Queensland Independent Schools
BGA
Block Grant Authority

External Infrastructure Subsidy Scheme
Application Help Notes

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EIS School and Project Eligibility

An EIS grant application cannot be made, or an approved project cannot be paid, if commencement of or payment for the work precedes any announcement of Ministerial approval.

School and Project Eligibility

Before starting the application process, to ensure that all EIS eligible work is included in the proposed project, applicants should consult with the QIS BGA EIS Program Manager on (07) 3839 2142.

The EIS Eligibility Help Notes will also assist Approved Authorities developing new schools or campuses where accreditation via the Non-State Schools Accreditation Board is yet to be received.

Making EIS Applications

All EIS applications will be made via the Enquire grant management system (GMS). Any schools needing to register their Client Portal users for the GMS should contact the QIS BGA Office Administrator on (07) 3839 2142.

USING THE EIS APPLICATION TEMPLATES

- Each EIS (ICN) application and EIS (PW) application will be treated as a separate EIS 'project'.
- Within the GMS, each type of application relates to one grant request, for one EIS project only.
- Where two EIS grants are required, two separate GMS-based applications must be completed.
- Both EIS application templates (ICN and PW) may be easily accessed via the Published Rounds tab on the home page of a school's Client Portal in the GMS by registered users.

TYPES OF EIS APPLICATIONS

Applications for Infrastructure Charges- EIS (ICN)

Applications for grants supporting infrastructure charges may be submitted when the charge has been established through an Infrastructure Charges Notice (ICN) issued by a local council or other relevant entity.

Applications for External Infrastructure Project Work- EIS (PW)

Applications for grants supporting Project Work (PW) may be submitted when:

- an approval to develop a school-based capital project has been received, overviewing the associated conditions or requirements, and
- the plans for a proposed project have been prepared to show the details of the EIS eligible area, and
- an opinion of costs has been prepared by a professional consultant such as an Engineer or Quantity Surveyor.

Definitions for Application Terminology

Table 1 provides additional information to support an applicant's understanding of the application terminology in use.

EIS Application	Stepper Reference	Term	Meaning
EIS (ICN) **EIS (PW)**	**School Information**	NSSAB School Site Number	The Non-State Schools Accreditation Board (NSSAB) unique identification number for an accredited school site in Queensland
	School Information	Approved Authority	The entity considered by NSSAB to be suitable to be, or to continue to be, the governing body of a non-state school.
	School Information ↓ School Site Address	School Site Address	The accredited school site, specific to the intended location of the proposed EIS project.
	School Information ↓ School Site Details	Brownfield Greenfield	Land that has previously been built on. Land that is yet to be developed.
		Leased	Where the accredited school site is contracted for use for at least 20 years from the date of Ministerial approval of an EIS grant.
	School Information ↓ Consent for QIS BGA to Engage with a Key Consultant	Key Consultant	A professional consultant, such as an Architect or Project Manager, engaged to consult directly with QIS BGA for the management of EIS application documentation and/or the grant administration processes of an approved EIS project.
EIS (ICN) **EIS (PW)**	**Capital Project Trigger**	Capital Project Trigger	Any capital project, such as the construction of educational facilities or related infrastructure, which is the subject of an approval to develop on an accredited school site. **NOTE** - The triggering capital project <u>does not need</u> to be approved for a capital grant under the Australian Government Capital Grants Program (CGP) or the State Capital Assistance Scheme (SCAS).
	Capital Project Trigger ↓ Details of the Capital Project	Relevant Entity	A Minister or a government entity under the Public Service Act 2008, section 24 or the local government for the area in which the school is located.
	Capital Project Trigger ↓ Approval to Develop the Capital Project	Approval Entity	Refers to the entity which has delivered the required approval to develop, enabling a school to commence a capital project or related infrastructure. This may be either: • A council Development Approval • A Ministerial Infrastructure Designation, or • Another relevant entity's approval.

EIS Application	Stepper Reference	Term	Meaning
EIS (PW)	**EIS Project Details** ↓ Approval Conditions or Requirements	Approval Conditions or Requirements	Council Development 'Conditions' form part of a Development Approval (DA) and consist of a series of actions to be carried out, as well as the timing for that action to be undertaken. Development under a Ministerial Infrastructure Designation is to be carried out in accordance with the 'requirements' provided via the Decision Notice. Other relevant entities approval for works to be undertaken may also stipulate that infrastructure work must be performed.
EIS (PW)	**Project Costs & Grant Request** ↓ Proposed Project Costs	Estimated Total Cost	The opinion of costs (ex GST) for the proposed project, prepared by a professional consultant, inclusive of all cost areas that are EIS eligible i.e., but not limited to: • **Project Construction Costs** such as, roadworks [preliminaries, earthworks, pavement, kerb and channel], drainage, crossovers and driveways, footpaths, lighting/electrical, pedestrian and other safety devices, civil landscaping, line marking and signage. Connections to services such as water, sewerage, electricity and telecommunications. • **Contingency** • **Professional fees** related to project design and supervision, such as architects, engineers and project management costs. • **Local Authority Charges**, such as operational works permits. • **Other** miscellaneous costs.
EIS (ICN) **EIS (PW)**	**Project Costs & Grant Request** ↓ Grant Request	Grant Request	The proposed project may be identified as either project work (PW) or infrastructure charges (ICN). Unless otherwise indicated, the grant request can be up to 50% of the total estimated cost (ex GST) of the EIS eligible area of the proposed project.

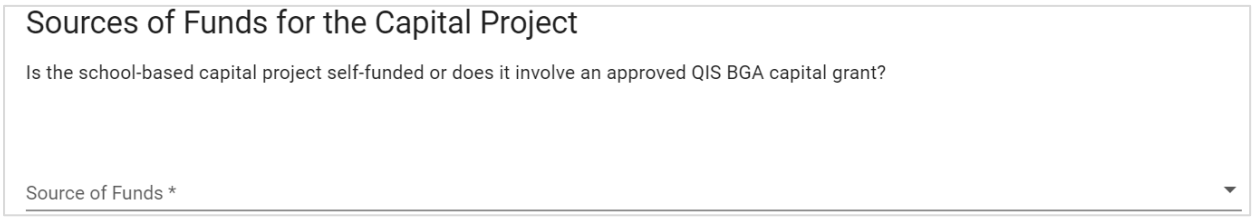
EIS (ICN) Application – Additional Assistance

Application Stepper Reference: Capital Project Trigger

Sources of Funds for the Capital Project

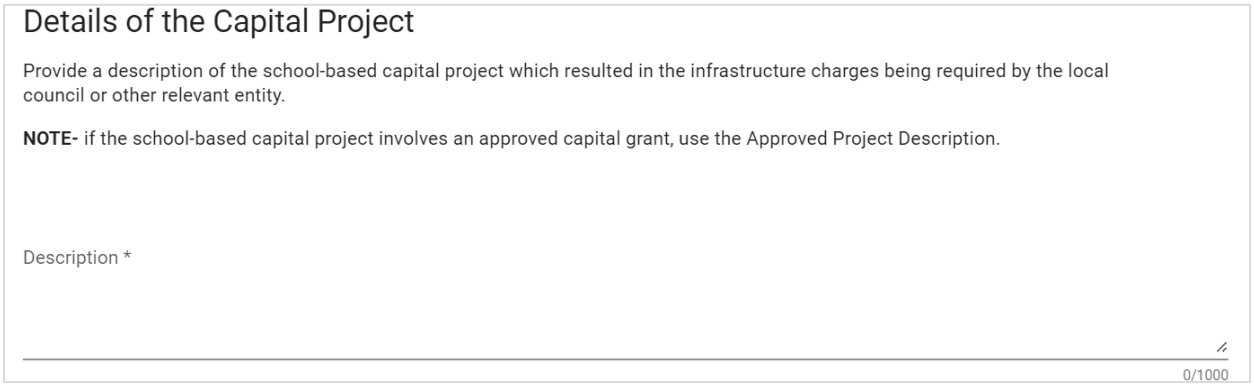
Approved Authorities and their schools are able to request subsidies for infrastructure charges in relation to school-based capital projects which are financed through sources other than capital grants achieved through either the Australian Government Capital Grants Program (CGP) or the State Capital Assistance Scheme (SCAS).

Capital projects being delivered through finance sources other than QIS BGA administered capital grants are identified as 'self-funded' for EIS application purposes, as shown below:



Details of the Capital Project

Where a capital project has either a CGP or SCAS grant involved, the Approved Project Description is a requirement of the EIS application. This enables the potential relationship between the CGP/SCAS grant and the EIS subsidy to be identified and recorded for future reporting and recognition purposes.



EIS (PW) Application- Additional Assistance

Application Stepper Reference:

EIS Project Details, Approval Conditions or Requirements

The EIS (PW) application provides an opportunity to identity the EIS eligible council Development Conditions, Ministerial Infrastructure Designation requirements or any infrastructure works stipulated by other relevant entities. Sample 1 demonstrates the listing of conditions or requirements via the table provided within the EIS (PW) application.

Sample 1

Approval Conditions or Requirements

What are the conditions or requirements of the approval to develop that will be met through the delivery of the proposed external infrastructure project?

NOTE- List the conditions/requirements given by the Approval Entity that have triggered the need for the proposed project.

Condition/Requirement Number	Condition/Requirement Wording
4	As part of the Development Application for Stage 1, the Applicant must construct the channelised right turn treatment lane as per the approved Traffic Impact Assessment Report.
6	Prior to the commencement of Stage 1, a minimum of 18 car parking spaces are to be constructed on site generally in accordance with the approved plans, including designated kiss and drop bays and disabled car parking spaces. These spaces and all vehicle movement areas are to be constructed, sealed, line marked, provided with wheel stops and maintained in accordance with the Engineering Design Planning Scheme Policy under the Planning Scheme.
11	As part of the Development Application for Stage 1, a driveway is to be constructed in accordance with Council's Standard.
15	As part of the first application for Operational Works, the Applicant is to submit a Pedestrian/Cycle Network Plan demonstrating provision of a concrete footpath with a minimum width of 2.5 metres to be located within the road reserve.

Application Stepper Reference:

Project Costs & Grant Request, Project Cost Requirements, Proposed Project Costs

The estimated total cost (ex GST) of the proposed project may be shown through the selection of any of the five cost areas (in any combination) which represents the nature of the work involved. Sample 2A provides an example of the Proposed Project Costs table with expanded detail for each cost area.

Sample 2A

Proposed Project Costs

Use the table below to show:

- the estimated total cost (ex GST) of the proposed project, and
- the grant request, i.e., 50% of the estimated total cost (ex GST)

Proposed project costs should be shown against the following cost areas:

- Project Construction Cost
- Contingency
- Professional Fees
- Local Authority Charges
- Other

NOTE 1- Refer to the EIS Application Help Notes available at https://www.bga.qld.edu.au/capital-grants-program-documents for an example of the Proposed Project Costs table in use.

		Cost Area	Details	Estimated Cost (ex GST)	Grant Request (ex GST)
		Project Construction Cost	All internal pickup/set down construction costs, as prorated according to EIS eligible area	168,326.00	84,163.00
		Project Construction Cost	External footpath	15,457.00	7,728.50
		Contingency	@ 10%	21,303.80	10,651.90
		Professional Fees	Project management	8,780.00	4,390.00
		Professional Fees	Quantity Surveyor	2,500.00	1,250.00
		Professional Fees	Civil Engineer- design and documentation	7,300.00	3,650.00
		Local Authority Charges	Operational Works Application	1,096.00	548.00
		Local Authority Charges	Town planning- compliance documentation	1,250.00	625.00
		Local Authority Charges	QLeave- applicable as project exceeds $150,000	1,229.00	614.50
		Local Authority Charges	Compliance inspections	4,500.00	2,250.00
		Other	Miscellaneous costs, as documented	2,600.00	1,300.00
Total				**234,341.80**	**117,170.90**

Applicants may choose to follow the expanded detail of Sample 2A where it is necessary to highlight the eligibility details of work within the proposed project or demonstrate that a prorata calculation has been applied to a line item or items.

Alternatively, where there is no need to identify costs as separate line items, the estimated total cost (ex GST) table can be used to provide a summary of the five costs areas only. Refer Sample 2B.

Sample 2B

Proposed Project Costs

Use the table below to show:

- the estimated total cost (ex GST) of the proposed project, and
- the grant request, i.e., 50% of the estimated total cost (ex GST)

Proposed project costs should be shown against the following cost areas:

- Project Construction Cost
- Contingency
- Professional Fees
- Local Authority Charges
- Other

NOTE 1- Refer to the EIS Application Help Notes available at https://www.bga.qld.edu.au/capital-grants-program-documents for an example of the Proposed Project Costs table in use.

	Cost Area	Details	Estimated Cost (ex GST)	Grant Request (ex GST)
	Project Construction Cost	All internal pickup/set down construction costs, as prorated according to EIS eligible area and external footpath	183,783.00	91,891.50
	Contingency	@ 10%	21,303.80	10,651.90
	Professional Fees	Project management, Quantity Surveyor, Civil Engineer costs	18,580.00	9,290.00
	Local Authority Charges	Operational Works Application, Town planning- compliance, QLeave	8,075.00	4,037.50
	Other	Miscellaneous costs, as documented	2,600.00	1,300.00
Total			**234,341.80**	**117,170.90**