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**PROCEDURE FOR
CLAIMING AND PAYMENT OF GRANT FUNDS TO SCHOOLS
CAPITAL GRANTS PROGRAMME**

Submitting Claims for Grant Funds

Once a contract with the successful tenderer has been entered into, claims relating to the approved project may be submitted to the ACTBGA.

Claims submitted to the ACTBGA must:

- be accompanied by a progressive expenditure statement
- be accompanied by evidence that the funds being claimed have been expended
- be certified by a competent, building industry professional, independent of the builder or project manager; and
- the final claim must be accompanied by a Certificate of Completion.

Payment of Grant Funds

Prior to making a payment on a claim the Executive Officer will ensure:

- that the claim relates to the approved project;
- that the claim has the appropriate certification and is accompanied by the appropriate documentation including a progressive expenditure statement and copies of invoices;
- that the ACTBGA has funds available to make a payment; and
- that there are available funds for the program year for the approved project (grant funds from a previous year may be used, but funds from a future year may not).

Unless agreed otherwise, the ACTBGA will make its payments to schools in line with the percentage of the grant contribution to the total project cost.

When a claim has been approved for payment the ACTBGA will issue a recipient created tax invoice to the school.

The ACTBGA will use electronic funds transfer for all payments to schools.

Unless agreed otherwise, 10% of the total grant funds, or \$20,000 (whichever is the lesser), will be withheld until the project has reached physical completion and the Certificate of Practical Completion is forwarded to the ACTBGA. The ACTBGA must be advised of revised total project costs estimates at this time.

Payments to schools will be accompanied by:

- a recipient created tax invoice;
- a letter stating the name of the approved project, the amount of the payment, and other relevant information;
- an acknowledgement receipt to be signed by the approved authority. This receipt acknowledges the payment of grant funds and certifies that these funds have been deposited into the school's/system's building account. It must be returned to the ACTBGA within 7 days of receipt of the grant funds.

This procedure may only be varied with the specific approval of the ACTBGA. Approval will only be given if the reasons are sufficiently strong enough to justify a departure from the traditional processes. Any variation to the procedure must ensure proper accountability in the expenditure of public funds.