

Accessing an Application

The Enquire Grant Management System **Home Page** will show all application rounds that are available to a school.

State Capital Assistance Scheme (SCAS) and Australian Government Capital Grants Program (CGP) Application

1. A school will need to contact QIS BGA to request an application. Please see the [QIS BGA website](#) for further instructions. The school's Key Contact will receive an automated e-mail notification once the application becomes available for access.
2. When QIS BGA issues the capital grant application for access, it will display as an Upcoming Activity on the Client Portal Home Page in the school's business account.

The screenshot shows the BGA Client Portal Home Page. The 'Upcoming Activities' section is highlighted with a red circle around the 'Start' button for the 'School - 2024 Round Capital Grant - Section 1 Little School -2 (PUR-0000018)'. The 'My Projects' section shows a project 'Little School -2 APP/2024 (Little School -2 APP/2024)' with a status of 'Open'.

Name	Opens	Closes	Apply	View Details
EIS Project Work - March 2024 Round		23/2/2024 12:57 PM	Apply	View Details
EIS Infrastructure Charges Notice (ICN) - March 2024 Round		23/2/2024 12:53 PM	Apply	View Details
Master Plan Grant - September 2023 Round		29/2/2024 11:59 PM	Apply	View Details

Project ID	Name	Status	Filter
PJ-0000682	Little School -2 APP/2024 (Little School -2 APP/2024)	Open	

3. Select *Start* to follow instructions on completing and submitting both the application and the supporting information required.

The screenshot shows the 'Instructions' page for the 'QIS BGA Application for Capital Funding'. The page is titled 'Section 1: Proposed Project Details' and provides instructions for the applicant school. It includes a 'Workflow Advice' section with 8 steps and a 'Further Information' section.

Workflow Advice:

1. Refer to the [Help Notes](#) available at this link for information on completing Application - Section 1.
2. Use *Paste Special* - Value only, if copying data from another workbook to the Excel application.
3. The application template is not compatible with Google Sheets and should be completed in Microsoft Excel only.
4. Once submitted, Application - Section 1 will be locked. The Key Contact will be notified, within one business day, when Application - Section 2 becomes available for access via the Client Portal.
5. Only the returned, locked application may be used for the completion of Section 2.
6. Where an applicant school decides NOT to complete the application process, once commenced, contact should be made with the QIS BGA office as soon as possible on (07) 3839 2142.
7. Once submitted to the portal, the application and supporting documentation will be accessible within the *My Projects* section by all portal users.
8. As part of making an application, you will provide us with personal information. Click to read our [Terms and Conditions](#) and view our [Collection Notice](#).

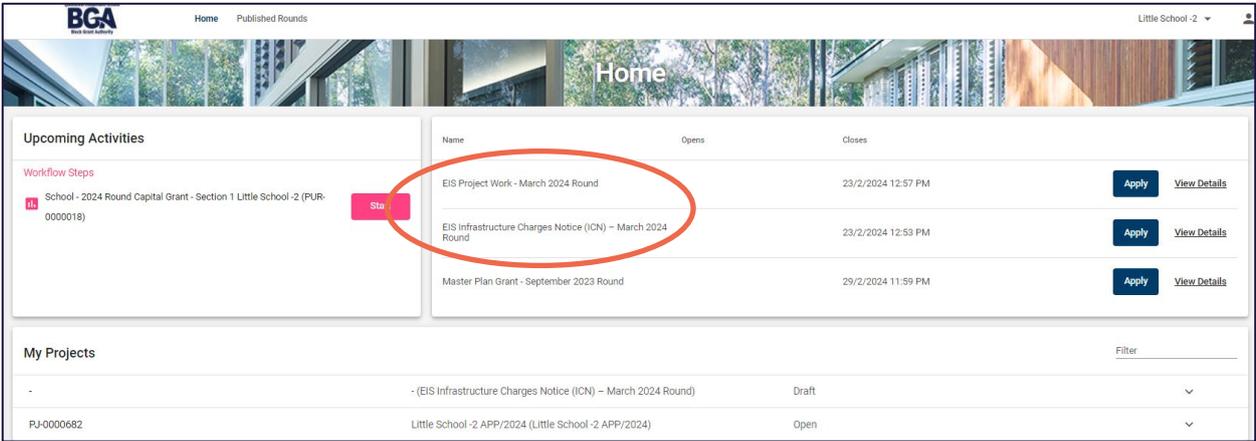
Further Information:

- Section 2 of the application will be due on or before the last business day of March.



External Infrastructure Subsidy Scheme (EIS) and Masterplan Grant Applications

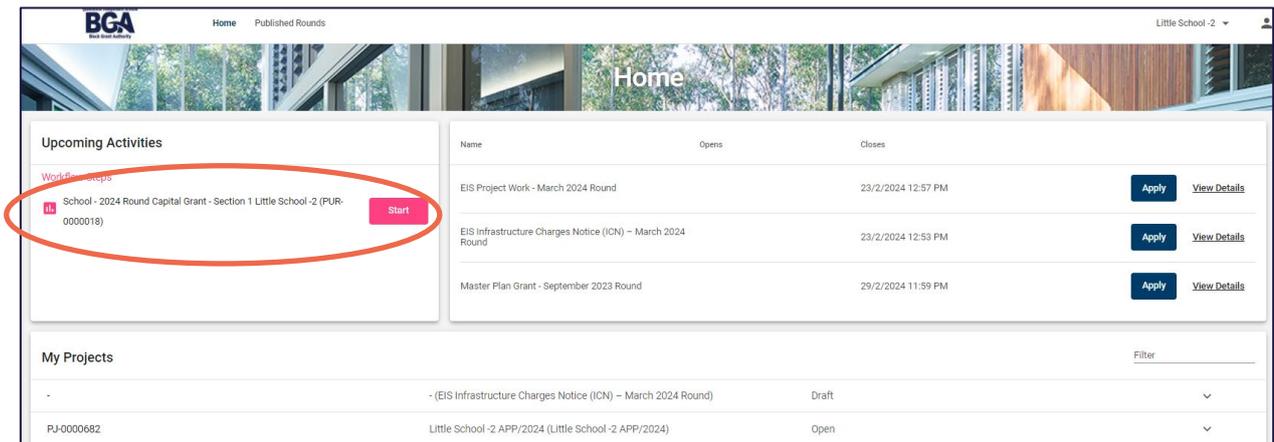
1. Applications available for EIS and Master Plan grants will be displayed on the Client Portal Home Page in the school's business account.



2. Select *View Details* for further information about either the EIS and Master Plan Grant programs.
3. Select *Apply* to commence the application process.

Accessing Grant Related Activities

1. The school's Key Contact will receive an automated e-mail notification when there is a grant administration task for the school to complete.
2. Upon logging in to the Client Portal all grant administration tasks will display under the Upcoming Activities heading.



3. Select *Start* and follow the instructions included in the workflow.

