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.

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

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.
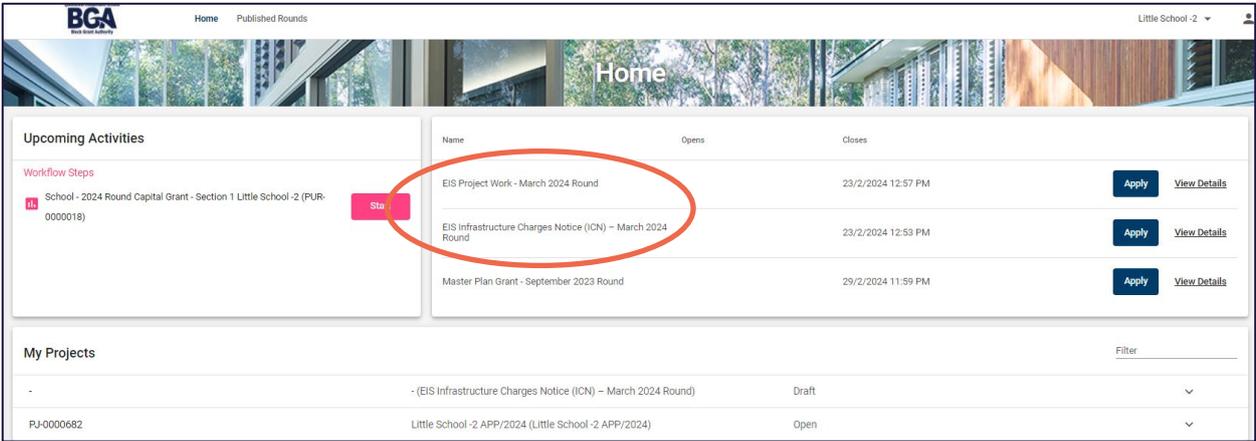
2. Select *View Details* for further information about either the EIS and Master Plan Grant programs.

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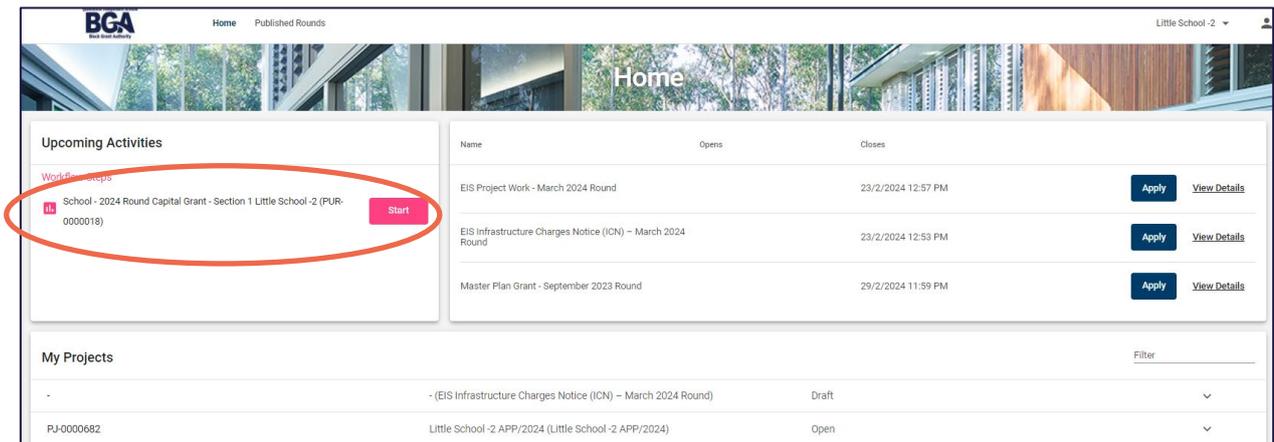
3. Select *Start* and follow the instructions included in the workflow.

Queensland Independent Schools Block Grant Authority