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Successful BSK Grant Project Checklist

| ACTBGA Action | | School or System Action | | Completed |
|--|--|-------------------------|--|-----------|
| 1 | Send Grant Approval Letter to successful recipient school. | | | |
| 2 | Send Deed of Grant to school for signing. | | | |
| | | 3 | Sign and return Deed of Grant to ACTBGA. | |
| 4 | Send signed Deed of Grant to ACT Government for execution. | | | |
| 5 | Send executed Deed of Grant with Milestone 1 grant payment to school. | | Please ensure the BSK Claim Acknowledgement of grant payment is returned within 7 days. | |
| | | 6 | <p>Tender: Commence competitive tender process.</p> <p>If the preschool/school intends to enter into a contract for the construction of the project, which is other than a standard lump sum contract, the school must seek approval from the ACTBGA before commencing the tender process.</p> <p>Procurement processes used by preschools/schools and by those submitting offers must be based on sound building industry practice in accordance with the Australian Standard Code of Tendering – AS4120, available from http://www.saiglobal.com</p> <p>Design detailing should also reflect the requirements of the National Construction Code. For further information on the National Construction Code, see https://ncc.abcb.gov.au/editions-national-construction-code.</p> <p>Preschools/schools must also ensure that tenderers comply with the Australian Government Building and Construction WHS Accreditation Scheme.</p> | |
| Project Commencement | | | | |
| Project variations should be discussed with ACTBGA as the school may be required to submit a Variation Request Form . | | | | |
| | | 7 | Sign contract with successful tenderer. | |
| | | 8 | Forward Milestone Claims 2-3 for payment in accordance with the Deed of Grant (see <i>Appendix 1: BSK Milestone Claim Timeline</i>). | |
| 9 | Receive the Milestone Claims 2-3 and pay grants in accordance with the Deed of Grant . | | Please ensure the BSK Claim Acknowledgement of grant payment is returned within 7 days. | |
| Project Completion | | | | |
| | | 10 | Milestone Claims: Forward Milestone Claims 4 for payment in accordance with the Deed of Grant (see <i>Appendix 1: BSK Milestone Claim Timeline</i>). | |

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|--------------------------|---|----|---|
| 11 | Receive the Milestone Claim 4 and pay grant in accordance with the Deed of Grant . | | Please ensure the BSK Claim Acknowledgement of grant payment is returned within 7 days. |
| | | 12 | <p>Recognition Requirements: In accordance with the Deed of Grant contract, the preschool/school is required to have a plaque installed acknowledging the contribution of the ACT Government to this project.</p> <p>Official Opening: There is <u>no requirement</u> to hold an official opening ceremony under the BSK program; however, if the preschool/school wishes to do so and would like to arrange attendance by the ACT Government Education and Youth Minister, please contact EDU.EBMGovernance@act.gov.au.</p> |
| | | 13 | <p>Plaque: If the preschool/school is not intending to hold an official opening ceremony for this project, please ensure that a photo of the plaque is emailed to the ACTBGA, within three (3) months.</p> |
| Project Acquittal | | | |
| | | 14 | Forward Milestone Claims 5 for payment in accordance with the Deed of Grant (see <i>Appendix 1: BSK Milestone Claim Timeline</i>). |
| 15 | Receive the Milestone Claim 5 and pay grant in accordance with the Deed of Grant . | | Please ensure the BSK Claim Acknowledgement of grant payment is returned within 7 days. |
| 16 | Provide annual project report to ACT Education Directorate during active project. Report project acquittal once complete. | | |
| | | 17 | <p>Ongoing Obligations:</p> <p>The school has an obligation to keep records of the project and its expenditure in accordance with the Deed of Grant and relevant laws.</p> <p>The school is also required to ensure maintenance, upkeep and insurance obligations are met, as well that the facilities must be used in accordance with the approved designated use at all times.</p> <p>Please note that the ACTBGA may contact the school in future to confirm use of the facilities remains in accordance with the designated purpose, as set out in the Deed of Grant contract for the project.</p> |

Forms and procedures can be found here for [BSK](#)

If at any time you have questions about the above process, please do not hesitate to contact the ACTBGA on 02 6285 1808.

Appendix 1: BSK Milestone Claim Timeline

| Due | Description of Milestone | Grant Payment to School |
|---|--|-------------------------|
| Execution of the Deed of Grant | <p>Milestone 1: Execution</p> <ul style="list-style-type: none"> Bank Account Declaration Form to be submitted (if required). | 10% |
| Commencement of Capital Works | <p>Milestone 2: Commencement of Capital Works</p> <ul style="list-style-type: none"> Progress Report* Income and Expenditure Report Copies of Invoices (must reconcile with I & E Report) The preschool/school is required to provide ACTBGA with: <ul style="list-style-type: none"> architect details; builder details; a copy of the builder's insurance; and, any changes to the building plans. | 20% |
| Capital Works Midpoint Achieved | <p>Milestone 3: Midpoint of Construction of School</p> <ul style="list-style-type: none"> Progress Report* Income and Expenditure Report Copies of Invoices (must reconcile with I & E Report) | 40% |
| Practical Completion of Capital Works Achieved | <p>Milestone 4: Practical Completion</p> <ul style="list-style-type: none"> Progress Report* Income and Expenditure Report Copies of Invoices (must reconcile with I & E Report) The preschool/school is to provide ACTBGA with a copy of the: <ul style="list-style-type: none"> Certificate of Occupancy; As-Built Plans. | 15% |
| Within 3 months of the Date of Practical Completion | <p>Milestone 5: Final Acquittal</p> <ul style="list-style-type: none"> Accountant Certificate Income and Expenditure Report Copies of Remaining Invoices (must reconcile with I & E Report) <p>Photo of recognition plaque to be provided to ACTBGA, once installed.</p> | 15% |

* 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**.