

How to Request an Extension of Time

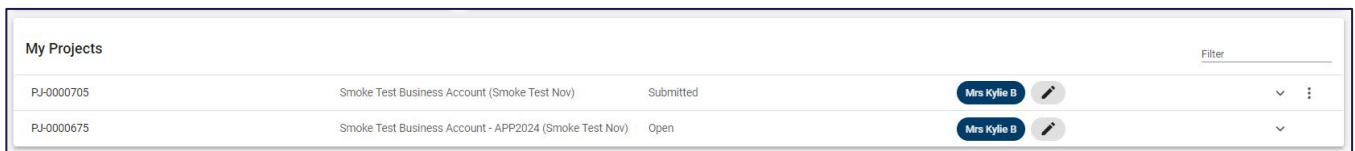
The Recipient School Agreement for the Approved Project provides that, where a claim for the Capital Assistance Funds is not received by QIS BGA within 2 years from the date on which approval for the funds was given, the approval will lapse and no money will be payable unless an extension of time has been granted by the Minister.

Instructions to Prepare an Extension of Time Request

1. An Approved Authority must request an extension of time via QIS BGA in writing by using the Request for Extension of Time workflow within the Enquire Grant Management System (GMS). The request must be authorised by either the Approved Authority or other proper person) through:
 - use of the relevant letterhead, and
 - inclusion of the signature of the proper person.
2. Include within the request:
 - 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
 - overview of the reasons for requesting an extension of time

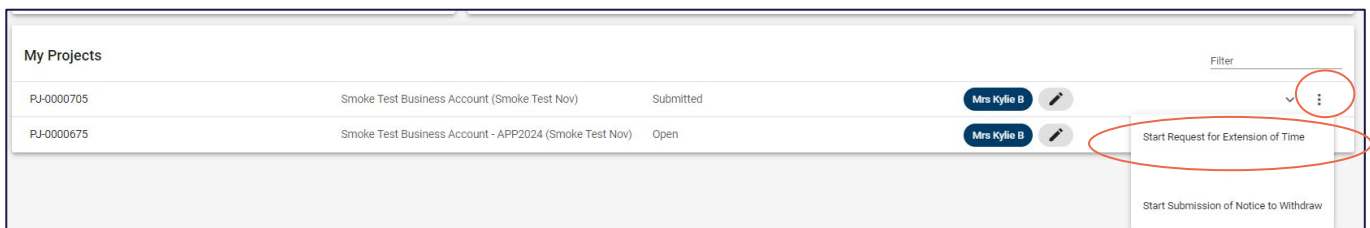
Instructions to Submit a Request for Extension of Time in the GMS

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] [dropdown] [more]
PJ-0000675	Smoke Test Business Account - APP2024 (Smoke Test Nov)	Open	Mrs Kylie B [edit] [dropdown]

2. Select the moreverts (three dots) next to the Approved Project and select *Start Request for Extension of Time*.



My Projects			Filter
PJ-0000705	Smoke Test Business Account (Smoke Test Nov)	Submitted	Mrs Kylie B [edit] [dropdown] [more]
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Start Request for Extension of Time

Start Submission of Notice to Withdraw

3. Follow the instructions to upload and submit the request.



Steps following Submission

When the request has been received by the Program Manager it will be forwarded to the QIS BGA Board for consideration. An e-mail acknowledgement will be provided.

Should the QIS BGA Board recommend the request to the Minister, the outcome of the request will be dependent on Ministerial approval being given. An extension of time will be valid for a maximum of two years following the date of approval, unless otherwise specified by the Minister.

Where the QIS BGA Board is unable to recommend the request, the Minister will be advised accordingly and, upon the receipt of confirmation of this recommendation, the existing Approved Project end date will remain unchanged. The grant will lapse if an initial claim for the Capital Assistance Funds is not made by this end date.

