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BETTER SCHOOLS FOR OUR KIDS –

NON-GOVERNMENT SCHOOL INFRASTRUCTURE UPGRADES PROGRAM

MILESTONE CLAIM 2 – Commencement of Capital Works

|  |  |  |
| --- | --- | --- |
| 1 | School Name |   |
| 2 | Project Number |   |
| 3 | Project Name |   |
| 4 | Total Grant Approved |   (Excl. GST) |
| 5 | Total of Grants Paid to Date |  (Excl. GST) |
| 6 | Amount Being Claimed | 20% of Total Grant Approved |  (Excl. GST)  |
| 7 | Expenditure to Date | Must reconcile with I&E Report and invoices |  (Excl. GST)  |
| 8 | Approved Due Date of Milestone 3 |   |
| 9 | Estimated Date of Milestone 3 *if different to item 8 above* |   |
| 10 | Explanation *if items 8 and 9 above differ* |   |
| 11 | Details of Architect |  |
| 12 | Details of Builder |  |
| 13 | Date Contract Signed with Builder |  |

**Please ensure the following items are attached:**

* Progress Report\*
* Copy of Builder’s Insurance
* Copies of Updated Building Plans (if applicable)
* Income and Expenditure Report (must reconcile with item 7 above)
* Copies of invoices (must reconcile with item 7)

**Certification**

I certify that:

* this claim is correct, and the costs relate only to the above project.
* the Preschool/School is satisfied that the Capital Works are progressing satisfactorily.

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| --- | --- | --- |
|  |  |  |
| Name of Signatory |  | Position of Signatory |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

\* A Progress Report should include an outline of the preschool’s/school’s progress with respect to the Capital Works, along with certification by a competent building industry professional, independent of the builder or project manager that the project is progressing or has been completed in accordance with the Capital Works description in **Item 2 Schedule 2** of the **Deed of Grant**.