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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) <i>No acceptance of tender/quotation or signing of construction contract may occur until letter in step 5 below is received.</i>
		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).
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.