CAPITAL FUNDING
ON LINE APPLICATION NOTES

(2013 updates are shown in tan)

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**Introduction**

Below are notes for the on-line application. These notes give helpful information on using the application for first time and return users. Please refer to the Table of Contents page above. “CTRL click” on the section of the application, or other information you require and you will be directed to that reference section in the notes.

These notes will be updated as necessary and in particular in answer to questions raised by users of the on-line application to give further clarity.

**What year should you apply?**

Each year’s round of funding in the Commonwealth and State Capital Assistance Programs, is available for capital projects that are to be built in the following year for expected enrolments and/or educational program needs for the commencement of the year two years hence of the particular round. i.e. the 2013 round is for projects to be built in the 2014 year for 2015 enrolments and/or educational program needs.

**When can the Application be accessed?**

For applications in the year 2013, the on line application will be accessible from 10th December 2012 until March 2013. Section 1 of the application – Application Specifics – must be completed by 4th March 2013 and sections 2 to 5 must be completed by 2nd April 2013. Failure to meet these deadlines will exclude the school from participation in the 2013 round.

**Hardcopy requirements**

The school also needs to send into the BGA hardcopies of the online Application, together with other supporting documents. In the 2013 round hardcopies must be received at the BGA office by Friday 5th April, 2013.

**How to Access the on-line application**

The on line application can be accessed using the Mozilla Firefox Browser/Internet Explorer 9 or Safari. (Earlier versions of Internet Explorer are not compatible with the software) Preference is Mozilla Firefox. If you do not currently use Firefox ‘Google it’.

**Website Address**

The URL for the application is www.qisbgacapitalapplication.com.au do not use this link unless you have Mozilla Firefox as your browser or one of the other browsers mentioned above. Open Firefox and copy and paste this URL.
Username and Passwords

Usernames and passwords are now reset every year; therefore please contact our office to receive new password for access to the on-line application – bgaadmin@aisq.qld.edu.au. Or if using the On-Line Application for the first time, go to our website: www.aisq.qld.edu.au. Click on “Block Grant Authority” and then “Applications”, and then “2013 Username and Password request”.

Application Section by Section

1. Application Specifics

As stated above the Application Specifics must be completed by 1st March each year to be eligible to be included in that round. The application will be locked if Application Specifics are not completed by midnight on 1st March each year (or the first Monday if in March).

In this section you will include details of your project, enrolments, costs associated with the project and existing school facilities. Some Information about the school previously entered will still be available, please check each year that previously entered information does not need to be updated. Please note – It is important for the functionality of this application, that the Contact Person and their Email details are kept up-to-date.

1.1 C School Campus Details

For schools that have more than one campus and operate all campuses as one school for accounting purposes, list all campuses here see rules governing campuses below.
QIS BGA has established the following rules for multiple applications vs. multiple projects for approved authorities/schools with more than one campus:

1. Approved authorities/schools that operate more than one campus, with different age groups on each campus i.e. P – 6 on one campus and 7-12 on the other campus, would use one application.

2. Approved authorities/schools that operate multiple campuses, and each campus is operated as a separate cost centre, complete separate applications.

3. Approved authorities/schools that operate multiple campuses with the same age groupings on each campus, should complete separate applications forms for each campus.

Contact the BGA office to establish another username and password for scenario 2 and 3 above.

1.2 A Brief Description of Proposed Project

From the 2012 version of the application, a new question box will appear in section 1.2. It will ask “How many tuition projects do you have?” The answer to this question will provide the pages necessary for sections: 1.2, 1.8 and 1.9.

After you have answered this question and completed the necessary tuition project information (see below), you will then be asked “How many boarding projects do you have?” The answer to this question will produce the necessary number of pages for sections: 1.2, 1.8 and 1.9 for boarding. Sample of the window that will appear:
In this section include only a brief description of the project/s. This is ‘the what’ of the application not ‘the how, when or why’. Section 1.7 - Justification - is where a full description and reasons for the capital works, needs to be explained.

Type a maximum of 1 or 2 lines.

Separate Projects
If the intended capital work is: of a complex nature, to be staged, or to be built on separate campuses, and will require the school authority to engage separate principal contractors, please show as separate projects. i.e.

1.2 Project Summary Tuition 1

1.2 Project Summary Tuition 2

1.2 C Funding Sources
The School Authority needs to decide if they would like to apply for funding from the Australian Government General Element and/or State Capital Assistance.

State Capital Assistance is available in two funding periods. Tick the first State capital funding period if the project is intended to commence and be at 25% of completion by 31 May next year, otherwise tick the second State Capital funding period.

Remember construction should commence within one year (two years for State) of the Ministerial approval.
1.3 A School Enrolment Figures
Show enrolment in the two historical years as per August Census data, from each of those years.

Enrolments in the application are reflected as per State Funding arrangements. Schools with middle school programs, should show all middle school grades as per State Funding categories. i.e. grade 7 is primary and grade 8 is secondary.

The on-line program will calculate primary and high school numbers appropriately, including the change of grade 7 from primary to secondary from 2015.

1.4 J Amount of Fees Forgone
Hardship Concessions

Hardship Concessions should include only concessions given for Hardship that have been evidenced, such as in the case of bursaries. Academic scholarship and scholarships that are not ‘means’ tested, should not be included in Hardship Concessions.

1.5 B Maintenance Plan
School Maintenance

The Commonwealth Government requires, as stated in the School Administrative Guidelines that all schools have a plan for maintaining existing buildings. A well-documented maintenance schedule will include regular maintenance checks.

Please outline the maintenance process adopted by the school to ensure that buildings are maintained in manner that satisfies all WHS requirements.

1.6a B(i) Dedicated Primary Only Tuition Spaces
In this section you will need to record all rooms used as primary tuition spaces. Specialty spaces such as Art, Science or Multi-Purpose if they are used for tuition should be included. This section is for primary only tuition spaces. If specialty classrooms are used for both primary and secondary show below in 1.6a C(i).

Please DO NOT include BER Funded primary tuition spaces as they will be entered below in 1.6a B(ii). Spaces that have been funded by previous rounds of the BGA, that are not yet built or that are in the process of being built should be entered here and shown with 1 as the occupancy. Also include tuition spaces that are being built in the current year, by the school (without BGA support).

Eg.

In 2013 there is a slight change to some Functional Code names
1.6a B(ii) BER Dedicated Primary Only Tuition Spaces
As per 1.6a B(i) above, enter all primary only tuition spaces that were built under the BER in this section. Do not include combined primary and secondary spaces as these will be recorded below in 1.6a C(ii). The BGA requires that the BER spaces be included in the application so that they can see how many tuition spaces the school has available. If the school’s BER – P21 project was a renovation or conversion, only include any additional constructed spaces. Tuition spaces that were available before the BER but are being converted should be included only in 1.6a B(i) above.

The BER if entered here will be discounted off in the Floor Area Calculations in section 3.

1.6a C(i) Secondary and Combined Teaching Spaces
In this section you will need to record all rooms used to deliver normal timetabled classes. Include specialty spaces such as Art, Science or Multi-Purpose if they are used for tuition. Include all secondary timetabled classes as well as rooms timetabled for primary and secondary (referred to as combined). Please DO NOT include BER/Trade Training Centre Funded tuition spaces as they will be entered below in 1.6a C(ii), unless they were converted spaces. Only constructed spaces should be included in BER/Trade Training below.

Spaces that have been funded by previous rounds of the BGA, that are not yet built or in the process of being built should be entered here and shown with 0 as the occupancy. Also include constructions that the school is undertaking without the help of the BGA.

Note All Year 7 to secondary (flying start) facilities to be built/applied for, should be included in secondary facilities. Eg.
1.6a C(ii) BER/Trade Training Secondary and Combined Tuition Spaces

As per 1.6a C(i) above, enter all combined (primary/secondary) or secondary tuition spaces that were built under the BER or the Trade Training Centre Funding in this section. The BGA requires the BER/Trade Training Centre spaces to be included in the application so that it can be seen how many tuition spaces the school has available. The BER/Trade Training Centre spaces if entered here will be discounted in the Floor Area Calculations in section 3.

Only include spaces that were constructed. Converted or renovated spaces should be included in 1.6a c(i) above.
1.6a  D Pre Project Room usage – Primary Only
The program will automatically calculate these figures

<table>
<thead>
<tr>
<th>Pre Project Room Usage - Primary Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of two-tiled rooms: 54</td>
</tr>
<tr>
<td>Total number of students in 2011: 2</td>
</tr>
<tr>
<td>Room usage(%)/student: 7%</td>
</tr>
</tbody>
</table>

1.6a  E Pre Project Room usage – Secondary Only
The program will automatically calculate these figures

<table>
<thead>
<tr>
<th>Pre Project Room Usage - Secondary Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of two-tiled rooms: 6</td>
</tr>
<tr>
<td>Total number of students in 2011: 5</td>
</tr>
<tr>
<td>Room usage(%)/student: 1.9%</td>
</tr>
</tbody>
</table>

1.6b  A Existing Facilities – Tuition (Teaching Spaces Only)
This is a summary of section 1.6a. The program will automatically calculate these figures.

<table>
<thead>
<tr>
<th>Existing Facilities – Tuition (Teaching Spaces Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: These figures are accumulated from Existing Teaching Spaces. You must fill out this component before data is available here.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Permanent</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No. Units</td>
<td>Total Area</td>
</tr>
<tr>
<td>OLA</td>
<td>Primary</td>
<td>5</td>
</tr>
<tr>
<td>Lib Res Centre</td>
<td>Primary</td>
<td>1</td>
</tr>
<tr>
<td>Music Drama/Media</td>
<td>Primary</td>
<td>1</td>
</tr>
<tr>
<td>OLA</td>
<td>Secondary</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>Secondary</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>Secondary</td>
<td>1</td>
</tr>
<tr>
<td>Art</td>
<td>Combined</td>
<td>1</td>
</tr>
</tbody>
</table>

1.6b  B(i) Existing Facilities – Tuition (Non-Teaching spaces)
Only non-teaching spaces are to be recorded in this section. Enter all combined, primary and/or secondary non-teaching spaces in this section. These spaces are non-limetabled spaces or spaces that are less than 50m2. i.e. music tutorial spaces, offices, science preparation facilities, amenities etc. Any non-teaching spaces that were built under the BER/Trade Training funding should be entered below in 1.6b B(ii). Spaces that have been funded by previous rounds of the BGA, that are not yet built or in the process of being built should be entered here and shown in the ‘Excellent condition’ column.
1.6b B(ii) BER/Trade Training Existing Facilities - Tuition (Non-Teaching spaces)

As per 1.6b B(i) above, enter only non-teaching spaces that were built under the BER/Trade Training in this section. The BGA require that the BER/Trade Training spaces be included in the application so that they can see how many tuition spaces the school has available. If the school's BER/Trade Training non-teaching portion of the project was a renovation or conversion, only include additional constructed spaces. Tuition spaces that were available before the BER but are being converted should be included only in 1.6b B(i) above.

The BER/Trade Training if entered here will be discounted off in the Floor Area Calculations in section 3.

1.6b C Existing Facilities – Total Tuition

The program will automatically calculate these figures.

1.6b D Facilities to be removed

Facilities that have been shown in the temporary column in either tuition or non-tuition above, that are to be removed at the completion or during the building of the proposed project should be shown here.
1.6b  **E Property Ownership/Leasing Arrangements**
It is a funding requirement that leased property has a current lease that entitles the Approved Authority of the school, occupancy for 20 years from the proposed project completion date. A copy may be requested at the visit.

1.6b  **F Existing Facilities – Boarding**
Refer to sections 1.6a B(i) and 1.6a C(i) for guidance on completion of this section. Eg.

1.6b  **G Facilities to be removed – Boarding**
Please see section 1.6b D for an example of completion for this section.

1.6b  **I Boarding Capacity**
The program will automatically calculate these figures.

Eg.

1.7  **Justification**
This section should be a brief explanation of the need for the facilities being proposed in the application. Please ensure that the explanation addresses the objectives of the Capital Grants Program, as outlined in the instructions.

If there is more than one project in this application, it may be necessary to write a short explanation for each project.
Rich text is allowed in this section from the 2013 round. However, please use the ‘linked document’ option if a file is to be pasted that includes, tables, graphs or spreadsheets.

1.8 Proposed Project Details
This is the section that is required to be filled out in detail for each proposed project in this year’s application. Ensure that each functional space is separated on each line. Separate classroom spaces from storage spaces, travel, verandas etc. If more than one floor of building is proposed, separate functional spaces into floors as well. i.e. Show classrooms on ground floor separately to classrooms on first floor.

See the samples below for further instructions on completion of each section.
**Library resource costs are only applicable for projects that include library space.**

**Requirements of Fire Authority.**
Including, Hydrants, extinguishes, hardstands etc.

**Equipment costs per room as per Equipment allowances see BGA website for details.**

**Furniture costs per room as per Furniture allowances see BGA website for details.**

From 2012: External Infrastructure will no longer form part of the Capital Application. A separate application is available on the website.
www.aisg.qld.edu.au. Please give text details here of any expected External Infrastructure works applicable to this capital application. This section is now for reference only and will be used to give assistance and information at the

If the school has more than one project, repeat the above process for Tuition 2 and Boarding projects etc.

### 1.9 Source of Funds – 1 Tuition/Boarding

The source of funds page includes details of discussions held to date with lending authority.
Repeat the above source of funds details for each project in the application.

2. Financials
For sections 2.1 – 2.6 of the Financials, include historical data as reported on the schools Financial Statements and the Financial Questionnaire. Most fields in these sections align with the data required in the Financial Questionnaire.

Although non-school activities such as Pre Prep and to and from school bus transport are not included in financial questionnaire, include here. All income and expenditure should be shown in this application. Separate out into other income (net off) non-school activities.

Data for the current year should be as per the schools budget, based on enrolments shown in section 1.3 - Enrolments.

Data to be projected in the 4 future years, should be as per the school's budget forecasts for those years.

If school operates several campuses and reports as one school for operating and reporting purposes, include all campus’ income and expenditure in this application.

Include in sections 2.4 and 2.5 all future expected Capital Income and Capital Expenditure. The project applied for in this application should also be included. Include expected loans and requested capital grants (as shown in section 1.9) in section 2.4. Include total project cost in section 2.5 (also as shown in section 1.9). If the school has had other future capital projects funded by the BGA, these should all be included in the projections. Including projects planned and to be funded totally by the school.

Do not include escalation or CPI increases. Ensure that all figures are in current year dollar terms. We require data to be reported in this way, so that all schools’ data can be analysed on equal terms.

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan</td>
<td>$400,000</td>
</tr>
<tr>
<td>Ours cash reserves</td>
<td>$0</td>
</tr>
<tr>
<td>School's building fund</td>
<td>$0</td>
</tr>
<tr>
<td>Parish congregation contribution</td>
<td>$0</td>
</tr>
<tr>
<td>Donations (Parents' and Friends' special appeals)</td>
<td>$0</td>
</tr>
<tr>
<td>Funds to be transferred from school's foundation or associated companies</td>
<td>$0</td>
</tr>
<tr>
<td>State of property</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total to be contributed by school (sum of above): $500,000

State Capital Assistance Grant Requested: $256,678

Australian Government Capital Grant Requested: $154,999

Total School Contributions - Total Grants: $1,538,078

Total Cost of Project (per Section 2.5 - Proposed Projects): $1,638,078

Difference (must be 0): 0

| Insert figures in the areas as indicated. Sources of funds should agree with totals shown in 2.4 Financials. |
| Total Cost of Project is an automatic calculation |
| Difference should be 0 |
**Financials Cover Sheet**

Please insert the school contact for the financial Information in the application. The Capital Advisory Committee or the secretariat may need to contact this person if further information is required.

### 2.1 A Financial Analysis

Insert the full time equivalent (FTE) for the teaching staff in the school. Include all non-classroom teaching professionals, such as principal, deputy, dean of studies etc. BGA requires the non-teaching professional teachers to be included in these numbers.

### 2.1 B and C are automatically generated.

### 2.1 D Audited Financial Statements and Financial Questionnaire

As part of the guidelines governing the assessment of applications, QIS BGA needs to see audited Financial Statements for the two years previous to this year’s application. Please indicate where shown if there has been a qualification by the auditor in either of the last two year’s Audited Financial statements.

### 2.2 Income for Recurrent Purposes

As stated above in the introduction to the financials, please ensure that future year amounts do not include escalation. Costing should be in current $s.

Recurrent income items should be entered in this section. Categories are the same as for those in the financial questionnaire, with the following exception. If excursions income is included in the fees, please separate out and show in Income for Excursions/Trips. Do not show any fees reserved for capital in this section. Show in section 2.4 Income for Capital Purposes.

If the school is a boarding school, please ensure all income for boarding is separated and shown in D – Income for Recurrent Purposes – Boarding.

### 2.3 Expenditure for Recurrent Purposes

As stated above in the introduction to the financials, please ensure that future year amounts do not include escalation. Costing should be in current $s.

Completion, in general terms, is the same as for the financial questionnaire, except for salaries. Include superannuation and other ‘on costs’ in salary costs for each salary classification.

Salaries for general teaching staff should include principal, deputy, dean etc.

Salaries – Other including professional and technical support staff should include professionals such as: psychologists, counsellors, occupational therapists, social workers, computer technicians, library technicians etc.

### 2.4 Income for Capital Purposes

Include all capital fees and capital donations in this section.
Please ensure that future grants and loans are shown as capital income as indicated in section 1.9 of the application. Show bridging finance for Commonwealth Capital Grants that will not be received in year of build. Also include all other future capital loans and grants that may have been funded by BGA or by school.

2.5 Expenditure for Capital Purposes
Include all expenditure including intended building projects. Similarly to 2.4 above. Show repayment of bridging finance for any Commonwealth Capital Grants paid over three years.

2.6 Cash Flow Summary
Cash Flow Summary page is self-generating except for the following

C Adjustments Non-Cash Items – Movements in Assets/Liabilities 2011/12
Changes in values in items within the Balance Sheet (Statement of Financial Position) may affect the cash bank balance if not adjusted here. Please ensure that Cumulative Net Cash Flow Balance at 2012 agrees with Funds on Hand (E below) by adjusting movements in Assets/Liabilities accordingly

D Summary –
Ensure that Balance of Cash on Hand 1/1/2011 is entered here to ensure that closing balance 31/12/2011 is correctly reported. Please check that cash flow summary balances with section (E) below.

2.7 Debt Situation
A. All fields within Debt Situation will be entered automatically from other sections of the financials, except for the opening balance of loans carried forward. Please enter this figure from closing balance of loans in your Balance Sheet 31/12/2010.
B. Ensure that Loans and Balance of Loans outstanding at 31/12/12 are entered as per the Balance Sheet. The total of loans outstanding 31/12/12 should agree with the Debt Situation balance at 31/12/12 (A ABOVE)

On line Errors

Input Errors
The application will highlight when information is incorrect or incomplete see example below:
The above is the most common mistake made. See below for other error types.

**Program not responding**

If the program appears to not be responding when updating and the screen looks as displayed below for more than 30-40sec, this may be because data inserted is not compatible with the format, or edit was not selected as per instructions. Press the required field in the drop down menu again, and redo edit process.

If the following message box appears. It may be that someone else is using the same section of the application. Exit; check with colleagues; and return to section once others have exited.
### Tuition Prior to Commencement


The server method 'loadData' failed with the following error:

- **Error Description:**
  - Unhandled exception: Could not find a resource similar to...

#### School Name:

- Jane Smith

#### Tuition Type:

- Full-time

#### Tuition Fee:

- $5,000

---

### Area Entitlement - Tuition

<table>
<thead>
<tr>
<th>Area Entitlement - Tuition</th>
<th>Total Area Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>12.5 acres</td>
</tr>
<tr>
<td>Secondary</td>
<td>15.0 acres</td>
</tr>
</tbody>
</table>

---

### Notes:

- Please review the tuition details carefully.
- Any changes or updates should be submitted immediately.
Helpful Hints and Common Application Completion Errors

Logging In

Request for Username and/or Password
To request a username and password simply email Sarah Toon as shown above or go onto the AISQ website, and go to the BGA menu Applications.

Passwords are reset each year. Please contact Sarah Toon at the BGA for new password. Email: bgaadmin@aisq.qld.edu.au

More than one person can be logged into the application at one time, but not in the same section.
Closing Dates
Applications have two closing dates:

- **Section 1** MUST be completed by 1st Monday in March each year, to be included in the round.
- **Section 2 – 5** MUST be completed by end of March to have application accepted in the round.
- **Hard Copy requirements** must be completed and received at BGA office by close of business on 5th April 2013 (see hard copy requirements at the end of these notes.)
Sections 1.2, 1.8 and 1.9 will only appear for the number of projects that were nominated in 1.2.

The Project - Sections 1.2, 1.8 and 1.9

1.2 Project Summary - Tuition 1

A Brief Description of Proposed Project

Construction of 1 Science Lab, 1 Science Preparation Rooms, 1 Music GLA (future Sciences), 3 Veranda, 1 Amenities Block, Site Works, Furniture and Equipment.

1.8 Proposed Projects - Tuition 1

Brief project description shown in 1.2 should be an outline of spaces shown in 1.8.
1.3 Sources of Funds - Tuition 1

A. Details of Proposed Loan

B. Detail on Private Recurrent Expenditure

C. Source of Funds

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans</td>
<td>$5,000</td>
</tr>
<tr>
<td>Secured land Commonwealth</td>
<td>$10</td>
</tr>
<tr>
<td>Recital land Commonwealth</td>
<td>$10</td>
</tr>
<tr>
<td>Matching contribution</td>
<td>$10</td>
</tr>
<tr>
<td>Fines (if any)</td>
<td>$10</td>
</tr>
<tr>
<td>Fees (if any)</td>
<td>$10</td>
</tr>
<tr>
<td>Equipment (if any)</td>
<td>$10</td>
</tr>
<tr>
<td>Other (if any)</td>
<td>$10</td>
</tr>
<tr>
<td>Total</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

Notes:
- All figures are in Australian dollars.
- Figures are estimates based on the current school’s budget.
- All sources of funds are to be verified by attaching supporting documentation.
Enrolment Details – 1.3

### A) School Enrolment Figures

Please enter the school's enrolment figures (actual 2009-2010 and projected 2011-2015). Use decimal points for Streams where required.

<table>
<thead>
<tr>
<th>Year</th>
<th>Prep</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>Bidre</th>
<th>OS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>16</td>
<td>21</td>
<td>10</td>
<td>18</td>
<td>10</td>
<td>12</td>
<td>9</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0</td>
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<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
<td></td>
<td></td>
</tr>
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### B) Enrolment Totals

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<th>Sr Sec.</th>
<th>Sec.</th>
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<th>Total Streams</th>
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Ensure that enrolments have logical progression from year to year.

Also ensure that streams (classes) in each grade match with the number of classes that the school has in each year level.

The Justification – 1.7

### 1.7 Justification

A) State why the facilities in the application are required

In the space below please identify which of the following Australian Government objectives will be met by the proposed projects. Please outline how the projects will meet these objectives.

The objectives of the Capital Grants Program as outlined in the Australian Government Administrative Guidelines - Commonwealth Programs for Non-Government Schools, 2010 are as follows:

a. Provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students;
b. Ensure attention is given to the upgrading of capital infrastructure for existing students, while making provision for needs arising from demographic and enrolment trends; and
c. Pursue the Commonwealth's other priorities and objectives for schooling.

In this section, state the reason why the project is being undertaken. Explain how the project will meet Commonwealth Objectives for Schooling.
Project Description - Section 1.8
From 2012, the Cost per M$^2$ will automatically drop into section A of section 1.8. This field can be overwritten. The amount shown in this column will be the cost for the Functional Space selected and it will be adjusted for locality allowance as well as construction or 70% for refurbishment.

External Infrastructure – Section 1.8 D
External Infrastructure will no longer be part of the Capital on line application. This section will be a text only field from 2012. Please fill in details of expected External Infrastructure requirements – if known – to enable the QIS BGA visiting team to best support the school, at the time of the school visit.

The external Infrastructure Application is obtainable on the QIS BGA website as follows:

Hard Copy Requirements

Once you have submitted your on-line capital application please forward the following documentation in hardcopy:

- Four (4) printed copies of the completed on-line Application
- Signed Australian Government Applicant School Agreement
- Signed Declaration
- Financial Statements for 2011 and 2012 – Audited 2012 Financials should be submitted by 30 April 2013
- Copy of DEEWR Non-Government Schools Questionnaire 2013 (2012 data) Document needs to be submitted by 30 June 2013
- Copy of school/college prospectus for 2013
- Master Plan showing the long term use of the school site - A3 size
- Site Plan showing existing facilities and facilities proposed in the Application
- Floor plans and Elevations, in A3, for the proposed project in the Application
- Floor plans for refurbishment / conversion work. Show “before” and “after” describing the proposed work to be undertaken.
- Schedule (type) of Finishes - (walls, floor, ceiling, roof etc.) for the proposed facilities