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## Combined Successful Grant Project Checklist

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

Capital Grants Program (CGP)			Better Schools for Our Kids Program (BSK)		
Step	Action	Completed	Step	Action	Completed
1	Sign and return the <b>Grant Acceptance Form</b> to the ACTBGA		1	Sign and return the <b>Deed of Grant</b> contract, for execution with the ACT Education Directorate.	
2	Review and discuss <b>CGP Tender Procedure</b> with ACTBGA, then commence tender process. <b>OR</b> 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) <b><i>Under the Capital Grants Program – NO acceptance of tender/quotation or signing of construction contract may occur until the Final Approval letter in CGP step 3 below is received.</i></b>				
3	Complete and return to the ACTBGA <ul style="list-style-type: none"> <li><b>Results of Tender Form</b> (or alternative applicable forms provided by the ACTBGA).</li> </ul> ACTBGA will review the tender documentation and provide a <b>Final Approval letter</b> confirming you can proceed with entering into contract(s) for construction. <b>PES &amp; Invoice Reconciliation spreadsheet</b> will be provided to school		3	ACTBGA will send a copy of the executed <b>Deed of Grant</b> contract back to the school, along with confirmation of the Milestone Claim 1 payment.	
				Please ensure the <b>Milestone Claim 1 Acknowledgement</b> of grant payment is returned within 7 days.	
4	Sign contract(s) with the successful tenderer.				
<b>Project Commencement</b>					
Project variations should be discussed with ACTBGA as the school may be required to submit a <b>Variation Request Form</b> .					
5	Return to the ACTBGA <ul style="list-style-type: none"> <li><b>Notification of Contract Signing</b> proforma letter advising contract signing and project commencement dates.</li> <li>A copy of the <b>builder's insurances</b>.</li> </ul>		5	Submit to the ACTBGA <b>Milestone Claim 2 Form</b> for Commencement of Capital Works, including: <ul style="list-style-type: none"> <li>Progress Report</li> <li><b>PES &amp; Invoice Reconciliation spreadsheet</b></li> <li>Invoices paid up to the date of project commencement</li> </ul> (see <i>Appendix 1: BSK Milestone Claim Timeline</i> ) <b>Note:</b> Duplicate copies of updated plans and builder's insurances not required (provided under CGP). Separate 'Income & Expenditure Report' not required.	
				Please ensure the <b>Milestone Claim 2 Acknowledgement</b> of grant payment is returned within 7 days.	

Capital Grants Program (CGP)			Better Schools for Our Kids Program (BSK)		
Step	Action	Completed	Step	Action	Completed
6	In accordance with the ACTBGA's <b>Procedure for Claiming Payments</b> under the CGP, submit to the ACTBGA <b>CGP Claim/s</b> , including: <ul style="list-style-type: none"> <li>• <b>PES &amp; Invoice Reconciliation spreadsheet</b></li> <li>• Invoices paid up to the date of claim</li> </ul>				
	Please ensure the <b>CGP Claim Acknowledgement</b> of grant payment is returned within 7 days.				
			7	Submit to the ACTBGA: <b>Milestone Claim 3 Form</b> for Midpoint Construction, including: <ul style="list-style-type: none"> <li>• Progress Report</li> <li>• Letter from Architect confirming project has reached midpoint</li> <li>• <b>PES &amp; Invoice Reconciliation spreadsheet</b></li> <li>• Invoices paid up to the date of claim</li> </ul> <b>Note:</b> Separate 'Income & Expenditure Report' not required.	
			Please ensure the <b>Milestone Claim 3 Acknowledgement</b> of grant payment is returned within 7 days.		
8	Submit to the ACTBGA <b>CGP Claim/s</b> , including: <ul style="list-style-type: none"> <li>• <b>PES &amp; Invoice Reconciliation spreadsheet</b></li> <li>• Invoices paid up to the date of claim</li> </ul>				
	Please ensure the <b>CGP Claim Acknowledgement</b> of grant payment is returned within 7 days.				
<b>Project Completion</b>					
9	Two months in advance of planned official building opening: Invite Commonwealth Government Education Minister and ACT Government Education Minister to jointly open project. <ul style="list-style-type: none"> <li>• <b>CGP</b> – see <b>School Opening Procedure</b> uploaded to ACTBGA Dropbox or on Department of Education website for building opening requirements and contact details.</li> <li>• <b>BSK</b> – The school is not required to hold an official opening ceremony under the BSK program; however, for jointly funded projects it is recommended the ACT Government Education Minister be invited to attend by contacting <a href="mailto:EDU.EBMGovernance@act.gov.au">EDU.EBMGovernance@act.gov.au</a>.</li> </ul> Organise plaque/s to be unveiled at the opening in order to recognise the contribution of the Commonwealth Government and ACT Government. Supply ACTBGA with photographs of the plaque for the project files.				
			10	Submit to the ACTBGA <b>Milestone Claim 4 Form</b> for Practical Completion, including <ul style="list-style-type: none"> <li>• Progress Report</li> <li>• Occupancy Certificate</li> <li>• As-Built Plans</li> <li>• <b>PES &amp; Invoice Reconciliation spreadsheet</b></li> <li>• Invoices paid up to the date of claim</li> </ul> <b>Note:</b> Separate 'Income & Expenditure Report' not required.	

Capital Grants Program (CGP)			Better Schools for Our Kids Program (BSK)		
Step	Action	Completed	Step	Action	Completed
			10	Please ensure the <b>Milestone Claim 4 Acknowledgement</b> of grant payment is returned within 7 days.	
11	<p>Submit to the ACTBGA <b>Final Claim</b>, including:</p> <ul style="list-style-type: none"> <li>• <b>PES &amp; Invoice Reconciliation spreadsheet</b></li> <li>• Invoices paid up to the date of claim</li> </ul> <p>On receipt of final Progressive Expenditure Statement, \$20,000 grant will be withheld until <b>Architect's Certificate</b> is received.</p> <p><b>Note:</b> As-Built Plans not required as provided with BSK Milestone 4 claim.</p>				
	Please ensure the <b>CGP Final Claim Acknowledgement</b> of grant payment is returned within 7 days.				
<b>Project Acquittal</b>					
12	Forward completed CGP <b>Accountant's Certificate</b> within three months of final CGP payment.		12	<p>Submit to the ACTBGA: <b>Milestone Claim 5 Form</b> for Final Acquittal, including:</p> <ul style="list-style-type: none"> <li>• BSK <b>Accountant's Certificate</b></li> <li>• Any remaining invoices paid</li> </ul> <p><b>Note:</b> Separate 'Income &amp; Expenditure Report' not required.</p>	
				Please ensure the <b>Milestone Claim 5 Acknowledgement</b> of grant payment is returned within 7 days.	

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><b>Milestone 1: Execution</b></p> <ul style="list-style-type: none"> <li>Bank Account Declaration Form to be submitted (if required).</li> </ul>	10%
Commencement of Capital Works	<p><b>Milestone 2: Commencement of Capital Works</b></p> <ul style="list-style-type: none"> <li>Progress Report*</li> <li>PES Reconciliation Spreadsheet</li> <li>Copies of Invoices (must reconcile with PES)</li> </ul> <p>Duplicate copies of the builder's insurance and any changes to the building plans are not required if submitted under CGP.</p>	20%
Capital Works Midpoint Achieved	<p><b>Milestone 3: Midpoint of Construction of School</b></p> <ul style="list-style-type: none"> <li>Progress Report*</li> <li>PES Reconciliation Spreadsheet</li> <li>Copies of Invoices (must reconcile with PES)</li> </ul>	40%
Practical Completion of Capital Works Achieved	<p><b>Milestone 4: Practical Completion</b></p> <ul style="list-style-type: none"> <li>Progress Report*</li> <li>PES Reconciliation Spreadsheet</li> <li>Copies of Invoices (must reconcile with PES)</li> <li>The preschool/school is to provide ACTBGA with a copy of the: <ul style="list-style-type: none"> <li>Certificate of Occupancy;</li> <li>As-Built Plans.</li> </ul> </li> </ul>	15%
Within 3 months of the Date of Practical Completion	<p><b>Milestone 5: Final Acquittal</b></p> <ul style="list-style-type: none"> <li>Accountant Certificate</li> <li>PES Reconciliation Spreadsheet</li> <li>Copies of Remaining Invoices (must reconcile with PES)</li> </ul> <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**.