# NORMAL PAYMENT SCHEDULES FOR BGA GRANTS

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| **BGA Capital Programs**  
  • Commonwealth General Element | 1. Offer from Minister.  
  2. Submit working drawings.  
  3. Upon plan approval, complete Tender Requirements.  
  4. Sign QIS BGA Agreement.  
  5. Enter into a contract with Builder.  
  6. Send copy of contract to QIS BGA. | Payments made over a maximum 3 year period, usually the build period.  
  Payments made at end of each quarter (March, June, Sept & Dec.) | • At commencement of construction based on builder’s contract.  
  • At least 50% of grant is paid in first year of construction. | Remainder paid in 2nd and possibly the 3rd year. | n/a |
| **BGA Capital Programs**  
  • State Capital Assistance Scheme  
  • Special Assistance Schools | 1. Offer from Minister.  
  2. Sign QIS BGA Agreement.  
  3. Submit working drawings.  
  4. Upon plan approval, complete Tender Requirements.  
  5. Enter into a contract with Builder. | One off payment at 25% completion of building, (Or for SAS at Milestones stated in Agreement with QIS BGA). | • Grant paid in full upon receipt of Stat Dec at 25% completion.  
  (Or for SAS - Milestone 1 as per Milestone Schedule in Agreement with QIS BGA). | (For SAS Milestone model, remaining payments as per Milestone Schedule in Agreement with QIS BGA). | (For SAS Milestone model, remaining payments as per Milestone Schedule in Agreement with QIS BGA). |
| **External Infrastructure Subsidy Scheme** | 1. Offer from Minister.  
  2. Sign QIS BGA Agreement.  
  3. If EI project work involved, submit working drawings.  
  4. Upon plan approval, complete Tender Requirements.  
  5. Enter into a contract with Builder. | For EI project work: Payment at claim showing 100% completion of project and evidence of expenditure. OR  
  For trunk charges: Payment at claim showing payment of charges and evidence of payment. | • Paid in full at completion of project or payment of trunk charges, upon receipt of Stat Dec and proof of payment. | n/a | n/a |