



2026 Capital Funding Application Help Notes

Revision 01

November 2025



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QIS BGA Application Help Notes

Introduction

Below are help notes to assist in the completion of the Excel-based Capital Funding application for financial assistance from the Australian Government Capital Grants Programme and/or State Capital Assistance Scheme.

This document should be read in conjunction with the QIS BGA Navigating the Capital Application Guide found on the QIS BGA website.

If you have any questions that cannot be answered using these help notes, please contact the QIS BGA Office on +61 7 3839 2142.

Important Dates

The application will be accessible from 17th November 2025.

- Section 1 of the application (including any supporting information) is required to be submitted via the Client Portal on or before 2nd March 2026.
- Sections 2 (including any supporting information) are required to be submitted via the Client Portal on or before 31st March 2026.

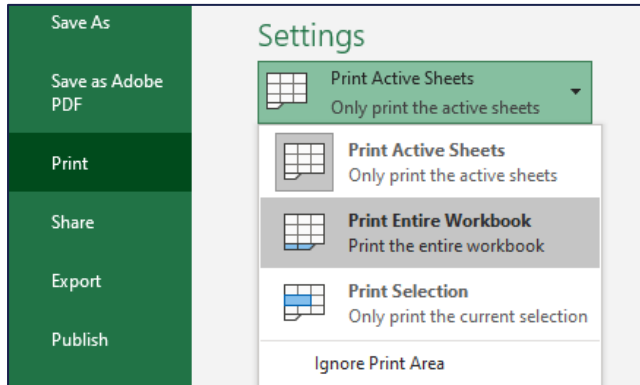
Failure to meet these requirements will exclude the school from participation in the 2026 round.

Do not use Google Sheets

Please note the application template is **not compatible** with Google Sheets. Please open and complete the application in Microsoft Excel only.

How to print the application

To print the application, select “Print Entire Workbook” under Print Settings.



Tips for Completing the Application

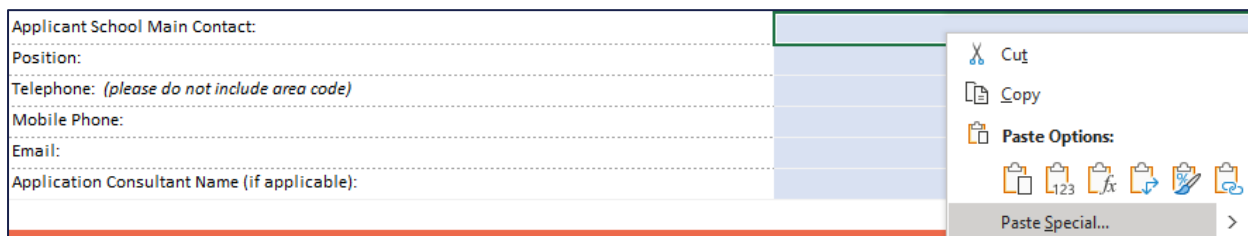
Data can be entered in the blue input cells only. All other cells are locked down and cannot be edited.

Cell Formats	Description
	Input Cell – Free text
	Input Cell – Drop Down Box
	Calculation Cell (Locked Down)
	Output Cell (Locked Down)
	Navigation Button
	Hyperlink

Please use **Paste Special – Value Only** when copying and pasting data from another workbook.

After you have copied the data, right click on the cell that you wish to paste the data into. A menu will appear.

Click to paste the data. Alternatively, click “Paste Special” and select “Values”.



Application Section by Section

Index

Use the “click here” link to move to each part of the application. As you progress through the application, you will find a tick and a cross in a drop-down menu on the right-hand side of each section. “Tick” each section as you complete them. This will feed into the “index” page to help you track what is outstanding in your application.

QUEENSLAND INDEPENDENT SCHOOLS BLOCK GRANT AUTHORITY

QIS BGA Application for Capital Funding

For 2026 Round

Application

[Click Here](#)

SECTION 1 - PROJECT SPECIFICS

1.0

Cover Page

[Click Here](#)

1.1

School Details

[Click Here](#)

1.2-P1

Project Summary - Project 1

[Click Here](#)

1.2-P2

Project Summary - Project 2

[Click Here](#)

STATUS

Green ●

indicates that the section has been completed.

Red ●

indicates that the section

For example, on 1.1 School Details:

HOST (MAIN) SCHOOL CAMPUS

v

Navigating the Application

Use the buttons at the top of each page to navigate through the application.

[School Name]

1.1 School Details

Index

Previous Page

Next Page

Section 1 – Project Specifics

1.1 SCHOOL DETAILS

(A) School Information

Please enter information for the host (main) school campus. Information about your school will be pre-populated based on the AGEID of the school. If information is incorrect, simply type in the correct information.

HOST (MAIN) SCHOOL CAMPUS	
A) School Information	
Australian Government Education ID (AGEID):	
School Name:	[School Name]
Street Address	
Suburb/Town/City:	
Postcode:	
Telephone:	
Postal Street Address:	
Postal Suburb/Town/City:	

(B) School Campus Addresses

For schools that have more than one campus and operate all campuses as one school for accounting purposes, list all addresses for campuses here. See [guidelines governing campuses](#) below.

B) School Campus Addresses	
Main Campus / Host School	
Campus 2	
Campus 3	
Campus 4	

Guidelines Governing Campuses

QIS BGA has established the following guidelines for multiple applications versus multiple projects for approved authorities/schools with more than one campus:

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, should complete one application.

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

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

Applicants who are uncertain about how these guidelines apply to their campus or school's situation should contact QIS BGA for guidance before completing the application.

(C) Main Contact Information

Enter the details of the contact person for this application. This person will be the liaison person between QIS BGA and the School. If an external consultant is appointed, please also provide their name.

C) Main Contact Information	
Applicant School Main Contact:	
Position:	
Telephone:	
Mobile Phone:	
Email:	
Application Consultant Name (if applicable):	

(D) School Type

Enter information as appropriate for the applicant school campus.

D) School Type (select all that apply)	
Pre-School/Preparatory	
Primary	
Secondary	
Boys Only	
Girls Only	
Co-Educational	
Overseas Students	
Boarding	
System School	
Distance Education	
Special Assistance School	
Special School	
Majority Indigenous Student School	

(E) Capacity to Contribute (CTC) –Direct Measure of Income (DMI)

Enter the CTC score for the applicant school.

E) Capacity to Contribute (CTC) - Direct Measure of Income (DMI)	
Enter the CTC Score for the Applicant School in 2026:	
Enter the CTC Score for the Applicant School in 2025:	

(F) Index of Community Social-Educational Advantage (ICSEA)

Enter the ICSEA score for the applicant school.

F) Previous Year's ACARA Index of Community Social-Educational Advantage (ICSEA)	
ICSEA Score:	

(G) 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 at least 20 years from the proposed project completion date. This means that the lease should be current for at least another 22 years as of the date of making an application.

A copy of the lease (or Deed of Licence) is required as part of the submitted supporting documentation.

If a lease is with a related party to the school, the lease terms and conditions need to demonstrate that they are no greater than commercial. Supporting information (such as a current valuation) must be provided.

G) Property Ownership/Leasing Arrangements

Is the site owned or leased?

If leased, please state the name of the owner: *Please include a copy of the lease or Deed of License*

If owned, please state the name of the owner

Area of site (in hectares):

If leased, lease expiry date:

Cost of lease (\$ p.a.):

If the cost of lease is greater than \$100,000 p.a. to a related organisation, please include details on how the lease cost was derived and any proposed future increases/reviews of the lease. Please provide supporting information e.g. a copy of a recent professional valuation.

Does this cost include any buildings?

(H) List the name of your school insurer

Please list the name of your school insurer and provide a copy of your Certificate of Currency, providing evidence that the school buildings are adequately insured.

H) List the name of your school insurer. *Please provide a copy of your Certificate of Currency providing evidence that the school buildings are adequately insured.*

Name of School Insurer:

(I) List the Board member details

Please list the names of your Board members, tenure and professional background/experience. For example: Mary Smith, Board Chair; 3 years as Chair and 3 years as a Board Member; Ten (10) years as State School Principal and now operates their own education consulting business.

Please refer to the Navigating the QIS BGA Capital Application Guide for information on how to best complete this section.

I) List your Board member names, tenure and professional background/experience.

1.2 PROJECT SUMMARY

(A) 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'. A full description of the capital works, including reasons, will be provided in *Section 1.9 - Justification*.

You may choose to have more than one project for several reasons e.g. different timelines or different locations. If unsure, please contact the QIS BGA Office. If the school has more than one project, repeat the process below for Project 2. To enter data for Boarding or more than two tuition projects, please contact QIS BGA for assistance.

Consider carefully before deciding to submit multiple projects. In general, each project will be required to be tendered separately and be built utilising separate building contracts. Combining projects into a single tender and building contracts is rarely approved by QIS BGA.

[School Name]

1.2 Project Summary - Project 1

[Index](#) [Previous Page](#) [Next Page](#) [To enter another project >](#) [Project 2](#) [Boarding 1](#)

Type a maximum of 1 or 2 lines. Each description should commence with a key word selected from the drop-down list as indicated below.

A) A Brief Description of Proposed Project Please refer to the Help Notes for an example "Project Description". NB. Include demolition, siteworks, furniture and equipment in the below table B)

Construction	of a primary GLA ...

An example of a brief description of the proposed project is as follows:

Example	Field 1	Field 2
1	Construction	of two general learning areas, flexible learning area, resource centre, music room, three music practice rooms, internal travel, outdoor covered area, amenities,
2	Refurbishment	of staff room including workspaces, kitchen and amenities.

Do not include demolition, siteworks, furniture, equipment or professional fees in the project description as this will be added in the next table.

When naming spaces in the description, please use educational facility terms used in the Functional Areas and Construction Rates section of the Navigating the QIS BGA Application Guide (found on the QIS BGA website).

(B) Indicate if any of the following is applicable to the project

Identify any additional requirements of the project. Answer “V” or “X” to each question. If demolition is part of your project and it requires an earlier timeline than construction, you could consider excluding this expense from your capital grant application.

B) Indicate if any of the following is applicable to the project	
Demolition:	
Siteworks:	
Furniture:	
Equipment:	
Professional Fees:	
Car Park Allowance:	

(C) Provide Details of Proposed Project Location

Using the drop-down list, select the campus on which the capital project/s will be located.

Please click on the Locality Index filter to ensure that the correct locality is shown for the school. This will enable the appropriate m2 cost to be included in section 1.10 Proposed Project. There is a link in the application to view a table of all Locality Indices. Please contact QIS BGA if you are unsure of your correct locality.

Provide the Australian Government Education ID (AGEID) and State NSSAB School Site ID for the applicant campus. Leave blank if a NSSAB or AGEID is pending.

C) Provide Details of Proposed Project Location	
Project Location:	
Locality Index:	
Australian Government Education ID (AGEID):	
Has the project site been approved by NSSAB and assigned with a State Site ID?	
State NSSAB School Site ID:	
If approval has not been granted, please state the date an application was lodged with NSSAB for the new site and the likely date of approval. Please indicate any expected issues with your submission.	

(D) Facilities are for (select all that apply)

Answer “Yes” or “No” to each question.

D) Facilities are for (select all that apply)	
Prep:	
Primary:	
Junior Secondary:	
Senior Secondary:	
2028 Enrolments	

(E) Construction Schedule

Enter the estimated commencement and finish dates of the project, in “dd/mm/yyyy”.

E) Construction Schedule	
Construction to commence:	
Construction to finish:	

(F) Approval to Develop

Advise if the project requires an approval to develop and provide the required information in the textboxes.

F) Approval to Develop	
Is an approval to develop (Council DA/MID) in place for this project?	
Council DA	
If No, what is the status of the Development Approval (Council) process?	
MID	
If No, what is the status of the MID Proposal?	
If the approval to develop has not yet been sought, please provide commentary.	
If the approval to develop has commenced, have you received any information that may cause a delay to the approval process?	
If Yes, please provide commentary.	

(G) External Infrastructure Subsidy (EIS) application related to Project

Advise if the school expects to submit an application for an External Infrastructure Subsidy (EIS) related to this project. If yes, provide details in the textbox.

G) Do you expect to submit an application for an External Infrastructure Subsidy (EIS) related to this project? If yes, please provide details.

(H) Sustainability

Advise if the School has a Sustainability Strategy and provide the required information in the textboxes. Please refer to Navigating the QIS BGA Capital Application Guide on QIS BGA's requirements if funding is being sought for sustainability elements associated with the proposed project.

H) Sustainability			
Does the School have a Sustainability Strategy?			
If Yes, when was the Strategy implemented?			
Advise if any of the following environmental sustainability areas have been considered in the design of the project. Provide details in the textbox.			mm/yyyy
Sustainability Area	Considered	Was an audit conducted to inform project design?	Provide commentary
Carbon & Energy			
Total Water Cycle			
Climate Resilience			
Cool & Healthy			
Nature-based solutions			

(I) School Strategic Plan

Advise how the project relates to the school's strategic plan.

I) School Strategic Plan	
What was the date the strategic plan was released?	
What is the term of the strategic plan (year to year)	to mm/yyyy
What priorities within the strategic plan does the project relate to?	
Does the school have an evaluative process for assessing the educational impact of construction projects once occupied? If yes, provide commentary.	

(J) Site Master Plan

Advise how the project relates to the school's master plan and when your master plan was last updated.

J) Site Master Plan	
Does the school have a current site master plan?	
If yes, please complete the following table:	
When was the School's master plan released?	
When is next scheduled review of the master plan?	mm/yyyy
What phase/stage does the project relate to in the master plan?	
Will this project trigger any town planning overlays or environmental considerations?	
Will this project trigger any need to upgrade internal site infrastructure?	

1.3 ENROLMENT DETAILS

(A) Is your school a single campus school?

Indicate whether you are a single campus school or not. This will impact calculations throughout the application. Please refer to page 6 of the *Help Notes - Guidelines Governing Campuses*.

A) Is your school a single campus school?

No

(B) Enter total School Enrolment Figures

Enter the total student enrolment figures across all campuses (not including Distance Education Students). Use August Commonwealth census data for historical data.

Enrolments for this year in the application are reflected as per the State census.

Projections for 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 (Note - partial streams need to total a whole number).

For SAS, Special Schools or schools that do not have usual age grading, please insert enrolment figures as you would for a census on a per room basis.

For schools that provide Distance Education, do not include the Distance Education students in the total student enrolment figures. The figures for Distance Education students should be provided in the Distance Education tab.

B) Enter total school enrolment figures. For schools with multiple campuses include total student enrolments for all campuses in this table.																	
School Total		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Boarders	Overseas	Total P-12
Year																	
2024	FTE																-
	Streams																-
2025	FTE																-
	Streams																-
2026	FTE																-
	Streams																-
2027	FTE																-
	Streams																-
2028	FTE																-
	Streams																-
2029	FTE																-
	Streams																-
2030	FTE																-
	Streams																-

Make sure that enrolments have logical progression from year to year.

Also ensure that streams (classes) in each grade match the number of classes that the school has in each year level and policy of class sizes.

(C) For schools with Multiple Campuses

If your school has multiple campuses, enter enrolment details for the applicant school in Table C. If you do not have multiple campuses, leave this table blank.

C) For schools with multiple campuses, please enter student enrolment figures for the applicant school/campus only. Single campus schools should leave this blank.

Project Site / Campus		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Boarders	Overseas	Total P-12
2024	FTE																-
	Streams																-
2025	FTE																-
	Streams																-
2026	FTE																-
	Streams																-
2027	FTE																-
	Streams																-
2028	FTE																-
	Streams																-
2029	FTE																-
	Streams																-
2030	FTE																-
	Streams																-

(D) Progression Rates

Based on the information provided in the previous tables, the application calculates enrolment changes by cohort (e.g. the number of students in Year 1 in 2025 versus the number of students in Prep in 2024).

D) Progression Rate

School Total		Prep	1	2	3	4	5	6	7	8	9	10	11	12
2024	FTE	-												
	Streams	-												
2025	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2030	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-

Project Site / Campus		Prep	1	2	3	4	5	6	7	8	9	10	11	12
2024	FTE	-												
	Streams	-												
2025	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-
2030	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-
	Streams	-	-	-	-	-	-	-	-	-	-	-	-	-

1.4 DISTANCE EDUCATION

If your school offers distance education, please enter the relevant information in the Distance Education tab. It can be accessed by clicking the “Distance Education” button at the top of 1.3 Enrolment Details sheet.

2021 Round QJS BGA Application for Capital Funding QJS BGA Phone Contact: 07 3839 2142

[School Name]

1.3 Enrolment Details

[Index](#) [Previous Page](#) [Next Page](#) [If your school offers distance education, please click here to enter details >](#) [Distance Education](#)

(A) Confirmation of Distance Education

Please answer “Yes” to the question to confirm distance education is offered at your school.

A) Does your school offer distance education?

(B) Enter Distance Education Enrolment Figures

Please enter distance education enrolment figures with reference to the instructions at 1.3 (B).

B) Enter School Distance Education Student Numbers

School Total		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Total P-12
2024	FTE														-
2025	FTE														-
2026	FTE														-
2027	FTE														-
2028	FTE														-
2029	FTE														-
2030	FTE														-

Progression Rate		Prep	1	2	3	4	5	6	7	8	9	10	11	12	Total P-12
2024	FTE	-													-
2025	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2030	FTE	-	-	-	-	-	-	-	-	-	-	-	-	-	-

(C) Distance Education School Fees

Please enter the estimated distance education school fees for the current year or the year of commencement by education level.

C) 2026 Distance Education School Fees (this year, or year of commencement)

Sector	Total
Preparatory	
Junior Primary	
Senior Primary	
Junior Secondary	
Senior Secondary	

(D) Distance Education Teaching Staff Numbers

Enter the teaching staff numbers (distance education only) at the applicant school.

D) Full Time Equivalent (FTE) of Teaching Staff (Distance Educational Staff Only)				
School Total				
Year		Primary	Sec.	Total
2024	FTE			-
2025	FTE			-
2026	FTE			-
2027	FTE			-
2028	FTE			-
2029	FTE			-
2030	FTE			-

(E) Curriculum and Delivery Methodology of Distance Education

Provide comments about the curriculum (subjects offered) and delivery methodology of distance education at your school (staffing approach, pedagogy, use of technology other resources).

E) Please provide comments about the curriculum (subjects offered) and delivery methodology of distance education at your school (staffing approach, pedagogy, use of technology other resources).

1.4 ENROLMENT SUMMARY

(A) Enrolment Totals

The application will automatically calculate these figures.

A) Enrolment totals							Progression rate						
Year		Primary	Jnr Sec.	Snr Sec.	Sec.	Total	Year		Primary	Jnr Sec.	Snr Sec.	Sec.	Total
2024	FTE	-	-	-	-	-	2025	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2025	FTE	-	-	-	-	-	2026	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2026	FTE	-	-	-	-	-	2027	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2027	FTE	-	-	-	-	-	2028	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2028	FTE	-	-	-	-	-	2029	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2029	FTE	-	-	-	-	-	2030	FTE	-	-	-	-	-
	Streams	-	-	-	-	-		Streams	-	-	-	-	-
2030	FTE	-	-	-	-	-							
	Streams	-	-	-	-	-							

(B) Number of Overseas Students

Enter the number of overseas students enrolled and forecasted to enrol at your school. The total number of overseas students should match that provided in Table 1.3 (B). **NB If the numbers don't match, the application will display an Integrity error in the top left-hand corner of the application, and this will need to be corrected.**

B) Number of overseas student (FTE) enrolments				
Year	Prep & Pri.	Jnr Sec.	Snr Sec.	Total
2024				-
2025				-
2026				-
2027				-
2028				-
2029				-
2030				-



(C) Describe your school's policy for overseas students, e.g. percentage/numbers

Provide details on the policy for overseas students at the applicant school.

C) Describe your school's policy for overseas students, i.e. percentage/numbers

(D) Briefly describe the basis used to establish enrolment projections

Provide details on the basis used to establish enrolment projections (e.g. enrolment deposits, population growth, demographic information, enrolment patterns, intake years, retention rates, catchment areas, bus routes, competition etc.). Region town schools should also provide details of town population, median age, and main industries.

D) Briefly describe the basis used to establish enrolment projections (e.g. enrolment deposits, population growth, demographic survey, enrolment patterns, retention rates, catchment, competitors etc.). If part of the proposed project's justification is based on enrolment growth, please demonstrate how this "basis" is used to substantiate the forecast increase in enrolments.

(E) Briefly describe class size policy and other relevant cohort organisation information

Provide details on the class size policy and other relevant cohort organisation information.

E) Briefly describe class size policy and other relevant cohort organisation information. Based on the existing buildings and class size policy, what is the current student enrolment capacity at the school? Do you have any waiting lists in any year levels at present (can this be verified)?

(F) Pre-Prep

- Provide details on Pre-Prep for the applicant school, in response to the following questions:
- Is a Pre-Prep attached to the school?
- How is it run?
- How many FTE children is it registered for?
- How many Pre-Prep (Prep minus 1) children attend this year?
- What is the expected conversion from Pre-Prep into Prep for next year?

F) Pre-Prep

Is Pre-Prep attached to your school?

If so, how is it run?

How many FTE children is it registered for?

How many Pre-Prep (Prep minus 1) children are attending the school this year?

What is the expected conversion from Pre-Prep to Prep next year?

Please note Section 1.4 (G) and (H) are relevant to Special Assistance Schools only.

(G) Enrolment Churn and Attendance Patterns

Comment on the level of enrolment churn and attendance patterns for the applicant school.

G) What is your level of enrolment churn and attendance patterns? Please comment.

(H) Student Outcomes

Describe how student outcomes are measured at the applicant school and provide evidence that demonstrates performance against these measures.

H) What measures do you use to track student outcomes? What evidence can you provide to demonstrate performance against these measures?

1.5 STAFF AND FEES

(A) Enterprise Agreement

Please provide information about the enterprise agreement for your staff at the applicant school.

A) Enterprise Agreement	
Are your staff under an Enterprise Agreement?	
If so, when does it expire?	
What are the key salary increases in the Enterprise Agreement?	

(B) Length of Service

Detail the average length of service of staff currently at the applicant school.

B) Length of Service	
What is the average length of service of staff currently at the school?	

(C) Teacher Aide, Professional and Technical Support Staff

Enter the staff numbers by education level and area of specialty for the current and previous years at the applicant school.

C) Teacher Aide, Professional and Technical Support Staff (School Total)			
FTE	Area or Specialty	2025	2026
FTE of Teachers Aides involved in regular classroom activities (This includes, Technologies, Science, Library, The Arts, Sports and any other 'in-class' aides. The wages of these staff should be shown in Financials: 2.3 Salaries - Non-Teaching including Assistants.)	Preparatory		
	Primary		
	Secondary		
	Total	-	-
FTE of Teachers Aides involved in specified education activities (The wages of these staff should be shown in Financials: 2.3 Salaries under Non-Teaching including Assistants.)	ESL		
	Learning Support/Enrichment		
	Other		
	Total	-	-
FTE of Professional and Technical Support staff (The wages of these staff should be shown in Financials: 2.3 Salaries under Other Services.)	ICT Technician		
	Library Technician		
	Counsellor		
	Pastoral		
	Sport		
	Other		
	Total	-	-
FTE Total		-	-
Difference		-	-

(D) Tuition Fees (this year)

Enter the amount of tuition fees by education level in the current year at the applicant school. For multi-campus schools, please enter an average fee amount.

D) 2026 Tuition Fees (this year, or year of commencement)						
Sector	Basic Fee	Building Fee	Other	Total	Siblings 2nd (Net)	Siblings 3rd (Net)
Preparatory				-		
Junior Primary				-		
Senior Primary				-		
Junior Secondary				-		
Senior Secondary				-		

(E) Boarding Fees (this year)

Enter the amount of boarding fees by education level in the current year at the applicant school. For multi-campus schools, please enter an average fee amount.

E) 2026 Boarding Fees (this year, or year of commencement)						
Sector	Basic Fee	Building Fee	Other	Total	Siblings 2nd (Net)	Siblings 3rd (Net)
Preparatory				-		
Junior Primary				-		
Senior Primary				-		
Junior Secondary				-		
Senior Secondary				-		

(F) Overseas Students (this year)

Enter the amount of tuition fees for overseas students by education level in the current year at the applicant school. For multi-campus schools, please enter an average fee amount.

F) 2026 Overseas Students (this year)						
Sector	Basic Fee	Building Fee	Other	Total	Siblings 2nd (Net)	Siblings 3rd (Net)
Preparatory				-		
Junior Primary				-		
Senior Primary				-		
Junior Secondary				-		
Senior Secondary				-		

(G) Comment on Changes to Fee Structures from Last Year and Future Years

Provide comments on changes to fee structure at the applicant school. For multi-campus schools, comments should also reflect average fee changes.

G) Comment on changes to fee structures from last year and future years

(H) Amount of Fees Foregone for the previous year

Enter the percentage of total student fees for the applicant school that are discounts, student hardships concessions, bursaries/scholarships, and other (Total 100%). These discounts % should total the % of your Total Student Fees.

Student hardship concessions in dollars should only include 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.

H) Amount of fees forgone for 2025	
What percentage of your Total Student Fees were discounted (e.g. staff, hardships, scholarships, early payment)	-
Equivalent in \$	
Of which	
Staff discounts equated to approximately %	
Sibling discounts equated to approximately %	
Student hardship concessions equated to approximately %	
Scholarship concessions equated to approximately %	
Early payment concessions equated to approximately %	
Other equated to approximately %	
Please provide details of your hardship policy, processes and tenure implemented by your school	
Please provide details of long-term debtors and bad debt policies and processes implemented by your school	

(I) Educational (Socio-Economic) Disadvantage Analysis

Enter student numbers for the current year for the applicant school.

I) Educational (socio-economic) disadvantage analysis	
Some of the data requested in this form will be used to help determine the educational and financial needs of the school.	
Please show the number of students on scholarships (tuition, sporting, cultural, etc.) in 2026	
Please show the number of students receiving hardship discounts (not scholarships) in 2026	
Number of Aboriginal and Torres Strait Islander students at the beginning of 2026	
% of Total Students	-
Number of students requiring assistance reported by the school in the following NCCD education assistance categories:	
- Supplementary	
- Substantial	
- Extensive	
NCCD % of Total Students	-

1.6 PROJECTS (ALL CAMPUSES)

(A) Previous Projects without Government Grants

Please include major capital purchases and construction/renovation projects across all campuses **over \$100,000** which the school has undertaken without grants from the Australian or State governments. These projects should have taken place in the last three years.

Include any capital projects or parts projects that were outside funding guidelines and therefore did not attract a grant.

Projects that form part of the school's regular maintenance program should not be included unless they involve specific refurbishment, upgrade, renovation or replacement of facilities.

A) Previous projects without Government grants (over \$100,000 only)			
Detail land and building projects completed without assistance from the Australian or State Governments during the period 2022-2025.			
Detail major capital purchases, construction and renovation projects which the school has undertaken without grants from the Australian or State governments. Projects that form part of the school's regular maintenance programme should not be listed unless they involve specific replacement of facilities.			
Year of Completion	Brief Project Description	Campus	Final Cost (\$)

(B) Previous Projects with Government Grants

Following receipt of a Capital Grant, one of the final requirements is to acquit the project via an Accountant's and Architect's certificate.

Please list any projects across all campuses that have attracted a Capital Grant from QIS BGA in the past eight years and have NOT been acquitted via the QIS BGA process. Only include projects where the grant has been fully claimed. Note non-acquitted projects may affect this year's application.

B) Previous Projects with Government grants				
Please list any projects that have attracted a Capital Grant from QIS BGA in the past eight years and have NOT been acquitted via the QIS BGA process. Only include projects where the grant has been fully claimed.				
Year of Grant	Brief Project Description	Grant (\$)	Campus	Please provide an explanation as to why acquittals have not been lodged

1.7 EXISTING TEACHING SPACES (PROJECT SITE / CAMPUS)

(A) Dedicated Primary Only Teaching Spaces

Only include educational spaces that relate to the project description.

For example, if the project description relates to the construction of new general areas and flexible learning areas, list only the current general area and flexible learning areas. If there are general areas and or flexible learning areas that have previously attracted Capital Grant funding from QIS BGA and are yet to be built or that are in the process of being built, they should be entered and shown with "0" as the occupancy.

If the project description does not include educational/functional spaces dedicated to prep to year 6, do not complete this section.

A) Dedicated Primary Only Teaching Spaces								
In the table below, only include educational spaces relevant to the School's project as detailed in Section 1.10. If the proposed project does not relate to primary educational spaces, Section 1.7A does not need to be completed. For a greater level of instruction on how to complete this section, please refer to the Help Notes.								
Notes: Only include spaces timetabled for classes, or able to be timetabled.								
Building ID	Room ID	Area (M ²)	Occupancy (%)	Year/Grade	Functional Area	Sector	Temporary	Condition
						Primary	No	
						Primary	No	

Please ensure all fields are completed. An error message will appear if there is information missing.

Notes: Only include spaces timetabled for classes, or able to be timetabled.									
Building ID	Room ID	Area (M ²)	Occupancy (%)	Year/Grade	Main Purpose	Sector	Temporary	Condition	
Building A	1	10.0	1,000.0		GLA	Primary	No	Good	ERROR

(B) Secondary and Combined Teaching Spaces

Only complete this section for the secondary and combined educational spaces described in the project description. For example, if the project description is: construction of two general learning areas and drama room, only list the current number of secondary (and combined) general learning areas and drama rooms. These types of spaces that have previously attracted Capital Grant funding from QIS BGA and are yet to be built or are in the process of being built should be entered and shown with "0" as the occupancy.

If the project description does not include educational/functional spaces dedicated to secondary and or combined use, do not complete this section.

B) Secondary and Combined Teaching Spaces									
In the table below, only include Secondary and Combined educational spaces relevant to the School's project as detailed in Section 1.10. For example, if the proposed project relates only to science laboratories and digital technologies laboratories, list what currently exists for these types of educational spaces across the school site. For a greater level of instruction on how to complete this section, please refer to the Help Notes.									
Notes: Only include spaces timetabled for classes, or able to be timetabled.									
Building ID	Room ID	Area (M ²)	Occupancy (%)	Secondary Use (%)	Primary Use (%)	Functional Area	Sector	Temporary	Condition
				100.0	-		Secondary	No	
				100.0	-		Secondary	No	
				100.0	-		Secondary	No	

Please ensure all fields are completed. An error message will appear if there is information missing.

Only include spaces timetabled for classes, or able to be timetabled.									
Building ID	Room ID	Area (M ²)	Occupancy (%)	Secondary Use (%)	Primary Use (%)	Main Purpose	Sector	Temporary	Condition
Building A	A	100.0	100.0	80.0	20.0	Digital Tech. Lab.	Combined	No	
				100.0	-		Secondary	No	

(C) Pre-Project Room Usage - Primary Only

The application will automatically calculate these figures.

C) Pre-project room usage - Primary Only	
Total number of timetabled rooms:	-
Total number of streams in 2025	-
Room usage (%) / stream:	-

(D) Pre-Project Room Usage - Secondary Only

The application will automatically calculate these figures.

D) Pre-project room usage - Secondary Only	
Total number of timetabled rooms:	-
Total number of streams in 2025	-
Total number of room / stream:	-
Room usage (%) / stream:	-

1.8 EXISTING FACILITIES (PROJECT SITE / CAMPUS)

(A) Existing Facilities – Non-Teaching Spaces and Teaching Spaces < 50m²

Please enter all Administration, Learning Support areas, Library/Resource Centre/Senior Study Centre, Multipurpose Hall and Outdoor Covered areas greater than 50m² and are described in the project description. Primary and/or secondary spaces where the curriculum is delivered, timetabled and less than 50m² (i.e. music tutorial spaces, offices, science preparation facilities, amenities etc.) do not need to be listed. Spaces that have previously attracted Capital Grant funding from QIS BGA and are yet to be built or that are in the process of being built should be entered and shown in the 'Excellent condition' column.

A) Existing Facilities - Enrolment Based Functional Area Indicators (at beginning of 2026)

In the table below, only include the facilities relevant to the School's project as detailed in Section 1.10. For example, if the proposed project relates only to a multipurpose hall, please provide information on any existing multipurpose hall, and do not include data on administration, resource centre, etc. For a greater level of instruction on how to complete this section, please refer to the Help Notes.

Please include spaces that the school will build with or without Capital Assistance during 2026 that relate to the proposed project as detailed in Section 1.10. These spaces should be shown as excellent condition.

Building ID	Functional Area	Sector	Permanent		Poor Cond.	Good Cond.	Excel. Cond.	Temporary	
			No. of Units	Total Area M ²				No. Units	Total Area M ²

(B) Existing Facilities – Total Tuition

The application will automatically calculate these figures.

B) Total Teaching (at beginning of 2026)

Permanent Area (M²):

-

Temporary Area (M²):

-

(C) Facilities to be removed

Record any facilities that have been shown as “temporary” teaching or non-teaching existing facilities that will be removed at the completion of or during the building of the proposed project.

C) Facilities to be Removed (from sections 1.7 and 1.8A)

Building ID	Functional Area	Sector	Prior to Start of 2026 Round		On Finish of 2026 Round Project	
			No. of Units	Total Area M ²	No. of Units	Total Area M ²

(D) Boarding Existing Facilities

Please refer to section 1.8 (A) for guidance on completion of this section.

D) Boarding Existing Facilities (at beginning of 2026)

Spaces under 50m2 are to be included.

Building ID	Functional Area	Sector	Permanent		Poor Cond.	Good Cond.	Excel. Cond.	Temporary	
			No. of Units	Total Area M ²				No. Units	Total Area M ²

(E) Boarding Facilities to be Removed

Please refer to section 1.8 (C) for guidance on completion of this section.

E) Boarding Facilities to be Removed

Spaces under 50m2 are to be included.

Building ID	Functional Area	Sector	Prior to Start of 2026 Round		On Finish of 2026 Round Project	
			No. of Units	Total Area M ²	No. of Units	Total Area M ²

1.9 JUSTIFICATION

This section should be an explanation of the educational rationale for the facilities for which you are applying. To assist the School in writing the justification, the following template must be given consideration. Additional context for completion of the education justification can be gained through referring to the Navigating the Capital Grants Process document.

(A) Context, pedagogy and space before transformation

- Briefly describe your school's context.
- If relevant, describe curriculum change and or expansion, reflecting student demand for different or additional learning.
- Describe the school's current pedagogical approach as it relates to the type of learning spaces described in your application.
- Describe the current physical [learning] environment as it relates to your application.

(B) Transforming learning – the educational brief

- Outline the vision and educational brief for the new or renewed facilities.
- Describe the process of developing the educational brief, who was involved and how it was led.
- Describe how the proposed project aligns with the goals of the Alice Springs (Mparntwe) Education Declaration.

(C) Creating the space –the design brief

- Describe the design process and how the users of the proposed new facility were engaged.
- How will the new or renovated space meet the pedagogical needs of the school for the next 5 years? 10 years?

(D) Transition to the transformed learning environment

- How is the transition to the new environment going to be managed?
- What professional learning will be available to teachers in how to use the new spaces?

(E) Evaluation

- What measures will be used to evaluate the effectiveness of the educational brief and architectural design?
- How will professional learning continue through the occupancy of the building?

(F) Specific site issues

- Are there any specific site issues that must be considered, particularly with respect to project below-the-line costs?
- If the application includes the demolition of an existing building to be replaced by a new building, please describe used to determine that this was the best outcome.

(G) Other issues specific to your project

- Please provide any other information relevant to the application not captured by the questions/requests stated above.

If there is more than one project in this application, it may be necessary to write an explanation for each project. The justification must be submitted as a separate PDF document when Section 1 of the application is due.

A) State why the facilities in the application are required

An important section of your application is an explanation and rationale for the facilities for which you are applying.

Educational need for eligible projects usually extends primarily from one or more of the following reasons. Please select "Yes" in drop down menu to indicate up to 3 most important justifications for your proposed project(s):

1. School growth leading to need for additional (new) facilities
2. Curriculum or syllabus change requiring different physical facilities
3. Curriculum expansion resulting from strategic decision making and/or student demand leading to need for different or additional facilities
4. Facilities reaching end of life – that is, are no longer fit for purpose
5. Facilities no longer fit for purpose but not at end of life
6. Pedagogical change within the school leading to a need for different and/or additional facilities
7. Changes in student characteristics leading to required changes in curriculum
8. Well-informed changes in community expectations about facility standards, characteristics and physical environments
9. Does your school include sustainability (or similar) goals within its strategic plan?

Select...

Select...

Select...

Select...

Select...

Select...

Select...

Select...

Select...

Schools are required to identify up to 3 of the following expected outcomes underpinning the Educational need for the proposed project:

- a) providing a better learning environment
- b) addressing an area of particular educational disadvantage
- c) responding to new demographic or enrolment trends
- d) supporting quality teaching
- e) supporting parental and community engagement
- f) supporting safety for the school community
- g) supporting the curriculum
- h) supporting educational opportunities for Indigenous students
- i) supporting educational opportunities for students with a disability
- j) other relevant outcomes

Select...

Select...

Select...

Select...

Select...

Select...

Select...

Select...

Select...

Select...

The School's educational justification is required to be submitted in PDF format along with the first section of the application. It is required that the justification follows the template provided in the Application Help Notes.

1.10 PROPOSED PROJECT DETAILS

This section must be completed in detail for each proposed project in this year's application.

If the school has more than one project, click on "Project 2" and repeat the process below. To enter data for more than two projects or for a Boarding project, please contact QIS BGA for further instructions.

1.10 Proposed Projects - Project 1

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[To enter another project >](#)
[Project 2](#)

PROPOSED PROJECTS

This section of the application will calculate the portion of the total project cost associated with construction rates for functional areas. Please refer to the Functional Areas and Construction Rates in Appendix 1 of *Navigating the QIS BGA Capital Application Process* for additional information to assist in completing this section.

Ensure that each educational space/type of educational space is entered on a separate line with the appropriate corresponding 'Functional Area' selected. Where there are multiple occurrences of a space (such as GLAs), applicants can use the 'No. of Units' column to record multiples.

If more than one floor of a building is proposed, separate functional spaces into floors as well. i.e. show classrooms on the ground floor separately from classrooms on the first floor.

See the samples below for further instructions on the completion of each section.

(A) Proposed Project Details

A) Proposed Project Details

Maximum allowance for refurbishment, conversion, renovation, or upgrade is 70% of construction rate unless unusual circumstances apply.

Facility Description	Functional Area	Sector	Type of Work	Size (M ²)	No. of Units	Total Area (M ²)	Cost per M ² (\$)	Cost per M ² (\$)	Total Cost (\$)
								-	-
								-	-
								-	-
								-	-
								-	-

Describe the space in the first column (as per plan)

These are drop-down columns. Select the appropriate description for each space of the facility

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

Construction / Refurbishment Cost per M² will appear in this column. This column will calculate with locality allowance applied. This cell can be overwritten with a lesser (but not greater) value. The M² rates are locality specific.

For refurbishment, conversion, renovation or upgrade, if the entered Cost per M2 is higher than 70% of the construction rate, an error message will appear.

Facility Description	Functional Area	Sector	Type of Work	Size (M ²)	No. of Units	Total Area (M ²)	Cost per M ² (\$)	Cost per M ² (\$)	Total Cost (\$)
Facility A	Applied Technologies	Primary	Refurbishment	100.0	1	100.0	5,000	2,818	281,820 ERROR

The following sections of the application, 1.10 (B) to (G), are for entering additional/‘below-the-line’ costs. Applicants should refer to Appendix 3 - Below-the-line Matrix and section 3.5 of *Navigating the QIS BGA Capital Application Process* for further information regarding ‘below-the-line’ categories, what costs may be eligible to be included in your application and what evidence will be required to support each type of cost.

Where cells are embedded with a drop-down box, please either select an appropriate description from the list or, if none of the options are applicable, manually enter a short description in the rows labelled “(Other – Please enter details here)”.

(B) Professional Fees

B) Professional Fees	
Item	Amount \$

(C) Local Authority Charges

C) Local Authority Charges	
Item	Amount \$

(D) Loose Furniture, Equipment and Library Resources

D) Loose Furniture, Equipment and Library Resource Allowances	
Item	Amount \$

(E) Built-in Equipment Costs

E) Built-in Equipment Costs	
Item	Amount \$

(F) Internal Site Infrastructure Costs

F) Internal Site Infrastructure Costs	
Item	Amount \$

(G) Site Development Costs

G) Site Development Costs	
Item	Amount \$

(H) Other Additional Costs

H) Other Additional Costs	
Item	Amount \$

(I) Total Project Cost

The application automatically calculates this value.

I) Total Project Cost (A to H)	
Total	-

1.11 SOURCE OF FUNDS

Please ensure that section 1.11 is complete for each project. If the school has more than one project, click on "Project 2" and repeat the below process.

[School Name]

1.11 Source of Funds - Project 1

[Index](#) [Previous Page](#) [Section 2](#) [To enter data for other projects >](#) [Project 2](#) [Boarding 1](#)

(A) Details of Proposed Loans

Provide details about the proposed loans.

A) Details of proposed loans

Financial needs assessments will take account of the circumstance that a school should at least maintain its Recurrent effort. As a general rule, the level of funding provided for a project will be sufficient to ensure that the school is not forced to reduce its Recurrent effort.

Name of Lending Authority:

Discussion held with above?

(B) Sources of Funds

The source of funds page includes details of discussions held to date with lending authority.

B) Sources of funds for this project	
Category	Amount \$
Loans:	
School's cash reserves:	
School's building fund/levy:	
Other:	
Funds to be transferred from schools' foundation or associated companies:	
Sale of property:	
Total funds to be contributed by school (sum of above)	-
State and or Australian Government Capital Grant Requested	
Total School Contribution + Total Grants	-
Total Cost of Project (per Section 1.10: Proposed Projects)	-
Difference (must be 0)	-

Insert figures in the blue shaded cells. Sources of funds should agree with totals shown in 2.4 Financials.

Total Cost of Project is an automatic calculation

(C) Contingency

Provide information on whether the school has an alternative way of financing the project should they not receive a grant or receive a lower amount of grant than requested.

C) Contingency

Should the school not receive the requested grant, what will the school do?

Completion of Section 1

This is the final part to Section 1. Section 1 is due for submission by the 2nd of March 2026. Before submission, please ensure you have corrected any [Integrity Issues](#) then enter a submission date on the cover page. If you encounter an integrity issue, please refer to the [Integrity Issues](#) section of these Help Notes for assistance.

If you decide not to proceed with a project, you can inform QIS BGA of this decision by using the drop down box under *Projects for Consideration* and changing the *Yes* to *No*.

When this is done, follow the instructions in the Client Portal to submit the application along with the required supporting documentation. [Appendix One](#) provides a summary of supporting documentation requested at each submission point and the required Naming Convention to apply.

You will receive acknowledgment of your submission. QIS BGA will then lock section 1 of the application and return this to you via the Client Portal. When you have received the locked version of your application, please continue to Section 2 of the application.

Section 1 Cover Page

Index

Section 1

Section 2

Project	Projects for Consideration
Project 1	Yes
Project 2	Yes
Project 3	Yes
Project 4	Yes
Project 5	Yes
Boarding 1	Yes
Boarding 2	Yes
Boarding 3	Yes

AMOUNTS IN THIS APPLICATION MUST BE EXCLUSIVE OF GST

Section 1 Submission Date:

Section 2 Submission Date:

Section 2 of the Application

Section 2 of the application must be completed and submitted via the Client Portal on or before 31st March 2026.

Section 2 – Financials

For sections 2.1 – 2.9 of the Financials, include historical data as reported on the schools Audited Financial Statements (and the Financial Questionnaire - most fields in these sections loosely align with the data required in the Financial Questionnaire).

Although non-school activities (e.g. to and from school bus transport or tuckshop) are not included in the “annual financial questionnaire”, these items need to be included in this application. Non-school activities should be netted off and shown in other income (except pre-prep where income and expense are now shown). See Income for Recurrent section below.

Data for the current year should be expressed as per the school’s budget, based on enrolments shown in Section 1.3 – Enrolment Details.

Data projected for the four future years should be as per the school’s budget forecasts for those years.

Note – budgeted income and expenditure items in the main should be calculated at the current income/expense per student or teacher and extrapolate that out for future years based on student numbers (2.1B) and /or teacher numbers (2.1A) - this includes recurrent income and salaries.

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

In sections 2.4 and 2.5 include 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 1.11) in section 2.5B and 2.4. Include total project cost in section 2.5A (also as shown in section 1.11). If the school has had other capital projects funded by QIS 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 below in section 2.5 below.

In Section 2 do not include escalation or CPI increases (no inflation). 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. Section 2 will be returned for correction if your budgeted figures presented in your application are deemed to be inflationary.

2.1 FINANCIAL ANALYSIS

(A) Full Time Equivalent (FTE) of Teaching and Professional Staff – All Campuses

Insert the full time equivalent (FTE) for the teaching staff in the school and all non-classroom teaching professionals, such as principal, deputy, dean of studies etc.

A) Full Time Equivalent (FTE) of Teaching and Professional Staff – All Campuses (do not include distance education staff)							
Sector	2024	2025	2026	2027	2028	2029	2030
Prep and Primary							
Secondary							
Total	-	-	-	-	-	-	-

(B) Enrolments - Tuition Only (Exclude Boarding Total)

The application will automatically populate this information based on your inputs in Section 1.3.

B) Enrolments - Tuition Only (exclude boarding total)							
Enrolments	2024	2025	2026	2027	2028	2029	2030
Prep	-	-	-	-	-	-	-
Primary	-	-	-	-	-	-	-
Total Prep. And Primary	-	-	-	-	-	-	-
Junior Secondary	-	-	-	-	-	-	-
Senior Secondary	-	-	-	-	-	-	-
Total Secondary	-	-	-	-	-	-	-
Total FTE Enrolments	-	-	-	-	-	-	-
Overseas Students (OS)	17	-	-	-	-	-	-

(C) Details of Proposed Capital Project

The application will automatically populate this information based on your inputs in Section 1.11.

C) Details of Proposed Capital Project	
Proposed school contribution to the project cost given in Section 1.11: Sources of Funds	
Cash	-
Loans	-

(D) Audited Financial Statements and Financial Questionnaire

As part of the guidelines governing the assessment of applications, QIS BGA requires submission of the Audited Financial Statements for the two years previous to this year's application. Please indicate below if there has been a qualification by the auditor in either of the last two year's Audited Financial statements.

Note: Audited accounts need to reflect contingent liability for historical QIS BGA grants.

D) Audited Financial Statements and Financial Questionnaire	
NB: Audited Financial Statements for 2024 and 2025, and the Financial Questionnaire for 2025 are required to be submitted with this application.	
Is there a qualification by the auditor in the:	
Financial Statements for 2024	
Financial Statements for 2025	
If yes, please explain:	

(E) Prior Year Budget Figures and Audited Accounts

Please provide comments if the two previous years' application figures do not reflect the audited accounts.

E) Does the school's 2024 and 2025 budgeted figures, as detailed in section 2.2 of the application, reflect the school's 2024 and 2025 audited accounts. If not, please provide details of any difference below.

(F) Comments/Assumptions on Budgets/Forecasts (no inflation)

Please provide comments and describe any assumptions made on the budgets/forecasts (assumptions should not be inflationary – use current dollars as the base for all projections).

F) Please add any comments and assumptions on budgets and forecasts. 2.1F) is mandatory to complete. Note: budgets must be in current dollars (no inflation).

(G) Minimum Cash Position

Please state the minimum cash position required to be held at any time (be realistic).

G) Please state the minimum cash position required to be held at any time. For example, one month of operating expenses which equates to \$1.2m. Does the school operate an overdraft? If yes, what is the limit?

(H) Non-Educational Business Activities

Please provide details of any significant non-educational business activities.

H) Does your school have any significant non-educational business activities? If yes, please detail the business type, annual turnover and expected profitability below.

(I) Investment Properties

Please provide details of any investment properties that are not directly attached to the school property.

I) Does your school hold any investment properties not directly attached to the school property? If yes, please detail the property location, year in which the property was purchased, the cost of the purchase, the current value of the property, the current borrowings against the property, the strategy for the investment and any supporting information e.g. valuation or purchase contract to be included. In addition, does the school hold any shares? If yes, please state a description of the shares including purchase date and price and current market value.

(J) Related Party Transactions

Please provide details of any related party transactions and supporting information e.g. Service Agreement and Loan Agreement and how the fees in these documents were derived.

J) Please provide details of any related party transactions e.g. service agreements, finance arrangements, intercompany loans and head office costs. Please provide any supporting information.

(K) Future Projects

List major future planned projects across all campuses. It is important that these future projects match the schools' masterplan. The project cost should correlate to section 2.5. Expenditure for Capital Purposes together with any grants sought in Section 2.4.

K) Future Projects (over \$100,000 only) All Campuses

Detail major land and building projects to commence with or without assistance from the Australian or State Governments during the period 2026-2030. Please ensure the amounts match those in Sections 2.4 and 2.5.

Brief Project Description	Year	Expected Cost (\$)	Campus	Grant to be Sought?	If Yes, Enter the % to be Sought

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 dollars.

Recurrent income items should be entered in this section. Categories are the similar as for those in the "annual financial questionnaire" with the following exception: Kindergarten or Pre-Prep Income attached to a school is to be shown separately as with Distance Education Income. Please ensure Fees are shown as GROSS and then deduct any Fee Discounts and Concessions in the line provided.

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

A) Tuition		2024	2025	2026	2027	2028	2029	2030
Description (\$)	FQ Item/s (listed as a guide)							
School Fees (Gross)	RI.010							
School Fees for Overseas Students	RI.050							
Discounts and Concessions								
Other Receipts from Students	RI.020, RI.030 & RI.040							
Kindergarten (Pre-Prep) Total Income								
Distance Education Total Income (incl. Govt grants)								
Ancillary Income								
Other Private Income	RI.060, RI.061 & RI.065							
Total								

Under Other Private Income, record all non-school activities as a net result / balancing item

Ensure that all projections are an accurate reflection of expected income and expenditure per student

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 dollars.

Completion in this section is similar to reporting in the “annual 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. As with Recurrent Income, if Kindergarten (Pre-Prep) and Distance Education is part of your school, show these expenses in the line provided.

A) Tuition								
NB: Salaries to include all Superannuation and Fringe Benefits								
Description (\$)	FQ Item/s (listed as a guide)	2024	2025	2026	2027	2028	2029	2030
Salaries - General Teaching Staff	RE.010, RE.030 & RE.060							
Salaries - Non-Teaching incl. Assistants	RE.010, RE.020, RE.040 & RE.060							
Salaries - Administration and Clerical	RE.040 & RE.060							
Salaries - Non-Bldg Maint & Cleaners incl. Contractors	RE.040 & RE.060							
Salaries - Other incl. professional and technical support staff	RE.010, RE.020 & RE.060							
Provision for Long Service Leave	RE.070							
Expenditure on Excursions/Trips	RE.080							
Other Teaching Costs	RE.080							
Administration Costs	RE.080							
Bldg Maint. Expenses incl. Wages & Contractors	RE.060, RE.085 & RE.090							
Rent/Lease Costs for Land or Buildings	RE.095							
Rent/Lease Costs - Other	RE.090							
Kindergarten (Pre-Prep) Total Expenses (incl. wages)								
Distance Education Total Expenses (incl. wages)								
Ancillary Costs	RE.080							
Interest Expense - Loans	RE.100 & RE.110							
Interest Expense - Finance Leases	RE.110							
Depreciation	RE.120 & RE.130							
Total		-	-	-	-	-	-	-

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. Include all other future capital loans and grants that may be funded by BGA or by school.

A) Tuition and Boarding								
Description (\$)	FQ Item/s (listed as a guide)	2024	2025	2026	2027	2028	2029	2030
Transfer from Special Funds incl. <u>Building Funds</u>	CI.030							
Donations for Capital purposes	CI.055							
Australian Government Capital Grants Program	CI.010							
Other Australian Government Capital Grants	CI.010							
External Infrastructure Subsidy Scheme	CI.020							
Other Subsidies	CI.020							
State Capital Assistance Grants	CI.020							
Profit from the Sale of Fixed Assets	CI.050							
Amount of Funds expended on behalf of the School	CI.050							
Other Capital receipts	CI.040							
Total		-	-	-	-	-	-	-

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

Also include any loss on sale here (as a negative number)

2.5 EXPENDITURE FOR CAPITAL PURPOSES

Include all expenditure including intended building projects. Similar to 2.4 above.

(A) Tuition and Boarding

A) Tuition and Boarding							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Land purchases							
Building/land improvements (school funded projects)							
Building/land improvements (capital grant funded projects)							
Furniture and equipment							
Plant and machinery							
Motor vehicles							
Other applications of capital funds							
Total	-	-	-	-	-	-	-

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.

(B) Loan Drawdowns and Repayments – Tuition & Boarding

B) Loan Drawdowns and Repayments – Tuition and Boarding							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Other loans for capital purposes							
Loans for Recurrent purposes							
Repayment of loan principal							
Principal component of lease expenses							
Total	-	-	-	-	-	-	-

(C) Long Service Leave Entitlements

C) Long Service Leave Entitlements							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Long service leave – opening balance current and non-current		-	-	-	-	-	-
Provision for long service leave	-	-	-	-	-	-	-
Less long service leave payments							
Total Long Service Leave Entitlements	-	-	-	-	-	-	-
Current							
Non-Current	-	-	-	-	-	-	-

2.6 CASH FLOW SUMMARY

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

- Movements in Assets/Liabilities – manually enter value in cell
- Revaluation of Assets – manually enter value in cell
- Opening balance cash on hand – manually enter value in cell.

Ensure the Closing Balance Cash on Hand for 31/12/2024 balances to Section D) Funds on Hand as at the end of 2024.

Note: Tabs 2.7 (Debt Situation) and Tab 2.8 (Balance Sheet) must be completed before the Cash Flow Summary (Tab 2.6) fully calculates.

CASH FLOW SUMMARY							
A) Income							
Source (\$)	2024	2025	2026	2027	2028	2029	2030
Income for Recurrent tuition	-	-	-	-	-	-	-
Income for Recurrent boarding	-	-	-	-	-	-	-
Income for capital purposes	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
B) Expenditure							
Source (\$)	2024	2025	2026	2027	2028	2029	2030
Expenditure for Recurrent tuition	-	-	-	-	-	-	-
Expenditure for Recurrent boarding	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
C) Cash Flow							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Operating surplus/(deficit)	-	-	-	-	-	-	-
Add back Non-Cash Items							
Depreciation	-	-	-	-	-	-	-
Provision for long service leave	-	-	-	-	-	-	-
Movements in Assets/Liabilities							
Revaluation of Assets							
Net Cash Flow from Operations	-	-	-	-	-	-	-
Capital and Financing Activities							
Capital expenditure	-	-	-	-	-	-	-
Capital income	-	-	-	-	-	-	-
Loan drawdowns	-	-	-	-	-	-	-
Loan repayments	-	-	-	-	-	-	-
Net Cash Flow from Capital and Financing	-	-	-	-	-	-	-
Net Cash Flows	-	-	-	-	-	-	-
Opening balance cash on hand 31/12/2023		-	-	-	-	-	-
Closing Balance Cash on Hand		-	-	-	-	-	-
D) Funds on Hand at 31 December 2025							
Cash at bank							
Investments, accumulated provisions and reserves							
Total							

(A) Debt Situation

A) Debt Situation							
The loan opening balance in 2024 must equal the loan closing balance at 31 December 2023.							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Opening Balance (from 31/12/2023)		-	-	-	-	-	-
Other loans for capital purposes	-	-	-	-	-	-	-
Loans for Recurrent purposes	-	-	-	-	-	-	-
Less loan principal repayments	-	-	-	-	-	-	-
Closing Balance	-	-	-	-	-	-	-
Represented by							
Current (expected to be repaid next year)							
Non-current	-	-	-	-	-	-	-

Ensure that Loans and Balance of Loans outstanding as at the end of the year as noted, are entered as per the Balance Sheet.

[illegible]

Provide details on the school's chief financier/banker.

Provide details on the preferred peak debt limits imposed by your Board and/or Financier.

2.8 BALANCE SHEET

Please ensure balance sheet balances.

A) Balance Sheet							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Cash on hand	-	-	-	-	-	-	-
Net fee debtors							
Prepayments							
Other current assets							
Fixed assets			-	-	-	-	-
Other non-current assets							
Total Assets	-	-	-	-	-	-	-
Bank overdraft	-	-	-	-	-	-	-
Creditors							
Accruals and other liabilities							
Annual leave							
Long service leave - current	-	-	-	-	-	-	-
Loans - current	-	-	-	-	-	-	-
Total Current Liabilities	-	-	-	-	-	-	-
Loans - non-current	-	-	-	-	-	-	-
Long service leave - non-current	-	-	-	-	-	-	-
Other non-current liabilities							
Total Non-Current Liabilities	-	-	-	-	-	-	-
Total Liabilities	-	-	-	-	-	-	-
Net Assets	-	-	-	-	-	-	-
Represented by							
Retained earnings		-	-	-	-	-	-
Asset revaluation reserve							
Current year profit/(loss)	-	-	-	-	-	-	-
Total Equity	-	-	-	-	-	-	-
Net Assets = Total Equity	OK	OK	OK	OK	OK	OK	OK

2.9 SCHOOL'S FOUNDATION OR ASSOCIATION – CASH FLOW

QIS BGA seeks information relating to funds that may be available to the school for Capital purposes. In this respect, the Committee requests information relating to the funds on hand at 2025 in school foundations, associated companies or organisations. Please forward all appropriate Audited Balance Sheet(s) to support your entries.

A) Income							
The QIS BGA Capital Funding Committee is seeking information relating to funds that may be available to the school for Capital purposes. In this respect, the Committee requests information relating to the funds on hand at 31 December 2025 in school foundations, associated companies or organisations. Please forward all appropriate Balance Sheets to support your entries below.							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Recurrent income							
Building fund donations							
Other donations							
Loan transfers							
Other							
Total	-	-	-	-	-	-	-
B) Expenditure							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Recurrent expenditure							
Transfer to school							
Loan transfers							
Other							
Movement in assets and liabilities							
Total	-	-	-	-	-	-	-
C) Summary							
Description (\$)	2024	2025	2026	2027	2028	2029	2030
Net cash flow	-	-	-	-	-	-	-
Balance cash on hand		-	-	-	-	-	-
Cumulative Net Cash Flow	-	-	-	-	-	-	-
Cumulative net cash flow for 2024 should include the net cash balance at 31 December 2023.							
D) Summary Cash Position							
The QIS BGA Capital Funding Committee is seeking information relating to funds that may be available to the school for Capital purposes. In this respect, the Committee requests information relating to the funds on hand at 31 December 2025 in school foundations, associated companies or organisations. Please forward all appropriate Balance Sheets to support your entries below.							
Funds at 31 December 2025	Foundation	Associated Companies	Other	Total			
Working account				-			
Building fund				-			
Library fund				-			
Other accounts				-			
Total	-	-	-	-			
Are there any other funds available for your school?							
E) Detail how the schools' Foundation operates.							

Section 3 – Other Matters

3.0 AUSTRALIAN & QLD STATE GOVERNMENT FUNDING ELIGIBILITY

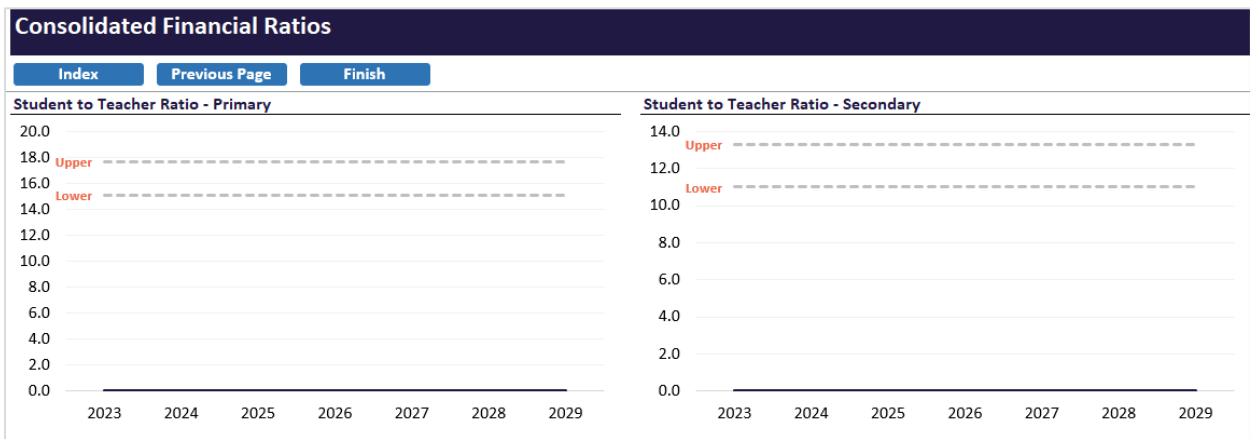
This page contains important information on schools’ eligibility of receiving Australia and State Government capital grants, as well as the accountability requirements of receiving such grants.

3.1 AUSTRALIAN & QLD STATE GOVERNMENT FUNDING ELIGIBILITY CHECKLIST

Please complete the checklist to confirm your funding eligibility.

Section 4 – Consolidated Financial Ratios

This page calculates financial ratios which may be useful to the school in preparation for the School visit. They are included in the application for information only purposes.



Completion of Section 2

Section 2 is due for submission by the 31st of March 2026. submission, please ensure you have corrected any [Integrity Issues](#) then enter a submission date on the cover page. If you encounter an integrity issue, please refer to the [Integrity Issues](#) section of these Help Notes for assistance.

If you decide not to proceed with a project, you can inform QIS BGA of this decision by using the drop down box under *Projects for Consideration* and changing the *Yes* to *No*.

Project	Projects for Consideration
Project 1	Yes
Project 2	Yes
Project 3	Yes
Project 4	Yes
Project 5	Yes
Boarding 1	Yes
Boarding 2	Yes
Boarding 3	Yes

AMOUNTS IN THIS APPLICATION MUST BE EXCLUSIVE OF GST

Section 1 Submission Date:

Section 2 Submission Date:

When this is done, follow the instructions in the Client Portal to submit the application along with required supporting documentation. [Appendix One](#) provides a summary of supporting documentation requested at each submission point and the required Naming Convention to apply.

You will receive acknowledgment of your submission.

Appendix One

Supporting Documentation

Application Section	QIS BGA Need	Document	Naming Convention
1	Mandatory	Educational Justification	Justification School Name
1	Mandatory	Architectural set, including: - School aerial view showing the location of the proposed project/s. Note: Existing buildings should not be labelled. - School site plan showing labelled existing, proposed and future projects - Floor plans and elevations, including the square metre area of each space clearly shown on floor plans. NB: For refurbishment/conversion work, show 'before' and 'after' describing the proposed work to be undertaken - Rendered perspectives (desirable)	Architectural set School Name
1	Mandatory	High-level Gantt Chart for the proposed project. This is required as an indicator of "sound educational planning" being undertaken by a school/college. The Gantt Chart should not be detailed but is require to include the forecast achievement of the following milestones: - Schematic Design (if not already produced) - Town Planning / MID Approval (if applicable) - Development of Working Drawings and Go to Tender - Construction Start - Practical Completion and Handover	Gantt Chart School Name
1	Mandatory	School master plan, showing the long-term facility development over the school site	Master Plan School Name
1	If appropriate	Quantity surveyor report for all refurbishment or conversion projects.	QS Report School Name
1	If appropriate	Endorsement of cost proforma signed-off by quantity surveyor (or relevant professional) to substantiate any below-the-line cost that is greater than \$50,000. Below-the-line means costs related to built-in equipment costs, internal site infrastructure, site development costs or other additional costs. fire service, special services, site development and other.	Endorsement of Cost School Name
1	If appropriate	Internal Site Infrastructure Model Code in support of below-the-line costs in the internal	Model Code

site infrastructure category where:

- an individual item costs \$150,000 or more, or
- Where the combined cost of all items in the internal site infrastructure category is \$500,000 or more.

School Name

1	If appropriate	Supporting design information as appropriate e.g. engineer report. This provided where the project (or a significant part of it) is infrastructure related. Infrastructure is defined as electrical, fire services, water, stormwater, retaining structures, car parks, site preparation and bulk earthworks.	Name of Report School Name e.g. Engineer Report School Name
2	Mandatory	Prior two years audited financial statements of school (and related parties, if applicable)	Year Audited Report School Name or Year Draft Audited Report School Name
2	Mandatory	Previous years Last Commonwealth Non-Government Schools Financial Questionnaire	Financial Questionnaire School Name
2	Mandatory	Current year school fees	School Fees School Name
2	Mandatory	Evidence of current Building insurance	Insurance School Name
2	Mandatory	School Maintenance Plan	Maintenance Plan School Name
2	If appropriate	School lease (if school property is rented)	Lease School Name
2	If appropriate	Recent property valuation (if site is leased from related party and the cost is greater than \$100,000)	Property Valuation School Name
2	If appropriate	Copy of the group structure (if the school structure is complex)	Group structure School Name

Appendix Two

New school Supporting Documentation (required additional information)

Application Section	QIS BGA Need	Document	Naming Convention
1	Mandatory	Business Case completed using the template provided in the New Schools Funding Model Incorporating a 10 year enrolment forecast, supported by; a. External professional demographic study b. Three way 10 year financial model (balance sheet, profit and loss and cashflow). Noting; assumptions, scenario testing, break even understanding, external financier involvement, major capital projects and major risk assessment	Business Case School Name
1	Mandatory	Demographic Study	Demographic Study School Name
1	Mandatory	Site Master Plan, including a spotlight on the stages of facility development to support the first 5 years of the school's operation	Site Master Plan School Name
1	Mandatory	Internal Site Infrastructure Master Plan, including a demonstration of how site infrastructure will be staged to support the first 10 years of the school's enrolment	Internal Site Infrastructure Master Plan School Name
1	Mandatory	Architectural set for the stage of facility development	Architectural Set School Name
1	Mandatory	QS Report, or fee estimates from relevant consultants, to validate internal site infrastructure cost included in the application.	QS Report School Name Or Fee Estimate School Name

Appendix Three

Integrity Issues

Prior to submission of Section 1 or Section 2 of the application, please check whether there is an integrity issue with the application.

Action:

- Navigate to the Index page of the application to Model Integrity.
- If there is a message as displayed below, select Click Here for a detailed view of the integrity issue.

QUEENSLAND INDEPENDENT SCHOOLS BLOCK GRANT AUTHORITY

QIS BGA Application for Capital Funding
For 2025 Round

1.11-P2 Source of Funds - Project 2 [Click Here](#)

SECTION 2 - CONSOLIDATED FINANCIALS

2.0 Cover Page [Click Here](#)

2.1 Consolidated Financial Analysis [Click Here](#)

2.2 Income for Recurrent Purposes [Click Here](#)

2.3 Expenditure for Recurrent Purposes [Click Here](#)

2.4 Income for Capital Purposes [Click Here](#)

2.5 Expenditure for Capital Purposes [Click Here](#)

2.6 Cash Flow Summary [Click Here](#)

2.7 Debt Situation [Click Here](#)

2.8 Balance Sheet [Click Here](#)

2.9 School's Foundation or Associations - Cash Flow [Click Here](#)

SECTION 3 - OTHER MATTERS

3.0 Australian Govt & QLD State Govt Funding Eligibility [Click Here](#)

3.1 Australian Govt & QLD State Govt Funding Eligibility Checklist [Click Here](#)

SECTION 4 - OUTPUTS

Consolidated Financial Ratios [Click Here](#)

Model Integrity [Click Here](#)

Check model integrity

Queensland Independent Schools
BGA
Block Grant Authority

- Where an integrity issue has been identified, follow the instructions to fix the data discrepancy.
- If there is an integrity issue identified in the Data Export or the Financial Report, please contact QIS BGA, as only the Office Administration team and amend this error.

QIS BGA Application for Capital Funding

Model Integrity

[Index](#)

Result: (57,266)

Source of Funds = Total Project Costs (Project 1) (57,310)

Source of Funds = Total Project Costs (Project 2) OK

Source of Funds = Total Project Costs (Project 3) OK

Source of Funds = Total Project Costs (Project 4) OK

Source of Funds = Total Project Costs (Project 5) OK

Source of Funds = Total Project Costs (Boarding 1) OK

Source of Funds = Total Project Costs (Boarding 2) OK

Source of Funds = Total Project Costs (Boarding 3) OK

Check all pages have been visited and completed OK

Balance Sheet Reconciliation OK

2024 OK

2025 OK

2026 OK

2027 OK

2028 OK

2029 OK

2030 OK

Proposed Projects

P1

P2

P3

P4

P5

B1

B2

B3

Incomplete Data Entry OK

Entered Cost Exceeds Allowable Rate OK

(e.g. 70% of construction cost for conversion projects)

Existing Teaching Spaces

Incomplete Data Entry OK

Overseas Students (Table 1.3B vs. Table 1.4B) OK

OK

OK

OK

OK

OK

OK

OK

Check Errors in Data Export OK

Check Errors in Financial Report 44