Application Help Notes

These application Help Notes have been compiled to support schools making an application in the Sustainability Special Purpose Funding Round, and they are supplementary to the following resources that are available on the QIS BGA website:

- Planning & Eligibility Notes

- Frequently Asked Questions (FAQs)

- Sustainability Model Code

- Sustainability Audit Tools

About the Sustainability Grant

This funding is for sustainability projects associated with existing facilities and site infrastructure only. It does not apply to new applications under the 2025 Capital Round.

The Sustainability Special Purpose Funding Round focuses on Energy & Carbon and Total Water Cycle initiatives.

The intent of funding directed toward **Energy & Carbon** projects is to:

- Lower the need for electrical energy from the electricity grid.

- Lower the need for electricity consumption on the school site.

- Reduce carbon produced by the School.

Examples of eligible project infrastructure include but are not limited to LED lighting, solar systems, building management systems, and battery storage on site. Charging stations for electric vehicles, for example, would be ineligible, as they do not meet the intent of the funding criteria outcomes outlined above.

The intent of funding directed toward **Total Water Cycle** projects is to:

- Lower the need to source water from an external water provider.

- Increase capacity to harvest onsite water.

- Efficiently move water harvested on-site to locations of need (i.e. toilets, ovals, etc.).

- Recycle grey water for reuse.

Examples of eligible project infrastructure include, but are not limited to, efficient water fittings, tanks, water recycling plants or filtration systems, and piping networks to link stored water to locations where supply is needed.

An eligible project can be an Energy and Carbon, Total Water Cycle, or a **Combined Energy and Water** project.

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:

- Completed sustainability audit.
- Completed Model Code, endorsed (signed off) by the School's external project supervisor.
- Project Plan/s.
- Preferred project contractor quotation.

Each application in this round must:

- Relate to one (1) sustainability 'project' only.
- Each 'project' must relate to one (1) work contract only.
- Where two 'projects' are being applied for, two separate applications must be completed.

  Note: for this funding round, the funding cap relates to the combined value of applications made by a school and not the value of individual applications.
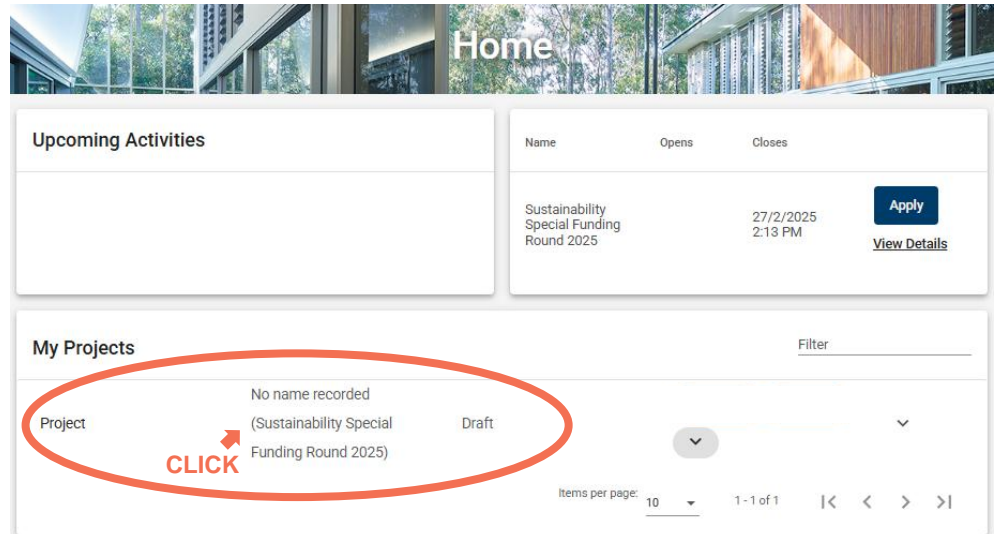
Navigating the Application Form

All Sustainability Special Purpose Funding Round applications will be made via the Enquire grant management system (GMS) Client Portal. To access the Client Portal or for any assistance, please contact the QIS BGA Office on (07) 3839 2142. There is a suite of GMS support documents available on the QIS BGA website.

The following diagrams outline how to start an application and navigate within one once initiated in the Client Portal.

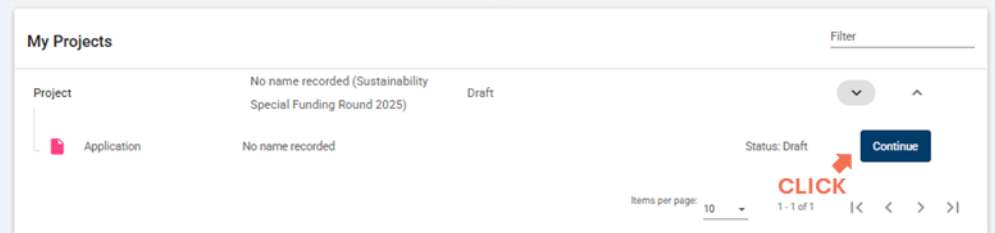|	
The Sustainability Special Funding Round application is located on the Home page of the Client Portal	

Applications, when started, will appear as a draft in the "My Projects" section on the Client Portal homepage.
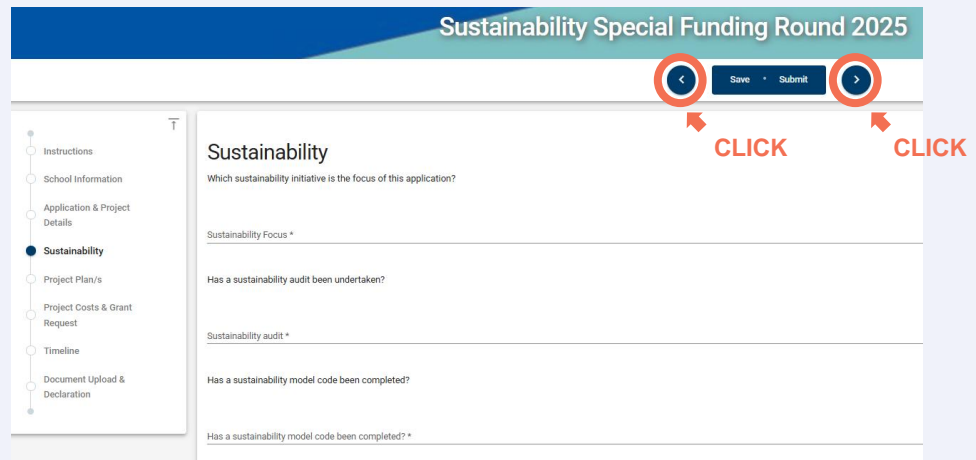
To continue with an application, click on the draft application, then click *Continue*.
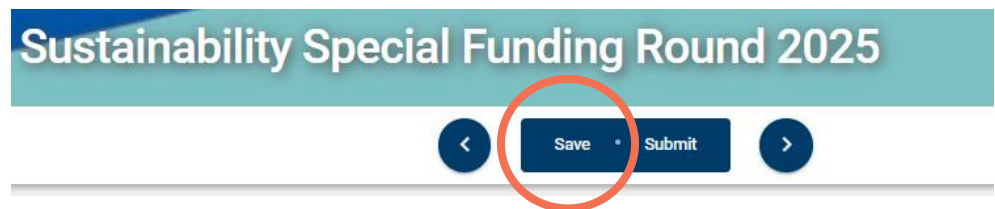
Navigate sections of the application by using the stepper on the left hand margin.
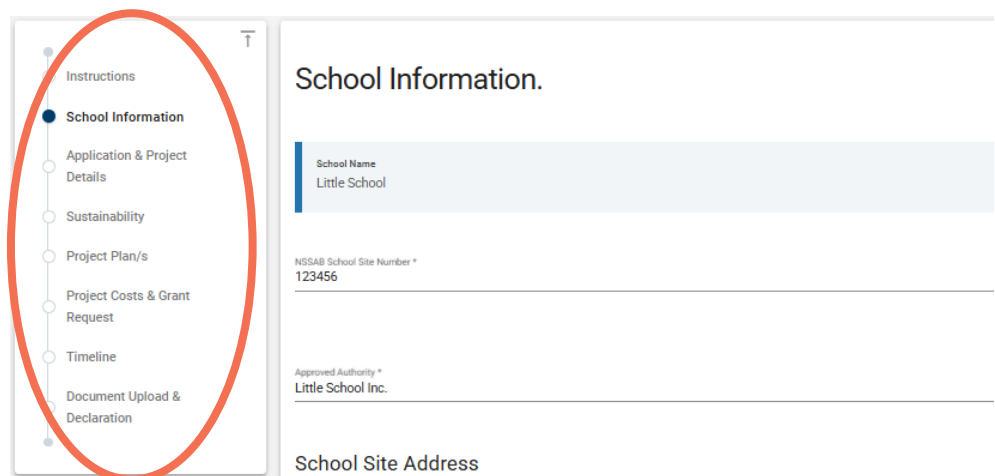
It is also possible to move through the form using the arrows at the top and bottom of each page.

Please save regularly to avoid losing progress. The *Save* button is located at the top and bottom of each page.

An asterisk (*) identifies mandatory questions.
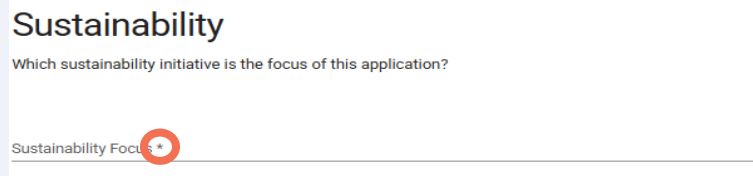
Click the *Download* button at the top of the page to generate a copy of the application at any time.

Once submitted, an application cannot be amended. Please review the application before clicking the *Submit* button.

Completing the Application Form

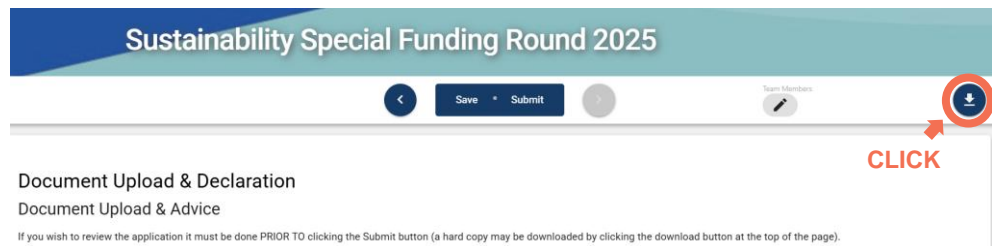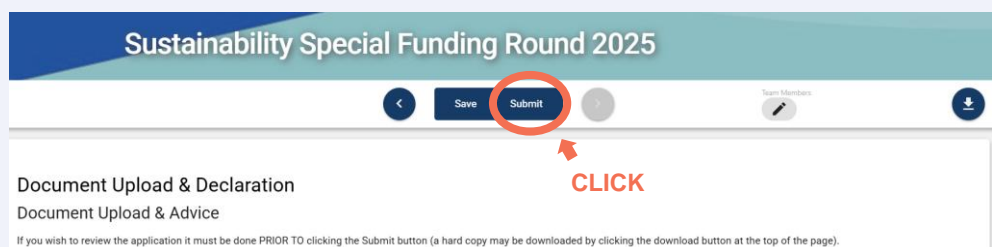The following terms correspond to the information requested within the application, providing additional support to applicant schools.

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 suitable to be or continues to be, 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. **NOTE**: Where a sustainability project will be across multiple sites, enter the site address where the most significant portion of work will be undertaken in this section. Refer to the FAQs for further information regarding projects across multiple sites.
Capacity to Contribute (CTC)	CTC scores are determined by the 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.
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 *Document Upload & Declaration* 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 sustainability outcome that will be achieved.	Provide a 'brief' commentary describing the project work and the sustainability outcome that will be achieved. Examples include: - Expand existing solar system to include an additional 150kW on A, B and C Block roofs. or - Install new greywater filtration system, including 2 x 50,000L storage tanks and connection to irrigation network. **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 sustainability project overlap with a 2025 capital grant application?	This funding round is for sustainability projects associated with existing facilities and site infrastructure only. It does not apply to new applications being made under the 2025 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 a sustainability project will span more than one site, enter the 'other' site address where the smaller portion of work will be undertaken. Refer to the FAQs for further information regarding projects across multiple sites. **HINT**: This section will not auto-generate. Please enter the full address, including suburb, city, state and postcode.
Consultants for the Proposed Project	In this section, list all consultants who contributed to the preparation of the sustainability project.

SUSTAINABILITY

Sustainability Focus	The sustainability focus is the initiative category for your project, either Energy & Carbon, Total Water Cycle or Combined Energy and Water.
Has a sustainability audit been undertaken?	A sustainability audit is mandatory and must be uploaded to the *Document Upload & Declaration* section. Refer to the Planning & Eligibility Notes and FAQs for further information. **NOTE**: Audit should be uploaded as a single file in .PDF format. Please combine multiple PDFs and upload a single file in the Document Upload & Declaration section with the following naming convention: **AUDIT School Name.pdf** Only populated pages of the audit need to be submitted (i.e. blank/unpopulated pages are not required)

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SUSTAINABILITY

| **Has a sustainability model code been completed?** | A sustainability model code must be uploaded in the *Document Upload & Declaration* section. For further information, refer to the Planning & Eligibility Notes and FAQs.

REMEMBER: The external project supervisor needs to endorse the model code by completing the declaration in section 6 of the Model Code.

NOTE: Model Code should be uploaded as a single file in .PDF format. Please combine multiple PDFs and upload a single file in the Document Upload & Declaration section with the following naming convention:

MODEL CODE School Name.pdf |
| **Sustainability Strategy** | A Sustainability Strategy is a documented plan that Schools can use to assist in communicating and working toward their sustainability ambitions.

Schools are not required to have a formal Sustainability Strategy to be eligible for this special purpose funding round. However, it will be a requirement for Schools applying for capital funding grants from 2026 onward. |

PROJECT PLAN

| **Have Project Plan/s been prepared?** | A Project Plan is mandatory and must be uploaded in the Document Upload & Declaration section.

For this Sustainability Special Purpose Funding Round, a 'project plan' is a diagrammatical representation (drawing) showing where key project work will be undertaken on the site. Refer to the FAQs for further information about project plan requirements.

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:

PROJECT PLAN School Name.pdf |
| **Where project work is undertaken across multiple sites, do the project plans include all sites and capture the key areas of work on each?** | Where a sustainability project is across more than one site, ensure the Project Plan/s include details of work on all sites.

Refer to the FAQs for further information about project plan requirements. |

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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 Ld	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 for a solar project), please select 'other'.

Quoted Price

Include the quoted price 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 are encouraged to contact the QIS BGA grant manager before submitting their application.

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

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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.

Enter costs (ex GST) such as the quotation from the preferred project contractor, external project supervisor fees, specialist design/consultant fees and council charges in this table. 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**

What is the Estimated Total Costs (ex GST) of the proposed project?

Enter the estimated total costs (ex GST) of 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.

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 contract of work (1 week)	01/09/2025	05/09/2025
Authority approvals	Contractor lodges application (2 weeks)	08/09/2025	19/09/2025
Construction/site installation	Installation (4 weeks)	22/09/2025	17/10/2025
Practical completion	Project Completed	17/10/2025	17/10/2025

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 officially scheduled to begin at the project location.

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TIMELINE

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 which 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: • **AUDIT School Name.pdf** • **MODEL CODE School Name.pdf** • **PROJECT PLAN School Name.pdf** • **QUOTATION School Name.pdf**
Sustainability 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 *Add* 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 *OK to check the acknowledgment response*. **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.

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