

How to Submit a Notice of Withdrawal

Provided that no part of the Capital Assistance Funds have been paid to an Approved Authority by QIS BGA, the Approved Authority may terminate a Recipient School Agreement by giving written notice to QIS BGA.

Instructions to Prepare a Notice of Withdrawal

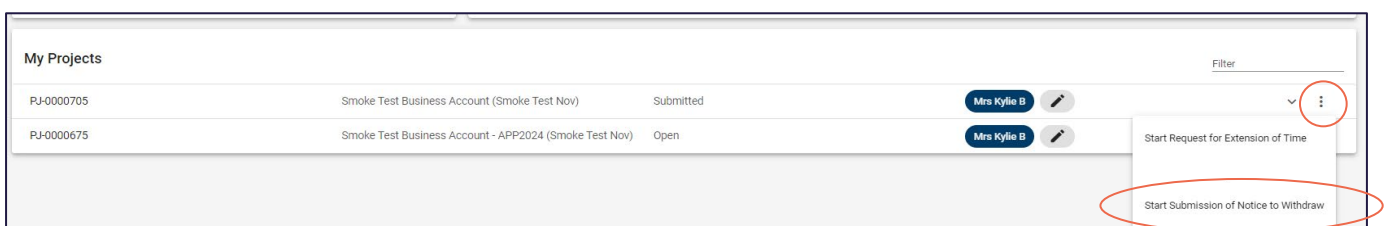
1. An Approved Authority must notify QIS BGA of its decision to withdraw from a Recipient School Agreement in writing using the Notice of Withdrawal workflow within the Enquire Grant Management System (GMS). The Notice will:
 - be on the relevant letterhead, and
 - include the signature of a proper person.
2. Include within the Notice:
 - the Approved Project Reference (recorded within the GMS on the Approved Project Details stepper within the workflow)
 - the Approved Project Description
 - the Capital Assistance Funds which were approved
 - the circumstances that have led to the Approved Authority deciding to withdraw from the Approved Project.

Instructions to Submit a Request for a Notice of Withdrawal in the GMS

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

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

2. Select the moreverts (three dots) next to the Approved Project and select *Start Notice of Withdrawal Submission*.
3. Follow the instructions to upload and submit the Notice.



Steps following Submission

Once the notification is received, an acknowledgement notification will be sent to the Key Contact.