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BETTER SCHOOLS FOR OUR KIDS –

NON-GOVERNMENT SCHOOL INFRASTRUCTURE UPGRADES PROGRAM

MILESTONE CLAIM 4 – Practical Completion

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| --- | --- | --- | --- |
| 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 | (15% of Total Grant Approved) | (Excl. GST) |
| 7 | Expenditure Since Milestone 3 Claim | (must reconcile with total cost of attached invoices) | (Excl. GST) |
| 8 | Expenditure to Date | (must reconcile with I&E Report and total of all invoices) | (Excl. GST) |
| 9 | Approved Due Date of Milestone 5 |  | |
| 10 | Estimated Date of Milestone 5  *if different to item 9 above* |  | |
| 11 | Explanation  *if items 9 and 10 above differ* |  | |

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

* Progress Report\*
* Occupancy Certificate
* Income and Expenditure Report (must reconcile with item 8 above)
* Copies of Invoices (must reconcile to item 7 above)
* Copy of As-Built Plans

**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 were completed in accordance with the approved scope.

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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**.