



Shop 9, 7 O'Hanlon Place
 Nicholls ACT 2913
 ABN: 21 292 628 376

www.actbga.org.au
 admin@actbga.org.au
 Phone: (02) 6285 1808

Successful Grant Application Checklist

| BGA Action | | School or System Action | |
|------------|---|-------------------------|--|
| 1 | Send Letter of Offer and Grant Acceptance Form | | |
| | | 2 | Sign and return Grant Acceptance Form |
| | | 3 | Discuss tender process with BGA then commence tender/quotation process OR Propose an alternative procurement method to BGA; eg Construction Management Process (If this alternative approach is agreed, BGA can provide alternative applicable forms) No acceptance of tender/quotation or signing of construction contract may occur until letter in step 5 below is received. |
| | | 4 | Complete and return Results of Tender form (or alternative applicable forms provided by BGA) and, if necessary, discuss with BGA |
| 5 | Send Final Tender Approval letter to Participant confirming they can proceed with entering into contract(s) for construction. | | |
| | | 6 | Sign contract with successful tenderer |
| | | 7 | Return to BGA 1. Notification of Contract Signing proforma letter advising contract signing and project commencement (proforma available on website). 2. A copy of the builder's insurance. |
| | | 8 | Forward progressive expenditure statements (available on website) for payment claims. |
| 9 | Receive the progressive expenditure statements (see step 8) and pay grants in accordance with the determination from the Australian Government. On receipt of final Progressive Expenditure Statement, \$20,000 or 10% of grant will be withheld until Architect's Certificate is received (see step 12). | | |
| | | 10 | Two months in advance of planned opening, invite Australian Government Minister to open project. See Recognition Requirements available on website. |
| | | 11 | Organise plaque to be unveiled at the opening in order to recognise the contribution of the Australian Government. Supply BGA with a photograph of the plaque for the file. |
| | | 12 | Forward completed Architect's Statement (available on website) and as-built plans/drawings. |
| 13 | Send final payment and letter with reminder about accountant requirements. | | |
| | | 14 | Forward completed Accountant's Certificate within three months of final payment (available on website). |
| 15 | Provide accountability statement to Department of Education on completion of project. | | |

If at any time you have questions about the above process, please do not hesitate to contact the ACTBGA on 6285 1808.