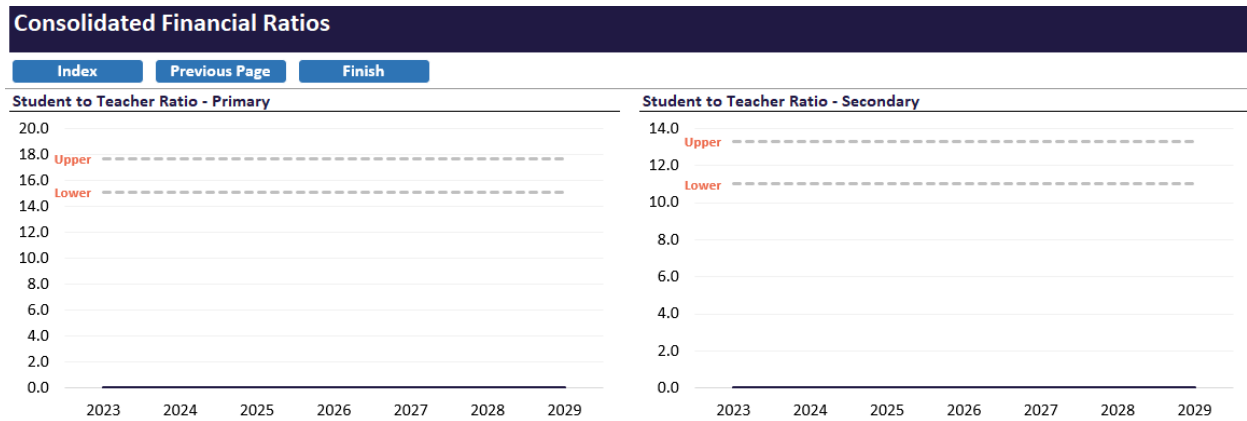
This page contains important information on schools’ eligibility of receiving Australia and State Government capital grants, as well as the accountability requirements of receiving such grants.

3.1 AUSTRALIAN & QLD STATE GOVERNMENT FUNDING ELIGIBILITY CHECKLIST

Please complete the checklist to confirm your funding eligibility.

Section 4 – Consolidated Financial Ratios

This page calculates financial ratios which may be useful to the school in preparation for the School visit. They are included in the application for information only purposes.





Completion of Section 2

Section 2 is due for submission by the 31st of March 2025. submission, please ensure you have corrected any [Integrity Issues](#) then enter a submission date on the cover page. If you encounter an integrity issue, please refer to the [Integrity Issues](#) section of these Help Notes for assistance.

If you decide not to proceed with a project, you can inform QIS BGA of this decision by using the drop down box under *Projects for Consideration* and changing the *Yes* to *No*.

Project	Projects for Consideration
Project 1	Yes
Project 2	Yes
Project 3	Yes
Project 4	Yes
Project 5	Yes
Boarding 1	Yes
Boarding 2	Yes
Boarding 3	Yes

AMOUNTS IN THIS APPLICATION MUST BE EXCLUSIVE OF GST

Section 1 Submission Date:

Section 2 Submission Date:

When this is done, follow the instructions in the Client Portal to submit the application along with required supporting documentation. [Appendix One](#) provides a summary of supporting documentation requested at each submission point and the required Naming Convention to apply.

You will receive acknowledgment of your submission.





Appendix One

Supporting Documentation

Application Section	QIS BGA Need	Document	Naming Convention
1	Mandatory	Justification	Justification School Name
1	Mandatory	Architectural set, including: <ul style="list-style-type: none"> School aerial view showing the location of the proposed project/s. Note: Existing buildings should not be labelled. School site plan showing labelled existing and proposed spaces Floor plans and elevations, including the square metre area of each space clearly shown on floor plans. NB: For refurbishment/conversion work, show 'before' and 'after' describing the proposed work to be undertaken Renders (desirable) 	Architectural set School Name
1	Mandatory	High-level Gantt Chart for the proposed project. This is required as an indicator of "sound educational planning" being undertaken by a school/college. The Gantt Chart should not be detailed but is require to include the forecast achievement of the following milestones: <ul style="list-style-type: none"> Schematic Design (if not already produced) Town Planning / MID Approval (if applicable) Development of Working Drawings and Go to Tender Construction Start Practical Completion and Handover 	Gantt Chart School Name
1	Desirable	School master plan, showing the long-term facility development over the school site	Master Plan School Name
1	If appropriate	Quantity surveyor report for all refurbishment or conversion projects.	QS Report School Name
1	If appropriate	Quantity surveyor report or equivalent to substantiate any below-the-line cost that is greater than \$50,000. Below-the-line means costs related to fire service, special services, site development and other. Equivalent means a cost estimate provided by a secondary consultant who has expertise in a below-the-line cost area.	QS Report School Name
1	If appropriate	Supporting design information as appropriate e.g. engineer report. This provided where the project (or a significant part of it) is infrastructure related. Infrastructure is defined as electrical, fire services, water, stormwater, retaining structures, car parks, site preparation and bulk earthworks.	Name of Report School Name e.g. Engineer Report School Name



Application Section	QIS BGA Need	Document	Naming Convention
2	Mandatory	Prior two years audited financial statements	Year Audited Report School Name or Year Draft Audited Report School Name
2	Mandatory	Previous years Last Commonwealth Non-Government Schools Financial Questionnaire	Financial Questionnaire School Name
2	Mandatory	Current year school fees	School Fees School Name
2	Mandatory	Evidence of current Building insurance	Insurance School Name
2	Mandatory	School Maintenance Plan	Maintenance Plan School Name
2	If appropriate	School lease (if school property is rented)	Lease School Name
2	If appropriate	Recent property valuation (if site is leased from related party and the cost is greater than \$100,000)	Property Valuation School Name
2	If appropriate	Copy of the group structure (if the school structure is complex)	Group structure School Name



Appendix Two

New school Supporting Documentation *(required additional information)*

Application Section	QIS BGA Need	Document	Naming Convention
1	Mandatory	Business Case completed using the template provided in the New Schools Funding Model Incorporating a 10 year enrolment forecast, supported by; <ul style="list-style-type: none"> a. External professional demographic study b. Three way 10 year financial model (balance sheet, profit and loss and cashflow). Noting; assumptions, scenario testing, break even understanding, external financier involvement, major capital projects and major risk assessment 	Business Case School Name
1	Mandatory	Demographic Study	Demographic Study School Name
1	Mandatory	Site Master Plan, including a spotlight on the stages of facility development to support the first 5 years of the school's operation	Site Master Plan School Name
1	Mandatory	Internal Site Infrastructure Master Plan, including a demonstration of how site infrastructure will be staged to support the first 10 years of the school's enrolment	Internal Site Infrastructure Master Plan School Name
1	Mandatory	Architectural set for the stage of facility development	Architectural Set School Name
1	Mandatory	QS Report, or fee estimates from relevant consultants, to validate internal site infrastructure cost included in the application.	QS Report School Name Or Fee Estimate School Name
2	Mandatory	Completed Infrastructure Model Code	Infrastructure Model School Name
2	Mandatory	10 year financial model	Financial Model School Name





Appendix Three

Integrity Issues

Prior to submission of Section 1 or Section 2 of the application, please check whether there is an integrity issue with the application.

Action:

- Navigate to the Index page of the application to Model Integrity.
- If there is a message as displayed below, select *Click Here* for a detailed view of the integrity issue.

- Where an integrity issue has been identified, follow the instructions to fix the data discrepancy.
- If there is an integrity issue identified in the Data Export, please contact QIS BGA, as only the Office Administration team can amend this error.

QIS BGA Application for Capital Funding
Model Integrity
[Index](#)

Result: **15**

Source of Funds = Total Project Costs (Project 1)	OK								
Source of Funds = Total Project Costs (Project 2)	OK								
Source of Funds = Total Project Costs (Project 3)	OK								
Source of Funds = Total Project Costs (Project 4)	OK								
Source of Funds = Total Project Costs (Project 5)	OK								
Source of Funds = Total Project Costs (Boarding 1)	OK								
Source of Funds = Total Project Costs (Boarding 2)	OK								
Source of Funds = Total Project Costs (Boarding 3)	OK								
Check all pages have been visited and completed	OK								
Balance Sheet Reconciliation	OK	2023	2024	2025	2026	2027	2028	2029	
		OK	OK	OK	OK	OK	OK	OK	
Proposed Projects		P1	P2	P3	P4	P5	B1	B2	B3
Incomplete Data Entry	OK	OK	OK	OK	OK	OK	OK	OK	OK
Entered Cost Exceeds Allowable Rate (e.g. 70% of construction cost for conversion projects)	OK	OK	OK	OK	OK	OK	OK	OK	OK
Existing Teaching Spaces									
Incomplete Data Entry	OK								
Overseas Students (Table 1.38 vs. Table 1.48)	15	7	8	OK	OK	OK	OK	OK	
Check Errors in Data Export	OK								

