# PAYMENT, ACQUITTAL AND RECOGNITION OF GRANTS FOR CAPITAL PROJECTS

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| ✷ **Capital Grants Program (CGP)** | For payment:  
- As per schedule of payments provided in the grant information letter.  
For acquittal:  
- Final Certificate by an External Approved Accountant.  
(NB- Where both Aust./State Govt grants exist, a joint acquittal document will be completed).  
- Architect’s/Supervisor’s Statement. | • Arrange for recognition of funding within 7 months of physical completion, unless otherwise agreed by the Commonwealth:  
  - Where the Commonwealth contribution is equal to or exceeds $100,000, irrespective of the year of approval.  
  - Where the school or Commonwealth requests an opening.  
• Submit an invitation proposing 3 possible dates via the school openings inbox: schoolopenings@education.gov.au | • Minister (inc. invitation to speak) and BGA officers.  
• Must be given 2 months notice.  
• 3 possible dates within the invitation must not coincide with Parliamentary sitting days. | • Install plaques on all completed projects, irrespective of cost, which acknowledge Commonwealth funding.  
• Where the project is opened by a Commonwealth representative, the name of the person must appear on the plaque.  
• Acknowledge funds received in all announcements and other publicity where Commonwealth funds have been contributed. |
| **State Government** | | | | |
| ✷ **State Capital Assistance Scheme (SCAS) (inc. Capital Assistance Supplementary Scheme [CASS])** | For payment:  
- Statutory Declarations as per milestones (in terms of project value) listed within the Agreement.  
- Evidence of project related expenditure, as requested.  
For acquittal:  
- Architect’s/Supervisor’s Statement (NB- for M’stone 3 payment).  
- Final Certificate by an External Approved Accountant. | • Unless otherwise advised by the State Government, there must be an official opening ceremony of facilities where the State has contributed $500,000 or more to a project.  
• Advise SCAS officers via the e-mail address: education@ministerial.qld.gov.au | • Minister (inc. invitation to speak) and BGA officers.  
• Must be given 3 months notice. | • Acknowledge State funding on building plaques where the State has contributed $100,000 or more to a project.  
• Recognition of the source of the funding is to be provided in any publicity associated with the project, including the plaque. |
| **State Government** | | | | |
| ✷ **External Infrastructure Subsidy Scheme (EIS)** | For payment:  
- Statutory Declaration at 100% completion (in terms of project value).  
- Evidence of payment/s and payment/s dates.  
For acquittal:  
- Final Certificate by an External Approved Accountant. | • If there is to be an official opening ceremony, the Minister or his representative must be invited to attend.  
• Advise SCAS officers via the e-mail address: education@ministerial.qld.gov.au | • Minister (inc. invitation to speak) and BGA officers.  
• Must be given 3 months notice. | • Recognition of the source of the funding is to be provided in any publicity associated with the project. |