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## PROCEDURE FOR CLAIMING AND PAYMENT OF GRANT FUNDS TO SCHOOLS CAPITAL GRANTS PROGRAM

### Submitting Claims for Grant Funds

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

Claims submitted to the ACTBGA must:

- be completed in the Progressive Expenditure (PES) spreadsheet, with project invoices entered into the relevant claim section of each project cost tab. The corresponding PES should be printed, signed, and returned to the ACTBGA, along with an electronic copy of the spreadsheet.
- be accompanied by copies of invoices for the claim period.
- be accompanied by a *Progress Certificate* certified by a competent, building industry professional (Architect or Project Manager) independent of the Builder or Construction Manager, as evidence that the funds relating to the construction works being claimed have been expended.
- for the final claim, be accompanied by a *Certificate of Practical Completion* (Architect or Project Managers Certificate) and as-built plans/drawings.

### 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 scope;
- the claim has the appropriate certification and is accompanied by the appropriate documentation, including a progressive expenditure statement and copies of invoices;
- the ACTBGA has funds available to make a payment; and
- 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).

The payments made by the ACTBGA against each claim will reflect the relative percentage of the grant contribution compared to the total project cost. For example, a grant of 70% of the total project cost will be paid out at 70% of the claim submitted.

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

The ACT Block Grant Authority will use electronic funds transfer (EFT) for all payments to schools.

A bond of \$20,000 will be withheld until the project has been completed and the *Certificate of Practical Completion* (Architect or Project Manager's Certificate) is sent to the ACTBGA. The ACTBGA must also be advised of final project costs 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.**