

Application Help Notes

These application Help Notes have been compiled to support schools making an application in the Sustainability Special Purpose Funding Round, and they are supplementary to the following resources that are available on the [QIS BGA website](#):

- Planning & Eligibility Notes
- Frequently Asked Questions (FAQs)
- Sustainability Model Code
- Sustainability Audit Tools

About the Sustainability Grant

This funding is for sustainability projects associated with existing facilities and site infrastructure only. It does not apply to new applications under the 2025 Capital Round.

The Sustainability Special Purpose Funding Round focuses on Energy & Carbon and Total Water Cycle initiatives.

The intent of funding directed toward **Energy & Carbon** projects is to:

- Lower the need for electrical energy from the electricity grid.
- Lower the need for electricity consumption on the school site.
- Reduce carbon produced by the School.

Examples of eligible project infrastructure include but are not limited to LED lighting, solar systems, building management systems, and battery storage on site. Charging stations for electric vehicles, for example, would be ineligible, as they do not meet the intent of the funding criteria outcomes outlined above.

The intent of funding directed toward **Total Water Cycle** projects is to:

- Lower the need to source water from an external water provider.
- Increase capacity to harvest onsite water.
- Efficiently move water harvested on-site to locations of need (i.e. toilets, ovals, etc.).
- Recycle grey water for reuse.

Examples of eligible project infrastructure include, but are not limited to, efficient water fittings, tanks, water recycling plants or filtration systems, and piping networks to link stored water to locations where supply is needed.

An eligible project can be an Energy and Carbon, Total Water Cycle, or a **Combined Energy and Water** project.

Refer to the [Planning & Eligibility Notes and FAQs](#) for further information about the grant and eligibility criteria.

Before Making an Application

IMPORTANT: An 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.

Before commencing an application, Schools should ensure the following required supporting documentation is prepared, and saved in accordance with the naming convention specified:

- AUDIT School Name.pdf
- MODEL CODE School Name.pdf
- PROJECT PLAN School Name.pdf
- QUOTATION School Name.pdf

Each application in this round must:

- Relate to one (1) sustainability 'project' only.
- Each 'project' must relate to one (1) work contract only.
- Where two 'projects' are being applied for, two separate applications must be completed.
- Where applications are being made for multiple sites/multiple campuses, a separate application must be made for each independently registered site (NASSAB/AGE Id).

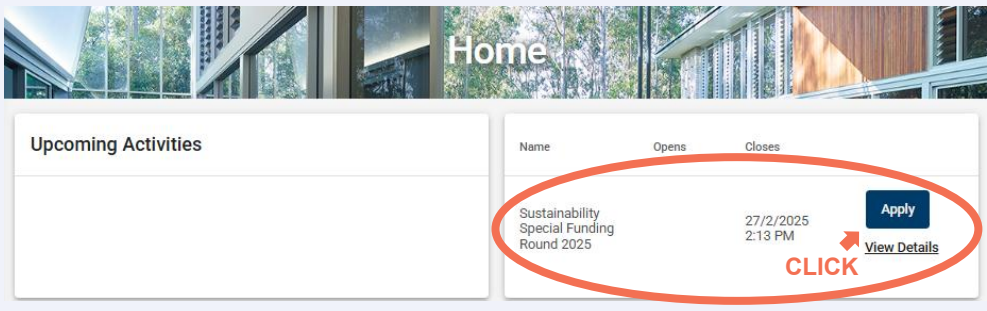
Note: for this funding round, the funding cap relates to the combined value of applications made by a school and not the value of individual applications. Refer to the [Planning & Eligibility Notes](#) for further information on the available level of funding and funding cap per school.

Navigating the Application Form

All Sustainability Special Purpose Funding Round applications will be made via the Enquire grant management system (GMS) Client Portal. To access the Client Portal or for any assistance, please contact the QIS BGA Office on (07) 3839 2142. There is a suite of GMS support documents available on the [QIS BGA website](#).

The following diagrams outline how to start an application and navigate within one once initiated in the Client Portal.

The Sustainability Special Funding Round application is located on the Home page of the Client Portal



The screenshot shows the 'Home' page of the Client Portal. On the left, there is a section titled 'Upcoming Activities'. On the right, there is a table with columns 'Name', 'Opens', and 'Closes'. The table contains one entry: 'Sustainability Special Funding Round 2025', which opens on '27/2/2025 2:13 PM'. To the right of this entry is a blue 'Apply' button. A red circle highlights the 'Apply' button and the 'View Details' link below it. A red arrow points to the 'Apply' button with the word 'CLICK' written in red.

Name	Opens	Closes
Sustainability Special Funding Round 2025	27/2/2025 2:13 PM	

Applications, when started, will appear as a draft in the "My Projects" section on the Client Portal homepage.

The screenshot shows the Client Portal homepage. The 'Upcoming Activities' section lists the 'Sustainability Special Funding Round 2025' with an 'Apply' button and a 'View Details' link. The 'My Projects' section shows a table with one project: 'No name recorded (Sustainability Special Funding Round 2025)' in 'Draft' status. A red circle highlights this project, and a red arrow points to it with the word 'CLICK'.

To continue with an application, click on the draft application, then click *Continue*.

This screenshot shows the 'My Projects' section with the draft application selected. A red arrow points to the 'Continue' button with the word 'CLICK'.

Navigate sections of the application by using the stepper on the left hand margin.

The screenshot shows the application form with the 'School Information' section highlighted in the left-hand margin stepper. The form fields include: School Name (Little School), NSSAB School Site Number (123456), Approved Authority (Little School Inc.), and School Site Address.

It is also possible to move through the form using the arrows at the top and bottom of each page.

The screenshot shows the top of the application form. At the top, there is a blue header with the text "Sustainability Special Funding Round 2025". Below this, there is a navigation bar with a left arrow, a "Save" button, and a right arrow. The "Save" button is circled in red, and the right arrow is also circled in red. Red arrows point to these elements with the word "CLICK" in red text. On the left side of the form, there is a sidebar with a list of sections: Instructions, School Information, Application & Project Details, Sustainability (which is highlighted with a blue dot), Project Plan/s, Project Costs & Grant Request, Timeline, and Document Upload & Declaration.

Please save regularly to avoid losing progress. The Save button is located at the top and bottom of each page.

The screenshot shows the top of the application form. At the top, there is a blue header with the text "Sustainability Special Funding Round 2025". Below this, there is a navigation bar with a left arrow, a "Save" button, and a right arrow. The "Save" button is circled in red.

An asterisk (*) identifies mandatory questions.

The screenshot shows a section of the application form titled "Sustainability". Below the title, there is a question: "Which sustainability initiative is the focus of this application?". Below the question, there is a text input field labeled "Sustainability Focus *". The asterisk is circled in red.

Click the *Download* button at the top of the page to generate a copy of the application at any time.

The screenshot shows the top of the application form. At the top, there is a blue header with the text "Sustainability Special Funding Round 2025". Below this, there is a navigation bar with a left arrow, a "Save" button, a "Submit" button, and a right arrow. The "Submit" button is circled in red. On the right side of the navigation bar, there is a "Download" button (represented by a download icon) which is also circled in red. A red arrow points to this button with the word "CLICK" in red text. Below the navigation bar, there is a section titled "Document Upload & Declaration" with a sub-section "Document Upload & Advice". Below this, there is a note: "If you wish to review the application it must be done PRIOR TO clicking the Submit button (a hard copy may be downloaded by clicking the download button at the top of the page)."

Once submitted, an application cannot be amended. Please review the application before clicking the *Submit* button.

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Completing the Application Form

The following terms correspond to the information requested within the application, providing additional support to applicant schools.

SCHOOL INFORMATION	
School Name	An auto-populated field.
NSSAB School Site Number	The Non-State Schools Accreditation Board (NSSAB) unique identification number for an accredited school site in Queensland.
Approved Authority	The entity NSSAB considers suitable to be or continues to be, the governing body of a non-state school.
School Site Address	<p>Enter the physical address of the school.</p> <p>HINT: This section auto-generates addresses when you start typing in line 1.</p> <p>NOTE: Where a sustainability project will be across multiple sites, enter the site address where the most significant portion of work will be undertaken in this section. Refer to the FAQs for further information regarding projects across multiple sites.</p>
Capacity to Contribute (CTC)	CTC scores are determined by the Minister for Education (or delegate of the Minister) under section 52(1) of the Australian Education Act 2013 (the Act), based on the three-year rolling average Direct Measure of Income (DMI) score.
Australian Government Recurrent Funding	Australian Government Recurrent Funding is annual funding provided to support the day-to-day operations of schools. Schools must be in receipt of Commonwealth recurrent funding to be eligible for this funding round.
QIS BGA Participation Agreement	<p>The Commonwealth Guidelines require a non-state school applying for funding under the Education Act to be a participating member of the relevant Block Grant Authority. The QIS BGA Participation Agreement is the mechanism by which an Approved Authority registers their participation as a member with QIS BGA for the purpose of applying for and receiving capital assistance.</p> <p>If your school has not yet entered into a participation agreement, contact the QIS BGA office for further assistance.</p>
Contact for this Application	Nominate the school representative who QIS BGA should contact regarding this application.
School Site Details	<p>Outline the ownership details for the site.</p> <p>REMEMBER: If the site is leased, upload a copy of the lease agreement in the <i>Document Upload & Declaration</i> section of the application.</p>
Insurance Provider	Provide the name of the school's insurance provider.

SCHOOL INFORMATION

External Project Supervisor	Nominate the external project supervisor for this application. NOTE: The external project supervisor, typically a project manager or architect, is responsible for providing professional project oversight and endorsement of supporting documentation. Their sign-off is essential for the project's eligibility under the Sustainability Special Purpose Funding Round.
Consent for QIS BGA to Engage with a Key Consultant	The applicant school may nominate a key consultant to engage directly with QIS BGA regarding this application only. This section is not mandatory and can be left blank.

APPLICATION & PROJECT DETAILS

Provide a brief commentary describing the project work and the sustainability outcome that will be achieved.	Provide a 'brief' commentary describing the project work and the sustainability outcome that will be achieved. Examples include: <ul style="list-style-type: none"> - Expand existing solar system to include an additional 150kW on A, B and C Block roofs. or - Install new greywater filtration system, including 2 x 50,000L storage tanks and connection to irrigation network. NOTE: Any commentary provided will not directly inform the project's official 'grant description'; instead, this section is a mechanism for the applicant school to identify the project and introduce it to QIS BGA.
Does any aspect of the proposed sustainability project overlap with a 2025 capital grant application?	This funding round is for sustainability projects associated with existing facilities and site infrastructure only. It does not apply to new applications being made under the 2025 Capital Round. Refer to the Planning & Eligibility Notes for further information.
Does this application include project work undertaken at a site other than the address provided in the 'School Information' section?	Where a sustainability project is proposed to be undertaken on separately registered sites (i.e. separate NSSAB/AGE IDs), individual applications must be submitted for each site, with each application required to meet the minimum project cost. If you are submitting an application for project work that spans multiple sites, please contact the program's dedicated project officer to discuss further.
Consultants for the Proposed Project	In this section, list all consultants who contributed to the preparation of the sustainability project.

SUSTAINABILITY

Sustainability Focus	The sustainability focus is the initiative 'category' for your project, either Energy & Carbon, Total Water Cycle or Combined Energy and Water.
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SUSTAINABILITY

Has a sustainability audit been undertaken?

A sustainability audit is mandatory and must be uploaded to the *Document Upload & Declaration* section.

Refer to the [Planning & Eligibility Notes and FAQs](#) for further information.

NOTE: Audit should be uploaded as a single file in .PDF format. Please [combine multiple PDFs](#) and upload a single file in the Document Upload & Declaration section with the following naming convention:

AUDIT School Name.pdf

Only populated pages of the audit need to be submitted (i.e. blank/unpopulated pages are not required)

Has a sustainability model code been completed?

A sustainability model code must be uploaded in the *Document Upload & Declaration* section. For further information, refer to the Planning & Eligibility Notes and FAQs.

REMEMBER: The external project supervisor needs to endorse the model code by completing the declaration in section 6 of the Model Code.

NOTE: Model Code should be uploaded as a single file in .PDF format. Please [combine multiple PDFs](#) and upload a single file in the Document Upload & Declaration section with the following naming convention:

MODEL CODE School Name.pdf

Sustainability Strategy

A Sustainability Strategy is a documented plan that Schools can use to assist in communicating and working toward their sustainability ambitions.

Schools are not required to have a formal Sustainability Strategy to be eligible for this special purpose funding round. However, it will be a requirement for Schools applying for capital funding grants from 2026 onward.

PROJECT PLAN

Have Project Plan/s been prepared?

A Project Plan is mandatory and must be uploaded in the Document Upload & Declaration section.

For this Sustainability Special Purpose Funding Round, a 'project plan' is a diagrammatical representation (drawing) showing where key project work will be undertaken on the site. Refer to the [FAQs](#) for further information about project plan requirements.

NOTE: If more than one plan is being submitted (e.g., for multiple sites), please [combine multiple PDFs](#) and upload a single file in the Document Upload & Declaration section with the following naming convention:

PROJECT PLAN School Name.pdf

PROJECT PLAN

Where project work is undertaken across multiple sites, do the project plans include all sites and capture the key areas of work on each?

Where a sustainability project is across more than one site, ensure the Project Plan/s include details of work on all sites.

Refer to the [FAQs](#) for further information about project plan requirements.

PROJECT COST & GRANT REQUEST

Results of Market Quotation

Provide details of the three quotations received for the proposed project. Refer to the Planning & Eligibility Notes and FAQs for further information on obtaining market quotations.

Example results of market quotation table:

Company Name	Contractor Type	Quoted Price (ex GST)	Status
Specialist Contractor ABC Pty Ltd	Other	101,000.00	Preferred
Specialist Contractor 123 Pty Ltd	Other	105,000.00	Tenderer
Specialist Contractor XYZ Pty Ltd	Other	109,500.00	Tenderer

Contractor Type

Drop-down options for completing this field include builder, civil works, landscaper or other.

If your market quotation is from a specialist contract (e.g. an electrician for a solar project), please select 'other'.

Quoted Price

Include the quoted price excluding GST.

Status

Status options when entering details of market quotations include either "Tenderer" or "Preferred". Nominate the quotation associated with your preferred project contract as "Preferred" and all others as "Tenderer".

Is the preferred Project Contractor the lowest quoted price?

The preferred project contractor is the party the application school wants to engage to deliver the project. If the preferred project contractor is not the lowest cost, schools are encouraged to contact the QIS BGA grant manager before submitting their application.

NOTE: A copy of the preferred project contractor's quotation must be uploaded in the Document Upload & Declaration section. Please [combine multiple PDFs](#) and upload a single file in the Document Upload & Declaration section with the following naming convention:









QUOTATION School Name.pdf

PROJECT COST & GRANT REQUEST

Proposed Project Costs

The proposed project cost will include actual values (either from fee proposals for consultants or quotations from contractors) for direct costs required to deliver the project only.

Enter costs (ex GST) such as the quotation from the preferred project contractor, external project supervisor fees, specialist design/consultant fees and council charges in this table. Example populated project costs table:

Cost Area	Details	Total Proposed Project Cost (ex GST)
  Project Construction Cost	Specialist Contractor ABC Pty Ltd	101,000.00
  Professional Fees	Project Manager (external project supervisor)	5,000.00
  Professional Fees	Design Engineer	7,500.00
  Local Authority Charges	Council Fees (plumbing application)	1,750.00
Total		115,250.00

What is the Estimated Total Costs (ex GST) of the proposed project?

Enter the estimated total costs (ex GST) of the proposed project.

Grant Request (ex GST)

Enter the value of the grant (ex GST) being requested for the proposed project. Refer to the [Planning & Eligibility Notes](#) for further information regarding eligibility and the level of funding available.

TIMELINE

Provide an overview of the intended timeframe and processes to be implemented to complete the project.

Populate this table with activities required to complete the project from signing the funding agreement. For guidance on how to develop a realistic project timeline, refer to the [FAQs](#). Example populated overview of the intended timeframe table:

Activity Name	Description	Approximate Start Date	Approximate End Date
Engage contractor	Execute contract of work (1 week)	01/09/2025	05/09/2025
Authority approvals	Contractor lodges application (2 weeks)	08/09/2025	19/09/2025
Construction/site installation	Installation (4 weeks)	22/09/2025	17/10/2025
Practical completion	Project Completed	17/10/2025	17/10/2025

What is the approximate date for the commencement of project work on-site?

The "Date for the commencement of project work on-site" refers to the approximate date when construction activities are officially scheduled to begin at the project location.

TIMELINE

What is the approximate completion date for the project?

The "Completion date for the project" refers to the approximate date when all construction activities are expected to be concluded on site. Enter the anticipated final day of work on site, including any allowances for delays (wet weather, etc.).

DOCUMENT UPLOAD & DECLARATION

When uploading documentation, please note:

- There is a 50MB limit per document.
- Document titles with special characters (such as macrons or the & symbol) cannot be uploaded.
- Upload the documentation which is the subject of this application.
- Ensure all checklist items are completed before clicking the Submit button (at the bottom of the page).
- Fields indicated as (*) are mandatory.

File naming convention

Files should be uploaded using the following naming convention:

- **AUDIT School Name.pdf**
- **MODEL CODE School Name.pdf**
- **PROJECT PLAN School Name.pdf**
- **QUOTATION School Name.pdf**

Sustainability Document Checklist

Check you have uploaded the required documentation, then click the relevant checkbox to confirm.

** Denotes mandatory documentation to be uploaded.

NOTE: The application can only be submitted when all mandatory (**) checklist items are checked.

Declaration

Click the *Add* button to select the name of the proper person authorised to complete the application and declaration on behalf of the Approved Authority.

Acknowledge Response

Click the checkbox to view the declaration and select *OK to check the acknowledgment response*.

NOTE: By completing the acknowledgement, the proper person is agreeing to the declaration terms. The application will not be submitted without the completion of this declaration.