# 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.  
- 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.com.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)** | For payment:  
- Statutory Declaration at **25% completion** (in terms of project value).  
For acquittal:  
- Final Certificate by an External Approved Accountant.  
- Architect’s/Supervisor’s Statement. | • 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.edu.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.edu.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. |