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CGP Successful Grant Project Checklist

ACTBGA Action		School or System Action		Completed
1	Send Letter of Offer and Grant Acceptance Form			
		2	Sign and return Grant Acceptance Form	
		3	Review and discuss CGP Tender Procedure with ACTBGA, then commence tender process. OR Propose an alternative procurement method to the ACTBGA; e.g., Construction Management process (if this alternative approach is agreed, ACTBGA can provide alternative applicable forms) No acceptance of tender/quotation or signing of construction contract may occur until letter in step 5 below is received.	
		4	Complete and return to the ACTBGA: <ul style="list-style-type: none"> Results of Tender Form (or alternative applicable forms provided by the ACTBGA). 	
5	ACTBGA will review the tender documentation and provide a Final Approval letter confirming the school may proceed with entering into contract(s) for construction. PES & Invoice Reconciliation spreadsheet will be provided to school.			
Project Commencement				
Project variations should be discussed with ACTBGA as the school may be required to submit a Variation Request Form .				
		6	Sign contract with successful tenderer.	
		7	Return to the ACTBGA <ol style="list-style-type: none"> Notification of Contract Signing proforma letter advising contract signing and project commencement dates. A copy of the builder's insurances. 	
		8	In accordance with the ACTBGA's Procedure for Claiming Payments under the CGP, submit to the ACTBGA CGP Claim/s , including: <ul style="list-style-type: none"> PES & Invoice Reconciliation spreadsheet Invoices paid up to the date of claim 	
9	Receive the CGP Claim (step 8) and pay grants in accordance with the determination from the Australian Government. Note: \$20,000 grant funding will be withheld until an Architect's Certificate and As-Built Plans are received with the final claim.		Please ensure the CGP Claim Acknowledgement of grant payment is returned within 7 days.	

Project Completion			
		10	Submit to the ACTBGA Final Claim , including: <ul style="list-style-type: none"> • PES & Invoice Reconciliation spreadsheet • Remaining invoices paid on project • Architect's Certificate and • As-Built Plans
11	Receive the Final Claim (step 10) and pay grants in accordance with the determination from the Australian Government. Final Payment Letter will include a reminder to submit an Accountant Certificate .		Please ensure the CGP Claim Acknowledgement of grant payment is returned within 7 days.
		12	Two months in advance of planned opening, invite Australian Government Minister to open project. See School Opening Procedure uploaded to ACTBGA Dropbox or on Department of Education website for building opening requirements and contact details.
		13	Organise plaque to be unveiled at the opening in order to recognise the contribution of the Australian Government. Supply ACTBGA with a photograph of the plaque for the file.
Project Acquittal			
		14	Forward completed CGP Accountant's Certificate within three months of final CGP claim payment.
15	Provide accountability statement to Department of Education on completion of project.		
		16	Ongoing Obligations: The school has an obligation to keep records of the project and its expenditure in accordance with the CGP Guidelines, Grant Acceptance Form and relevant laws. 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. Please note that the ACTBGA may contact the school in future to confirm use of the facilities remains in accordance with the designated purpose of the project, as set out in the CGP Guidelines and Grant Acceptance Form.

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

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