# Table of Contents

Introduction .......................................................................................................................... 3  
What year should you apply? .............................................................................................. 3  
When can the Application be accessed? ............................................................................ 3  
Hardcopy requirements ...................................................................................................... 3  
How to Access the on-line application ............................................................................. 3  
Website Address ............................................................................................................... 3  
Username and Passwords ................................................................................................... 4  
Application Section by Section ......................................................................................... 4
  1. Application Specifics ............................................................................................................ 4
    1.1 A School Details ............................................................................................................ 6
    1.1 C School Campus Details .......................................................................................... 6
    1.2 A A Brief Description of Proposed Project .................................................................. 7
    1.2 C Funding Sources ...................................................................................................... 7
    1.3 A School Enrolment Figures ...................................................................................... 8
    1.4 A Staff at Commencement of 2015 ........................................................................... 8
    1.4 J Amount of Fees Forgone ......................................................................................... 8
    1.5 A Previous Projects ..................................................................................................... 8
    1.5 B Maintenance Plan .................................................................................................... 9
    1.6a B(i) Dedicated Primary Only Tuition Spaces ............................................................. 9
    1.6a B(ii) BER Dedicated Primary Only Tuition Spaces ................................................. 9
    1.6a C(i) Secondary and Combined Teaching Spaces ................................................... 10
    1.6a C(ii) BER/Trade Training Secondary and Combined Tuition Spaces ..................... 10
    1.6a D Pre Project Room usage – Primary Only ............................................................... 11
    1.6a E Pre Project Room usage – Secondary Only ........................................................... 11
    1.6b A Existing Facilities – Tuition (Teaching Spaces Only) ............................................. 12
    1.6b B(i) Existing Facilities – Tuition (Non-Teaching spaces) ......................................... 12
    1.6b B(ii) BER/Trade Training Existing Facilities - Tuition (Non-Teaching spaces) ....... 12
    1.6b C Existing Facilities – Total Tuition ......................................................................... 13
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 2015 round is for projects to be built in the 2016 year for 2017 enrolments and/or educational program needs.

When can the Application be accessed?
For applications in the year 2015, the on line application will be accessible from 8th December 2014 until March 2015. Section 1 of the application – Application Specifics – must be completed by 2nd March 2015 and sections 2 to 5 must be completed by 31st March 2015. Failure to meet these deadlines will exclude the school from participation in the 2015 round.

Hardcopy requirements
The school also needs to send into the BGA hardcopies of the on line Application, together with other supporting documents. In the 2015 round hardcopies must be received at the BGA office by Friday 10th April, 2015.

How to Access the on-line application
The on line application can be accessed using the Mozilla Firefox Browser/Internet Explorer 9, Chrome 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 browse 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@isq.qld.edu.au. Or if using the On-Line Application for the first time, go to our website: www.bga.qld.edu.au. Click on Programs, and then Capital Grants Programs, and then Making Application “2015 Username and Password request”.

Or click this link http://www.bga.qld.edu.au/making-an-application.

Application Section by Section

1. Application Specifics

As stated above the Application Specifics must be completed by the first Monday in March each year to be eligible to be included in that round. This section of the application will lock at 11:59 pm on that Monday.

In this section you will include details of your project/s, 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. Also ensure that School Authority and ABN details are correct.
Before commencing section 1, decide on the number of projects intended in this application. If the school is intending to do capital projects that are located separately on campus or need to be built within different time frames, select the number of projects accordingly. Selection of projects will then enable the 1.2, 1.8 and 1.9 appropriate number of dropdowns.
1.1 A School Details
Ensure that School details are completed including the contact person for the application and phone number. School Authority and ABN details must be up to date. Please click on the Index filter to ensure that the correct locality is shown for the school. This will enable the appropriate $M^2$ cost to be included in section 1.8 Proposed Project Costs.

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

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. If there is not a specific reason for applying to one government, tick both.

Remember construction/drawdown 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 in 2014 and is secondary in 2015.

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

Projections in future years should be an accurate reflection of current trends.

Streams are the number of class groups in each grade. If the school operates with composite classes, for example 1 grade 3 class, 1 grade 3-4 class and 1 grade 4, show as 1.5 streams in grade 3 and 1.5 streams in grade 4.

1.4 A Staff at Commencement of 2015
The top line should include professional teaching staff, including Principal, Deputy Principal, Head of Curriculum and Classroom Teachers etc.

Administration and Ancillary staff include all other staff, such as Business Manager, Registrar, PA, Receptionist, Property Manager, Teacher Aides and Groundsmen etc.

1.4 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 A Previous Projects
Include major capital purchases and construction/renovation projects which the school has undertaken without grants from the Australian or State governments here. Also include any projects or parts of projects built that were outside of the funding guidelines and therefore did not attract a grant for a particular portion of work etc. that the school undertook as a capital project.

Those projects which form part of the school's regular maintenance programme should not be listed unless they involve specific refurbishment, upgrade, renovation or replacement of facilities.
1.5 B Maintenance Plan

School Maintenance

The Commonwealth Government requires, 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 0 as the occupancy. Also include tuition spaces that are being built in the current year, by the school (without BGA support).

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. In this section you will have to show a number in the secondary usage column, so there show 1. 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.

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

1.6a  E Pre Project Room usage – Secondary Only
The program will automatically calculate these figures
1.6b Existing Facilities – Tuition (Teaching Spaces Only)
This is a summary of section 1.6a. The program will automatically calculate these figures.

### Permanent

<table>
<thead>
<tr>
<th>Functional Area</th>
<th>Sector</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLA</td>
<td>Primary</td>
</tr>
<tr>
<td>Lib Res Centre</td>
<td>Primary</td>
</tr>
<tr>
<td>Music Drama Media</td>
<td>Primary</td>
</tr>
<tr>
<td>GLA</td>
<td>Secondary</td>
</tr>
<tr>
<td>Industrial Arts</td>
<td>Secondary</td>
</tr>
<tr>
<td>Science</td>
<td>Secondary</td>
</tr>
<tr>
<td>Art</td>
<td>Combined</td>
</tr>
</tbody>
</table>

Permanent Area (m²): 2276.60
Temporary Area (m²): 8.00

**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-timetabled 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.
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.

In the screenshot below you will see that the Commonwealth Priorities can now be shown with a tick of a box.

Rich text is allowed in this. However, please use the ‘linked document’ option if a file is to be pasted that includes, tables, graphs or spreadsheets.

<table>
<thead>
<tr>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) State why the facilities in the application are required:</td>
</tr>
</tbody>
</table>

An important section of your application is an explanation and rationale for the facilities you are applying for. For those who are involved in the assessment of your application, this section provides a significant level of understanding of your school’s educational need and your proposal for the facilities that will address that need.

To assist you to write the justification, the following topics should be used as a reference:

- a) Current situation that has prompted the need for the requested facilities;
- b) The educational need that determined the proposed design, room sizes and usage;
- c) Any specific site issues that must be considered;
- d) If appropriate, use of old facilities that the new one may replace;
- e) Other issues specific to your project.

If applying for an Australian Government grant you are required to identify (TICK) which of the following Australian Government Objectives, as outlined in the Australian Education Act 2013, will be met by the proposed project/s.

- Addresses Quality Teaching by the provision of facilities that encourage improved performance and enable “best practice” in successful teaching methods.
- Enables the provision of Quality Learning experiences in environments and with a curriculum that supports all students reach their full potential.
- Provides facilities that Empower School Leadership toward achieving to implement strategies to obtain the best outcomes for their students and school.
- Facilitates better student academic performance, attendance, behaviour and wellbeing outcomes and being Transparent and Accountable to their community for such outcomes.
- Enhances the Meeting of Student Needs for those students who experience barriers to learning and wellbeing and to provide additional student support where identified.

*Please type justification in the box below. If intending to use pictures / graphs, please attach justification as PDF to the optional link.*
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.

### A. Proposed Project Details

These are drop down columns. Select appropriate description for each space of the facility as per floor plan.

<table>
<thead>
<tr>
<th>Facility Area</th>
<th>Functional Space</th>
<th>GLA</th>
<th>Primary</th>
<th>Constr.</th>
<th>Cost of Total Area M2</th>
<th>Cost per M2</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Classrooms</td>
<td>GLA</td>
<td>15.00</td>
<td>$500,000</td>
<td>M2 Rate of $120/M2</td>
<td>$18,000</td>
<td>Total Cost $2,160,000</td>
<td></td>
</tr>
</tbody>
</table>

### B. Professional Fees (excluding External Infrastructure Fee)

Show M2 for each space on floor plan. And number of each type of space.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architect and Engineering</td>
<td>$11,123</td>
</tr>
</tbody>
</table>

### C. Local Authority Charges (excluding External Infrastructure Fee)

Charges by local council for submission of MCU or DA for project.

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Fees</td>
<td>$3,758</td>
</tr>
</tbody>
</table>

### D. External Infrastructure

External Infrastructure (this section to be filled in as information only). All External Infrastructure applications are to be lodged separately. Application available on QIS BG Website.

The School is required by council to construct pick up and set down area.

### E. Local Furniture Costs

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

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture</td>
<td>$14,279</td>
</tr>
</tbody>
</table>

### F. Equipment (not built in) Costs

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

<table>
<thead>
<tr>
<th>Fees</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom equipment</td>
<td>$4,699</td>
</tr>
</tbody>
</table>

G. Library resource costs are only applicable for projects that include library space.

External Infrastructure has a separate application available on the website. [www.bga.qld.edu.au](http://www.bga.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 school visit.
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.

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

Repeat the above source of funds details for each project in the application.
2. Section 2 – 5 of Application

Similarly to Section 1, Sections 2 – 5 of the application must be completed within the allotted time frame. The Application will lock at 11:59pm on Tuesday 31 March 2015. After all sections are completed the submit button must be ‘clicked’ to ensure that the school’s completed application is registered in the system.

3. Financials

For sections 2.1 – 2.8 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 in this application. Non-school activities should be netted off and shown in other income. See Income for Recurrent section below.
Data for the current year should be expressed 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 the 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 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. Costs associated with the project/s applied for in the application, that are outside the QIS BGA funding guidelines should be shown as School Capital Expenditure. See notes on this below in section 2.5.

**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.

**Financials Cover Sheet**
Please insert the school contact for the financial Information in the application. The BGA 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 (CPI increases). Costings should be in current $s.

Recurrent income items should be entered into 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.

### 2.2 Income for Recurrent Purposes

#### A) Tuition

<table>
<thead>
<tr>
<th>Description</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>School fees net reserved for capital purposes</td>
<td>$656,550</td>
<td>$655,550</td>
<td>$655,550</td>
<td>$655,550</td>
<td>$655,550</td>
<td>$655,550</td>
<td>$655,550</td>
</tr>
<tr>
<td>School fees for overseas students</td>
<td>$65,550</td>
<td>$65,550</td>
<td>$65,550</td>
<td>$65,550</td>
<td>$65,550</td>
<td>$65,550</td>
<td>$65,550</td>
</tr>
<tr>
<td>Other receipts from students</td>
<td>$21,121</td>
<td>$21,121</td>
<td>$21,121</td>
<td>$21,121</td>
<td>$21,121</td>
<td>$21,121</td>
<td>$21,121</td>
</tr>
<tr>
<td>Income from enrolments</td>
<td>$28,000</td>
<td>$28,000</td>
<td>$28,000</td>
<td>$28,000</td>
<td>$28,000</td>
<td>$28,000</td>
<td>$28,000</td>
</tr>
<tr>
<td>Other private income</td>
<td>$85,452</td>
<td>$75,623</td>
<td>$65,882</td>
<td>$100,283</td>
<td>$1,012,623</td>
<td>$1,222,353</td>
<td>$2,125,323</td>
</tr>
<tr>
<td>Total</td>
<td>$755,983</td>
<td>$1,051,980</td>
<td>$1,331,278</td>
<td>$885,947</td>
<td>$1,600,378</td>
<td>$2,038,843</td>
<td>$3,585,023</td>
</tr>
</tbody>
</table>

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(CPI increases). Costing should be in current $s.

Completion, in this section, is similar to reporting in 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.
## 2.4 Income for Capital Purposes

### A) Tuition and Boarding

Include all income for future capital works, including expected grants from Commonwealth and State and Budgeted loans etc.

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>School fees reserved for Capital purposes</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>OS fees reserved for Capital purposes</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Transfer from Special Funds Inc. Billy Funds</td>
<td>$377,000</td>
<td>$0</td>
</tr>
<tr>
<td>Donations for Capital purposes</td>
<td>$246,310</td>
<td>$273,030</td>
</tr>
<tr>
<td>Australian Govt. Capital including Indigenous Boarding Infrastructure Programme</td>
<td>$195,396</td>
<td>$300,000</td>
</tr>
<tr>
<td>Other Australian Govt. B.E.R. and/or Trade Training</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>External Infrastructure Subsidy</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Corder Schools Subsidy</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>State Capital Assistance Grants (Including asbestos grants)</td>
<td>$390,000</td>
<td>$551,100</td>
</tr>
<tr>
<td>Bridging Finance - Aust. Govt. Capital Grants ONLY</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other loans for Capital purposes</td>
<td>$5,829,800</td>
<td>$3,356,960</td>
</tr>
</tbody>
</table>

### 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.
2.5 Expenditure for Capital Purposes

A. Tuition and

Include all expenditure for projected future capital works, including land purchases, School funded portion of projects not supported by QIS BGA, as well as the total cost of projects that are part of the BGA Application.

<table>
<thead>
<tr>
<th>Description</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land purchases</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Building and improvements (school funded)</td>
<td>$0</td>
<td>$350,000</td>
</tr>
<tr>
<td>Building and improvements (Capital Grant funded)</td>
<td>$0</td>
<td>$4,262,876</td>
</tr>
<tr>
<td>Building/Land improvements B.E.R.</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Projects and/or Trades Training</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Plant and machinery</td>
<td>$10,000</td>
<td>$0</td>
</tr>
</tbody>
</table>

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 2012/13

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 2013 agrees with Funds on Hand (E below) by adjusting movements in Assets/Liabilities accordingly.

D. Summary –

Ensure that Balance of Cash on Hand 1/1/2012 is entered here to ensure that closing balance 31/12/13 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 31/12/2011.

B. Ensure that Loans and Balance of Loans outstanding at 31/12/13 are entered as per the Balance Sheet. The total of loans outstanding 31/12/13 should agree with the Debt Situation balance at 31/12/13 (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.
Helpful Hints and Common Application Completion Errors

Logging In

More than one person can be logged into the application at one time, but not in the same section.

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

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 10th April 2015** (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.

Brief project description shown in 1.2 should be an outline of spaces shown in 1.8.
Enrolment Details – 1.3

A) School Enrolment Figures

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.

B) Enrolment Totals
Project Description - Section 1.8

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 is no longer part of the Capital on-line application. This section is a text only field. 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 2013 and 2014 – Audited 2014 Financials should be submitted by 30 April 2015
- Copy of Dept. of Education Non-Government Schools Questionnaire 2015 (2013 data) Document needs to be submitted by 30 June 2015
- Copy of school/college prospectus for 2015
- 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.