Queensland Independent Schools
BGA
Block Grant Authority

Master Plan Grant Application Help Notes

Revision 01

November 2026

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Master Plan Grant Application Help Notes

These application Help Notes have been compiled to support schools making an application for a Master Plan Grant, and they are supplementary to the following resources that are available on the QIS BGA website:

- Planning & Eligibility Notes
- Frequently Asked Questions (FAQs)

About the master plan grant

The objective of the Master Plan Grant is to support schools in developing comprehensive site master plans that reflect their educational vision, strategic direction, and long-term infrastructure needs. A well-considered master plan provides a structured pathway for future development, ensuring that capital works are delivered in a logical, staged manner that aligns with budget constraints and strategic priorities.

Through this grant, schools are encouraged to take a long-term view of their building and infrastructure needs, ensuring that future capital works are purposeful, staged, and responsive to growth, curriculum evolution, and community expectations. A well-developed master plan provides clarity and direction for future investment, helping schools to optimise their site potential while maintaining alignment with pedagogical goals and operational priorities.

The Master Plan Grant enables schools to engage a team of specialist consultants to develop or revisit a site master plan. In line with the Commonwealth Government's Capital Grants Program (CGP), which aims to ensure attention to the refurbishment and upgrading of facilities for existing students while making provision for future enrolment needs, master planning is a foundational step to ensure future projects are well-designed, appropriately prioritised, and aligned with the program objectives.

The master plan grant is provided to support schools in developing a relevant and comprehensive master plan under the following categories:



Master plan

Including a site potential & constraints assessment



Site potential and constraints assessment



Updating an existing master plan

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.

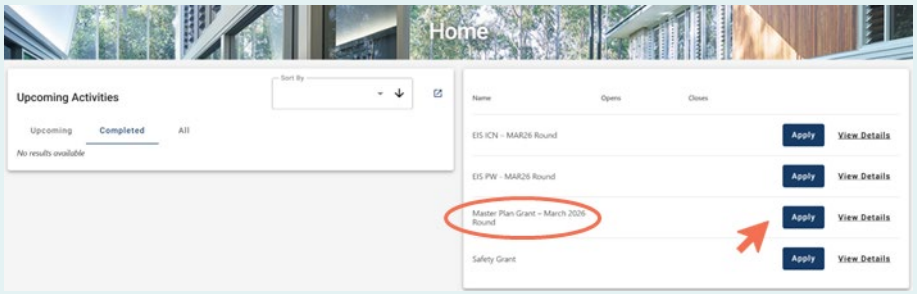
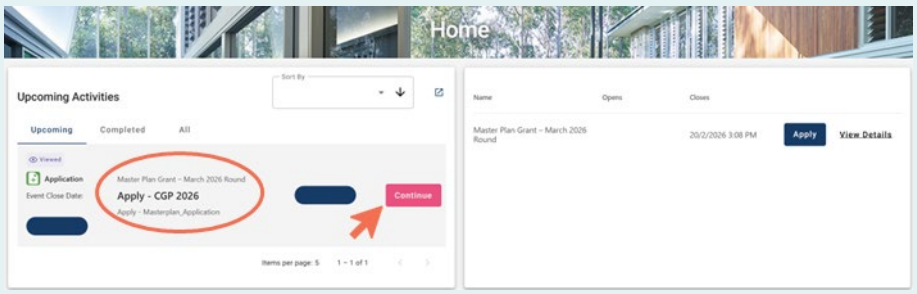
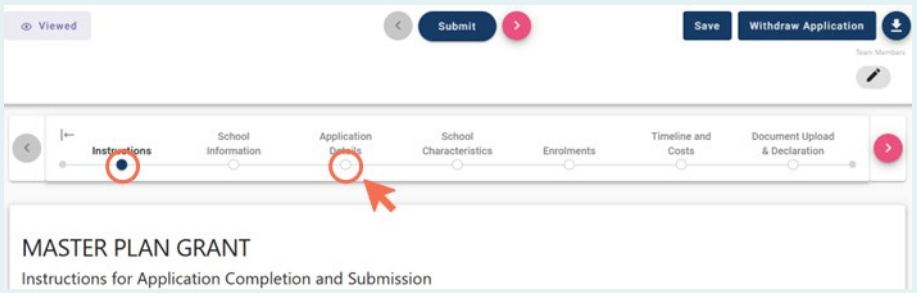
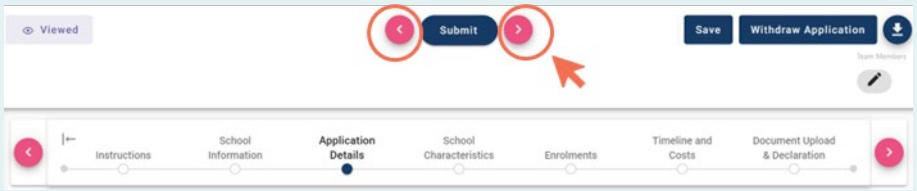
Before commencing an application, Schools should ensure the following required supporting documentation is prepared and saved in accordance with the naming convention specified here:

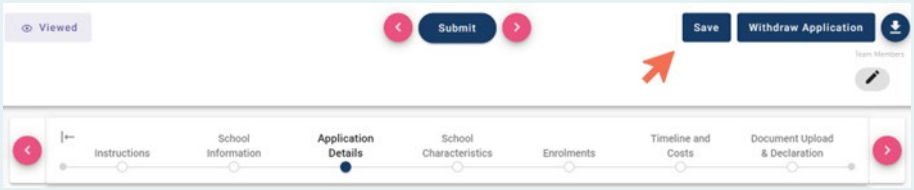
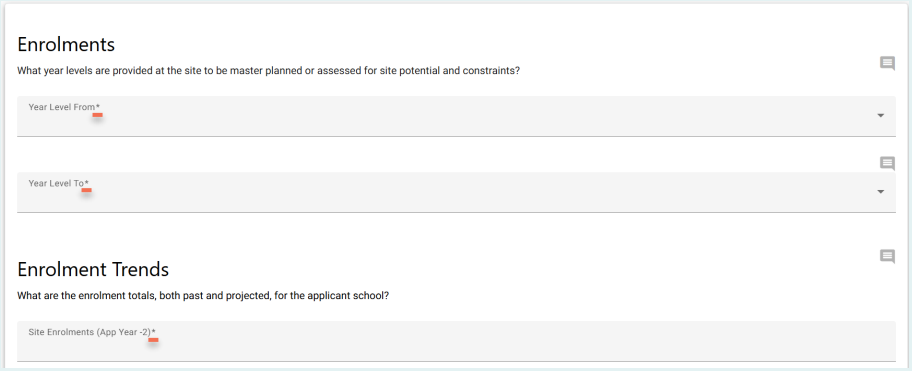
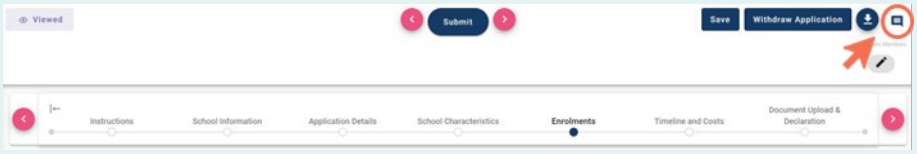
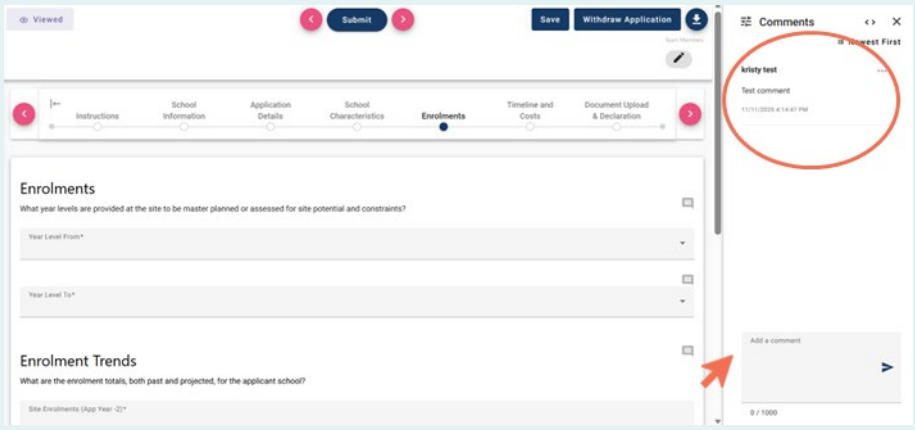
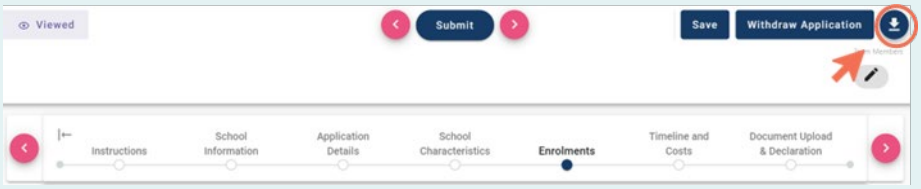
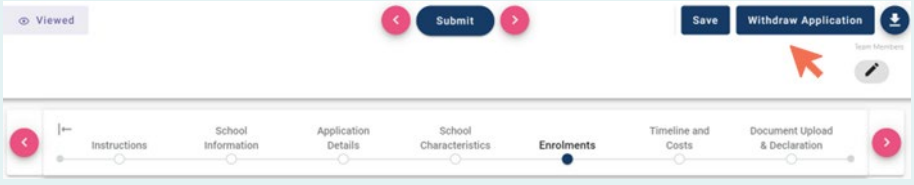
- Strategic Plan
- Fee Proposals
- Site Potential and Constraints Checklist
- Lease agreement (if applicable)
- Sustainability Strategy (if ready at the time of application)

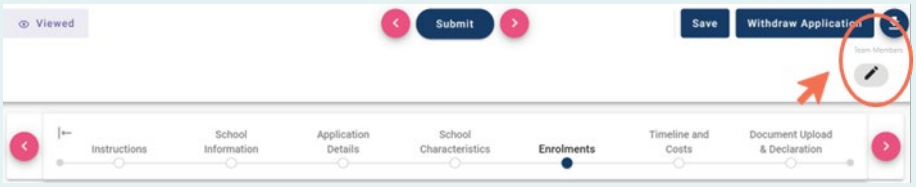
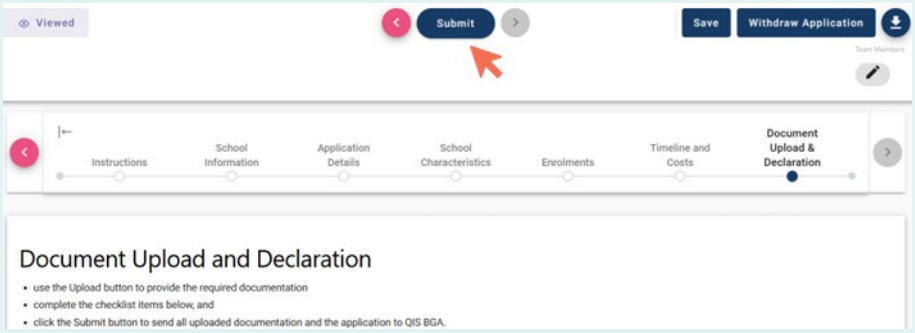
Navigating the application form

Master plan grant applications must be made via the Enquire grant management system (GMS). To access the Client Portal, or for any assistance, please contact the QIS BGA Office on (07) 3839 2142. There is also a suite of GMS support documents available on the QIS BGA website.

The following instructions demonstrate how to start an application from the client portal home page, and navigate within an application once started.

Instruction	Portal Image
The school safety grant application is accessed via the home page.	
Applications, once started, will appear as an action in the upcoming activities section of the homepage.	
Navigate to sections of the application by using the banner buttons at the top on the page.	
It is also possible to move through the form using the arrows at the top and bottom of each page.	

Instruction	Portal Image
Save regularly to avoid losing progress. The ‘save’ button is located at the top of each page.	
An asterisk (*) identifies mandatory questions that must be completed before an application can be submitted.	
Click the ‘comments’ button to open the comments bar for recording notes and comments to help prepare an application. Comments will not be visible to QIS BGA and will not form part of an application. **Ensure all required information is submitted in the appropriate application field.**	 
Click the Download button at the top of the page to generate a copy of the application at any time.	
Click the ‘withdraw application’ button to delete a started application and remove it from upcoming activities.	

Instruction	Portal Image
You can add or edit team members that have access to your client account from within an application. Refer to QIS BGA Enquire GMS webpage for information about adding users.	
Please review the application prior to completion, and when ready, click the submit button to finalise. **Once submitted, a Master Plan grant application cannot be amended.**	

Completing the application form

The following terms correspond to the information requested within each section of the application. If you have any further questions or require assistance to complete the application, please contact the QIS BGA office.

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 the governing body of a non-state school.
School Site Address	Enter the physical address of the school. **HINT**: This section auto-generates addresses when you start typing in line 1.
Site/s that are different to the school site address?	If you are applying for a master plan grant for a site that is different to the site address, please contact QIS BGA before proceeding with the application.
Contact for this Application	Nominate the **school** representative who QIS BGA should contact regarding this application.

Application Details	
New, Extended, Revised Master Plan or Site Potential and Constraints Assessment	Select from the drop-down box the category of master plan application, either: • Master Plan (including site potential and constraints assessment) • Site Potential and Constraints Assessment only • Updating an existing/expired Master Plan Refer to the Planning & Eligibility Notes for additional information regarding the Master plan categories that can be applied for.

School Characteristics	
Capacity to Contribute (CTC)	CTC scores are determined by the Commonwealth's 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 DMI score.
School Site Details	Outline the ownership details for the site. **REMEMBER**: If the site is leased, upload a copy of the lease agreement in the *Document Upload & Declaration* section of the application.
Insurance Provider	Provide the name of the school's insurance provider.
History	Provide any relevant history of the applicant school's development, to this point. For example, was it purchased as a greenfield site, or was the site operating under a different use prior to the school being established?
Future Drivers	Future drivers are the strategic, educational, and operational factors drawn from a school's Strategic Plan that justify the need for master planning and guide the scope, timing, and direction of the proposed site development.
Growth Factors	In this section, describe any planned changes to year levels or class streams — such as expansion, reduction, or restructuring — and explain how these changes are supported by strategic intent or enrolment trends.

Pedagogical/Curriculum Considerations	In this section, describe any shifts in educational philosophy, teaching models, or curriculum delivery that require new or adapted facilities to support evolving learning environments.
Planning Requirements	In this section, describe any external planning obligations — such as overlays, development conditions, or regulatory changes — that your school must respond to in its site development strategy.
Natural or Built Environment Considerations	In this section, describe any environmental or physical site factors, such as climate impacts, flood risks, building condition, or infrastructure adequacy, that affect your school's ability to deliver its educational program and shape future capital works.
Site Safety and Security	In this section, describe any current safety or security issues on site and outline the specific measures being considered — such as fencing, lighting, or emergency infrastructure — to ensure a safe and secure environment.
Other Strategic Drivers	In this section, describe any additional priorities from your Strategic Plan — such as sustainability, wellbeing, specialist programs, or operational efficiency — that influence the need for master planning and shape the future development of your site.

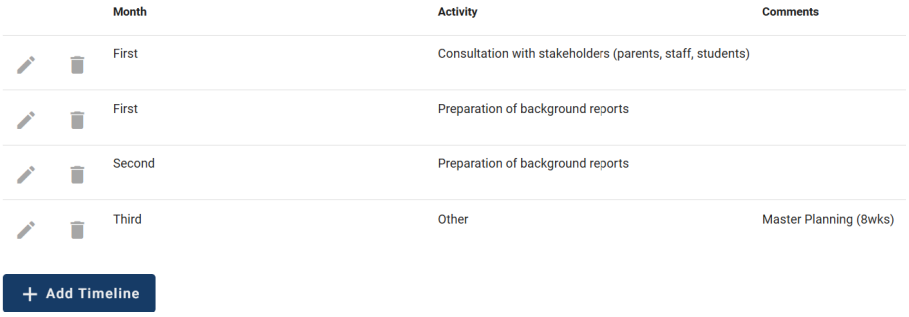
Enrolments

Year Levels	Enter details of the 'current' year levels enrolled at the site that is the subject of this application.
Enrolment Trends	Enter details of enrolment numbers for the past 2 calendar years, thew current year in which the application is being made, and projected/forecast enrolments for the next three years after the application year.

Timeline and Costs

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

Click the '+ Add Timeline' button to populate this table with the activities required to complete the project from when the Minister approves the funding, and a recipient school agreement is executed. Example populated overview of the intended timeframe table:



Consultants	List the consultant and technical specialists that will be engaged as part of the team to develop the master plan, or conduct a site potential and constraints assessment. Example:

	Consultant Name	Consultant Type	Consultant Company
	Andy the architect	Architect	Andy's Architecture
	Ellen the engineer	Electrical Engineer	Ellen's Engineering
	Tom the town planner	Town Planner	Tom's Town Planning
	Quentin the QS	Quantity Surveyor	Quinn's Quantity Surveyors

Total Project Cost	Enter the total cost to develop the master plan or conduct the site potential and constraints assessment, inclusive of all consultant and supplementary specialist fees, exclusive of GST.
Duration of the Plan/Assessment	Enter the years that the master plan will be developed for. I.e. the maser plan 'horizon' start and end dates.

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: • **STRATEGIC PLAN School Name.pdf** • **FEE PROPOSALS School Name.pdf** • **SITE POTENTIAL CHECKLIST School Name.pdf** • **SUSTAINABILITY School Name.pdf** • **LEASE School Name.pdf (if reqd.)**
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.