



School Safety Grant Application Help Notes

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School Safety Grant Application Help Notes

These application Help Notes have been compiled to support schools making an application in the School Safety Grant, and they are supplementary to the following resources that are available on the [QIS BGA website](#):

- Planning & Eligibility Notes
- Frequently Asked Questions (FAQs)
- Safety Solution Statement

About the school safety grant

QIS BGA has developed the School Safety Grant to support Approved Authorities and schools in addressing critical safety needs through targeted capital works projects in the following areas:



School security



**Climate change
adaptation**



**Traffic and
pedestrian safety**

The objective of the School Safety Grant is to support the implementation of school-based capital works projects that address genuine and demonstrable safety opportunities. Projects must align with existing school policies or documented procedures and demonstrate clear benefits, with outcomes that help mitigate risks and enhance safety in school environments for students, staff, and the school community.

Refer to the Planning & Eligibility Notes and FAQs for further information about the grant and eligibility criteria.

Before making an application

IMPORTANT - An application cannot be made, or an approved project cannot be paid, if commencement of, or payment for the work precedes any announcement of Ministerial approval.

Before commencing an application, Schools should ensure the following required supporting documentation is prepared and saved in accordance with the naming convention specified [here](#):

- Preferred project contractor's quotation.
- Project documentation (prepared by an appropriately qualified professional consultant)
- Safety Solution Statement (including External Project Supervisor's declaration)

Each application in this round must:

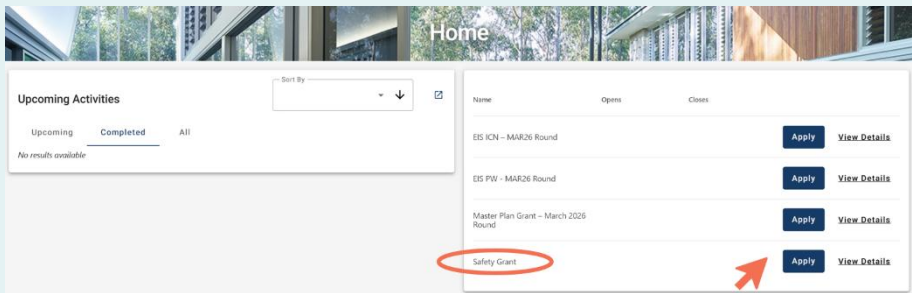
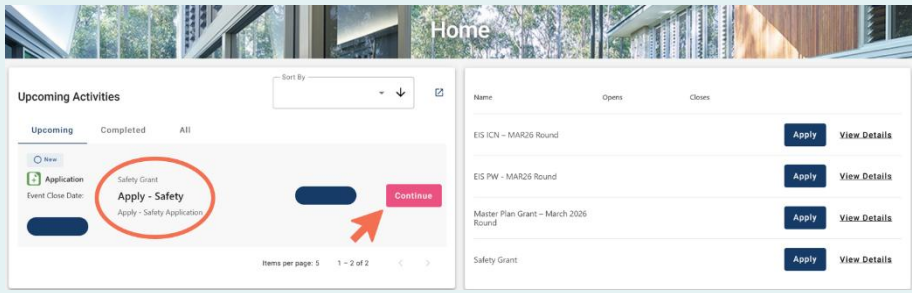
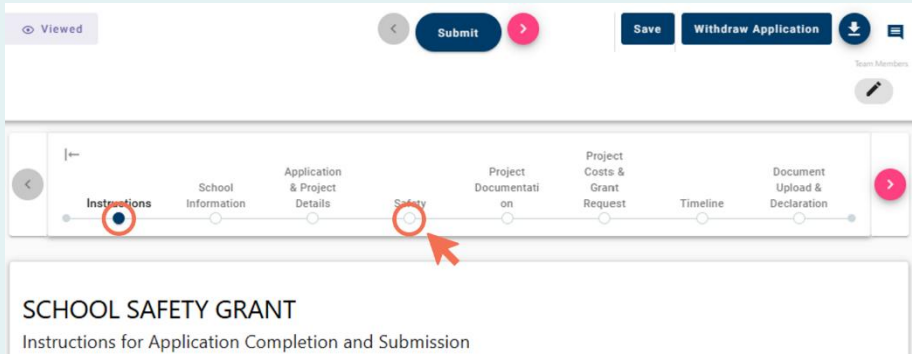
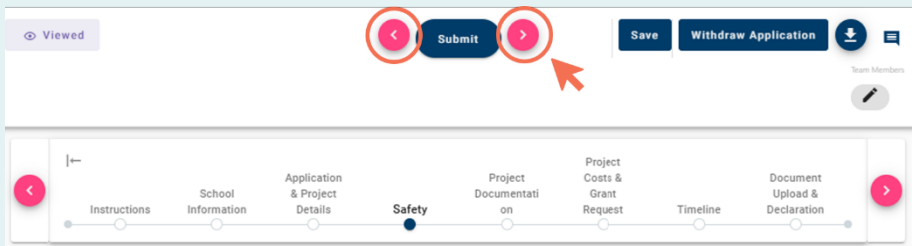
- Relate to one (1) safety 'project' and one (1) contract of work only.
- Where multiple 'projects' (multiple contracts of work) are being applied for, separate applications must be completed for each project/contract of work.

Refer to the Planning & Eligibility Notes and FAQs for further information about the level of funding/funding cap available, and minimum project values.

Navigating the application form

School safety grant applications must be made via the Enquire grant management system (GMS). To access the Client Portal, or for any assistance, please contact the QIS BGA Office on (07) 3839 2142. There is also a suite of GMS support documents available on the [QIS BGA website](#).

The following instructions demonstrate how to start an application from the client portal home page and navigate within an application once started.

Instruction	Portal Image
The school safety grant application is accessed via the home page.	
Applications, once started, will appear as an action in the upcoming activities section of the homepage.	
Navigate to sections of the application by using the banner buttons at the top of the page.	
It is also possible to move through the form using the arrows at the top and bottom of each page.	

Instruction

Portal Image

Save regularly to avoid losing progress. The 'save' button is located at the top of each page.

The screenshot shows the top navigation bar of the application portal. It includes a 'Viewed' status, a 'Submit' button, and a 'Save' button, which is highlighted with a red arrow. To the right of the 'Save' button is a 'Withdraw Application' button and a 'Team Members' icon. Below the navigation bar is a progress bar with steps: Instructions, School Information, Application & Project Details, Safety (current step), Project Documentation, Project Costs & Grant Request, Timeline, and Document Upload & Declaration.

An asterisk (*) identifies mandatory questions that must be completed before an application can be submitted.

The screenshot shows the 'Safety' section of the application portal. It includes a question: 'Which Safety initiative is the focus of this application?' with a dropdown menu labeled 'Safety Initiative*'. Below this is another question: 'Has a Safety Solution Statement (including External Project Supervisor's declaration) been completed for the project?' with a dropdown menu labeled '*'. At the bottom, there is a text input field labeled 'Safety Opportunity*' with a character count of 0/500.

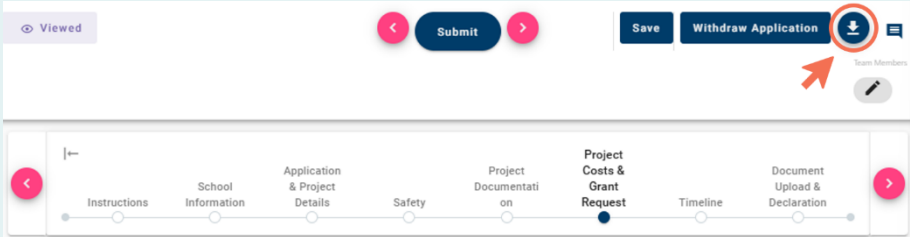
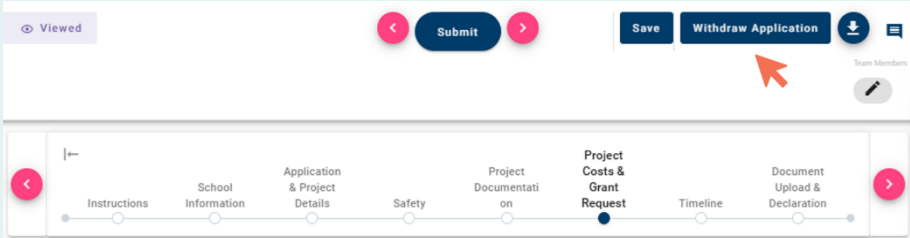
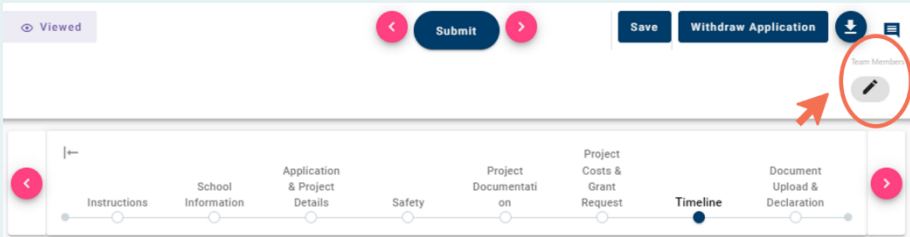
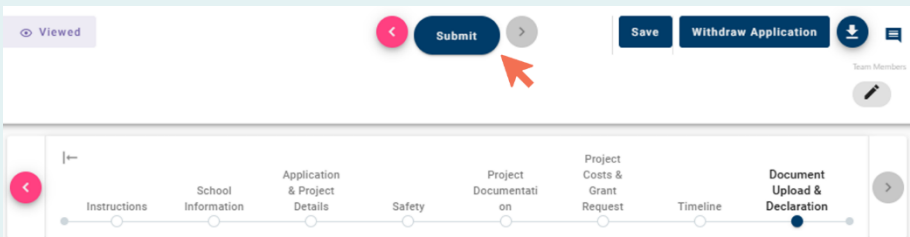
Click the 'comments' button to open the comments bar for recording notes and comments to help prepare an application.

The screenshot shows the top navigation bar of the application portal. It includes a 'Viewed' status, a 'Submit' button, a 'Save' button, a 'Withdraw Application' button, and a 'Comments' button, which is highlighted with a red arrow. To the right of the 'Comments' button is a 'Team Members' icon. Below the navigation bar is a progress bar with steps: Instructions, School Information, Application & Project Details, Safety, Project Documentation, Project Costs & Grant Request (current step), Timeline, and Document Upload & Declaration.

Comments will not be visible to QIS BGA and will not form part of an application.

Ensure all required information is submitted in the appropriate application field.

The screenshot shows the 'Project Costs & Grant Request' section of the application portal. It includes a question: 'Results of Market Quotation' with a text input field. Below this is a table with columns: Company Name, Contractor Type, Quoted Price (ex GST), and Status. The table is currently empty, with a message 'There are no records'. At the bottom of the table is a '+ Add Record' button. To the right of the table is a 'Comments' bar, which is open and shows a comment by 'Kristy-Lee Test' with the text 'Test comment' and a timestamp of '23/10/2025 11:11:06 AM'. Below the comment is a text input field labeled 'Add a comment' with a character count of 0 / 1000.

Instruction	Portal Image
Click the Download button at the top of the page to generate a copy of the application at any time.	 The screenshot shows the top navigation bar with buttons for 'Submit', 'Save', 'Withdraw Application', and 'Download'. The 'Download' button, represented by a download icon, is circled in red with an orange arrow pointing to it. Below the navigation bar is a progress bar with steps: Instructions, School Information, Application & Project Details, Safety, Project Documentation, Project Costs & Grant Request, Timeline, and Document Upload & Declaration. The 'Project Costs & Grant Request' step is currently active.
Click the 'withdraw application' button to delete a started application and remove it from upcoming activities.	 The screenshot is identical to the previous one, but the 'Withdraw Application' button is circled in red with an orange arrow pointing to it.
You can add or edit team members to have access to your client account from within an application. Refer to QIS BGA Enquire GMS webpage for information about adding /removing users.	 The screenshot is identical to the previous ones, but the 'Team Members' button, represented by a user icon, is circled in red with an orange arrow pointing to it.
Please review the application before completing, and only when ready, click the submit button to finalise. Once submitted, a school safety grant application cannot be amended.	 The screenshot is identical to the previous ones, but the 'Submit' button is circled in red with an orange arrow pointing to it.

Completing the application form

The following terms correspond to the information requested within the application, providing additional support to applicant schools.

School Information	
School Name	An auto-populated field.
NSSAB School Site Number	The Non-State Schools Accreditation Board (NSSAB) unique identification number for an accredited school site in Queensland.
Approved Authority	The entity NSSAB considers the governing body of a non-state school.
School Site Address	Enter the physical address of the school. HINT: This section auto-generates addresses when you start typing in line 1.
Capacity to Contribute (CTC)	CTC scores are determined by the Commonwealth Minister for Education (or delegate of the Minister) under section 52(1) of the Australian Education Act 2013 (the Act), based on the three-year rolling average DMI score.
Australian Government Recurrent Funding	Australian Government Recurrent Funding refers to the ongoing financial support provided by the Commonwealth to help schools meet the day-to-day costs of delivering education. This includes expenses such as teacher salaries, classroom materials, utilities, and general operational costs.
QIS BGA Participation Agreement	The QIS BGA Participation Agreement is a formal agreement between a non-government school and the Queensland Independent Schools Block Grant Authority (QIS BGA). It outlines the terms and conditions under which a school may access State Capital Assistance Scheme (SCAS) grants administered by the BGA.
Contact for this Application	Nominate the school representative who QIS BGA should contact regarding this application.
School Site Details	Outline the ownership details for the site. REMEMBER: If the site is leased, upload a copy of the lease agreement in the <i>Document Upload & Declaration</i> section of the application.
Insurance Provider	Provide the name of the school's insurance provider.
External Project Supervisor	Nominate the external project supervisor for this application. NOTE: The external project supervisor, typically a project manager or architect, is responsible for providing professional project oversight and endorsement of supporting documentation. Their sign-off is essential for the project's eligibility under the Sustainability Special Purpose Funding Round.
Consent for QIS BGA to Engage with a Key Consultant	The applicant school may nominate a key consultant to engage directly with QIS BGA regarding this application only. This section is not mandatory and can be left blank.

Application & Project Details

Provide a brief commentary describing the project work and the safety outcome that will be achieved.	Provide a 'brief' commentary describing the project work and the safety outcome that will be achieved. Examples include: • Upgrade existing administration external lighting, and install new CCTV cameras to cover the building and School Street gates for increased security. • Install a new surface-level grated drain, re-profile veranda slab to include a hob/wall to divert flow away from the buildings. • Construction of a new raised zebra crossing, including a fenced pedestrian refuge island, widened pedestrian footpaths to increase separation of pedestrians and vehicular traffic. NOTE: Any commentary provided will not directly inform the project's official 'grant description'; instead, this section is a mechanism for the applicant school to identify the project and introduce it to QIS BGA.
Does any aspect of the proposed Safety project overlap with a 2026 capital grant application?	This funding round is for projects associated with existing facilities and site infrastructure only. It does not apply to new applications being made under the 2026 Capital Round. Refer to the Planning & Eligibility Notes for further information.
Does this application include project work undertaken at a site other than the address provided in the 'School Information' section?	Where project work is proposed to be undertaken on separately registered sites (i.e. separate NSSAB / separate AGE IDs), works pertaining to each site must be submitted as separate and independent applications. The application for each site must also meet the minimum project cost identified in the Planning & Eligibility Notes.
Consultants for the Proposed Project	In this section, list all consultants who contributed to the preparation of the project.

Safety

Safety Initiative	The safety initiative is the category for your project, either school security, climate change adaptation or traffic and pedestrian safety.
Has a Safety Solution Statement been completed for the project?	The Safety Solution Statement is a two-part, pro forma to be completed by both the School (Part A) and the external project supervisor (Part B), to ensure that a proposed project is well-designed and addresses a genuine safety need. Upload a single file in the Document Upload & Declaration section with the following naming convention: STATEMENT School Name.pdf
Safety opportunity	The safety opportunity is a 2 - 3 sentence description developed by the school that identifies a specific safety concern within the school environment. This description should capture the safety need, the desired outcome, and the key success measures. The safety opportunity should reflect a genuine need, be supported by evidence, and demonstrate how the proposed project could reduce the identified risk in a measurable and meaningful way.

Project Documentation

Project documentation

Consultant documents must be submitted in support of an eligible application in the School Safety round. Documentation must clearly illustrate the proposed solution, demonstrate how it addresses the safety opportunity, and be sufficient to obtain competitive market quotations by enabling contractors to price the works accurately.

NOTE: If more than one plan is being submitted (e.g., for multiple sites), please combine multiple PDFs and upload a single file in the Document Upload & Declaration section with the following naming convention:

DOCUMENTATION School Name.pdf

Project Cost & Grant Request

Results of Market Quotation

Provide details of the three quotations received for the proposed project. Refer to the Planning & Eligibility Notes and FAQs for further information on obtaining market quotations. Example results of market quotation table:

Company Name	Contractor Type	Quoted Price (ex GST)	Status
Specialist Contractor ABC Pty Ltd	Other	101,000.00	Preferred
Specialist Contractor 123 Pty Ltd	Other	105,000.00	Tenderer
Specialist Contractor XYZ Plt Ltd	Other	109,500.00	Tenderer

Contractor Type

Drop-down options for completing this field include builder, civil works, landscaper or other.

If your market quotation is from a specialist contract (e.g. an electrician), please select 'other'.

Quoted Price

Enter the quoted price to undertake the proposed project, excluding GST.

Status

Status options when entering details of market quotations include either "Tenderer" or "Preferred". Nominate the quotation associated with your preferred project contract as "Preferred" and all others as "Tenderer".

Is the preferred Project Contractor the lowest quoted price?

The preferred project contractor is the party the application school wants to engage to deliver the project. If the preferred project contractor is not the lowest cost, schools should discuss the non-price criteria and value-for-money considerations relied upon to identify the preferred contractor.

NOTE: A copy of the preferred project contractor's quotation must be uploaded in the Document Upload & Declaration section. Please combine multiple PDFs and upload a single file in the Document Upload & Declaration section with the following naming convention:

QUOTATION School Name.pdf

Project Cost & Grant Request

Proposed project costs The proposed project cost will include actual values (either from fee proposals for consultants or quotations from contractors) for direct costs required to deliver the project only.

Example populated project costs table:

Cost Area	Details	Total Proposed Project Cost (ex GST)
  Project Construction Cost	Specialist Contractor ABC Pty Ltd	101,000.00
  Professional Fees	Project Manager (external project supervisor)	5,000.00
  Professional Fees	Design Engineer	7,500.00
  Local Authority Charges	Council Fees (plumbing application)	1,750.00
Total		115,250.00

Total proposed project cost Enter the total costs (ex GST) to deliver the proposed project.

Grant request (ex GST) Enter the value of the grant (ex GST) being requested for the proposed project. Refer to the [Planning & Eligibility Notes](#) for further information regarding eligibility and the level of funding available.

Other Funding In a QIS BGA school safety grant application, “Other Funding” refers to any additional financial support for the proposed project that comes from external government sources, beyond the school’s contribution. This includes grants, subsidies, or direct funding from:

- Other Queensland Government departments or;
- Commonwealth Government programs

Conflict of Interest Management Conflict of Interest Management refers to the process of identifying and addressing any actual, potential, or perceived conflicts between the school and key parties involved in the project—particularly the External Project Supervisor and the contractors, including the Preferred Project Contractor.

If you answer yes to any of the conflict of interest questions, the application will additionally ask you to provide details of how the conflict was managed or is being managed.

Timeline

Provide an overview of the intended timeframe and processes to be implemented to complete the project.

Populate this table with activities required to complete the project from signing the funding agreement. For guidance on how to develop a realistic project timeline, refer to the [FAQs](#). Example populated overview of the intended timeframe table:

Activity Name	Description	Approximate Start Date	Approximate End Date
  Engage contractor	Execute construction contract	23/10/2026	23/10/2026
  Construction/site installation	Estimated construction program (8 wee...	26/10/2026	18/12/2026
  Practical completion	Construction complete	18/12/2026	18/12/2026

What is the approximate date for the commencement of project work on-site?	The "Date for the commencement of project work on-site" refers to the approximate date when construction activities are scheduled to begin at the project site.
What is the approximate completion date for the project?	The "Completion date for the project" refers to the approximate date when all construction activities are expected to be concluded on site. Enter the anticipated final day of work on site, including any allowances for delays (wet weather, etc.).

Document Upload & Declaration

When uploading documentation, please note:	• There is a 50MB limit per document. • Document titles with special characters (such as macrons or the & symbol) cannot be uploaded. • Upload the documentation that is the subject of this application. • Ensure all checklist items are completed before clicking the Submit button (at the bottom of the page). • Fields indicated as (*) are mandatory.
File naming convention	Files should be uploaded using the following naming convention: • STATEMENT School Name.pdf • DOCUMENTATION School Name.pdf • QUOTATION School Name.pdf • LEASE School Name.pdf (if reqd.)
Document Checklist	Check you have uploaded the required documentation, then click the relevant checkbox to confirm. * Denotes mandatory documentation to be uploaded. NOTE: The application can only be submitted when all mandatory (*) checklist items are checked.
Declaration	Click the <i>Add</i> button to select the name of the proper person authorised to complete the application and declaration on behalf of the Approved Authority.
Acknowledge Response	Click the checkbox to view the declaration and select <i>OK to check the acknowledgment response</i>. NOTE: By completing the acknowledgement, the proper person is agreeing to the declaration terms. The application will not be submitted without the completion of this declaration.