

ISBGAT

*The Independent Schools Block Grant Authority of
Tasmania*

Guidelines for Independent Schools
for

Australian Government Capital Grants Program (CGPBGA)



2027-2029 Triennium Funding Schedule
(2026 Applications)

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CONTACT DETAILS

Independent Schools Block Grant Authority of Tasmania Proprietary Limited, (“ISBGAT or BGA”), is a subsidiary company of Independent Schools Tasmania and is governed by a Committee and the people you will contact for operational matters are listed below:

COMMITTEE MEMBERS

Director/Chair of the Committee	Mr John Green
Director/Committee Treasurer	Mr David Grey
Committee Member	Mr Sam Haberle
Committee Member	Mrs Michelle Foster
Committee Member	Mrs Kristy Stone
Committee Member	Mr Brian Bosveld
Company Secretary/Executive Officer	Mr Simon Matthews
Executive Officer	Ms Juliana Shea

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Websites:

Australian Government
ISBGAT

www.dese.gov.au
<http://www.independentschools.tas.edu.au>

Fidelity of Information

Since fraudulent conduct and giving false and misleading information are offences under the Criminal Code (Commonwealth), the BGA is expected to take all reasonable steps to prevent fraud on the Australian Government/Tasmanian State Government when schools provide information, accountability and certification documents.

INVITATION TO MAKE APPLICATION

Schools are invited to make application for Capital Grants from the Commonwealth Government/Tasmanian State Government towards eligible projects in the 2026 Application Round.

TIMETABLE OF ACTIVITIES

The timetable for the 2026 Application Round is as follows:

4th March 2026	Capital Grants Program opens for Federal applications
15 th May 2026	Applications close
June to July 2026	Visits to applicant schools by BGA Committee members
August 2026	Finalisation of assessment of Applications
September 2026	Recommendations go to DESE
Late September/Early October PLEASE FOLLOW THESE STEPS	<ul style="list-style-type: none"> • Announcements of approved grants to schools • Schools to engage Independent Consultant and advise BGA Committee • School to sign Participation Agreement & return to IST Office • School to begin Tendering Process • School to notify the BGA Committee on preferred builder for the Project • School to sign the Contract after BGA approves builder choice
2027 YOU MUST START YOUR PROJECT	<ul style="list-style-type: none"> • Construction of projects and commencement of grant payments • Quarterly progress reports to BGA
Within 3 months of the completion of the project	<ul style="list-style-type: none"> • Occupancy of completed buildings • Complete accountability

1. INTRODUCTION & PARTICIPATION

1.1 INTRODUCTION

In the specific objectives of administering funding on behalf of the Australian Government/Tasmanian State Government, ISBGAT is required to interpret and follow the requirements of the Australian Government Department of Education and Training Administrative Arrangements for Block Grant Authorities. The aim of the Australian Government/Tasmanian State Government is to ensure that the objectives of the Capital Grants Program/Capital Assistance Program are met, funding is allocated efficiently, and all accountability requirements are met.

In light of these Administrative Arrangements, ISBGAT assessment and reporting procedures are designed to ensure that the accountability for both the ISBGAT and participating schools is maintained at the highest level.

This information document is intended to provide practical assistance to participating schools and professional consultants during the development of grant applications for a capital works projects. It also describes ISBGAT requirements for ongoing management of grants and accountability requirements for schools.

Schools should also familiarise themselves with the Australian Government/Tasmanian State Government program requirements through the Capital Grants Program Guidelines, which can be downloaded from the DESE website: www.education.gov.au

1.2 PARTICIPATION IN THE BGA

To participate in the BGA, a school must enter into a written agreement with the ISBGAT which, amongst other conditions, must bind the school to:

- (i) accept ISBGAT's administrative processes and procedures including variations to those processes and procedures as may be required from time to time by the Australian Government/Tasmanian State Government; and
- (ii) remain a member of the BGA for a minimum period of three years and provide ISBGAT with at least twelve months' notice of its intention to withdraw from the BGA.

New schools with good prospects of receiving Commonwealth recurrent funding, on application to participate and intending to enter into a written agreement, may be accepted as prospective participants.

To apply for a capital grant, a school must be a participant or accepted prospective participant in the BGA.

2. CAPITAL AND INFRASTRUCTURE PROJECTS

Australian Government/Tasmanian State Government grants for capital expenditure projects for non-government schools are provided principally through the Capital Grants Program for Non-Government Schools under the Schools Assistance Act 2008 or the State Capital Assistance Program. Australian Government/Tasmanian State Government Capital Grants are supplementary to funds provided by school authorities which have the primary responsibility for providing, maintaining and upgrading school facilities.

The Australian Government/Tasmanian State Government seeks to improve educational outcomes by assisting in the provision of school facilities.

2.1 PROGRAM OBJECTIVES

The specific objectives of the Capital Grants Program are to:

- provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students;
- ensure attention to refurbishment/upgrading of capital infrastructure for existing students, while making provision for needs arising from new demographic and enrolment trends;
- pursue the Australian Government/Tasmanian State Government 's other priorities and objectives for schooling.

2.2 USE OF FUNDS

The types of projects that can be considered for funding as set in out in the Capital Grants Program Guidelines, as follows:

Grants for capital expenditure may be used for the following:

- investigation of the need for schools, buildings, parts of buildings, other facilities or equipment;
- the purchase of land, with buildings or parts of buildings, or in special circumstances, without buildings;
- the planning, erection, alteration, extension, demolition (including asbestos removal) or refurbishment of a building, part of a building or other facility including student residential accommodation, and attached supervisors' quarters;
- the development or preparation of land for building or other purposes;
- the installation or upgrading of water, electricity or any other services;
- the provision of furniture or equipment, including information technology equipment, which should be part of a broader capital project unless special circumstances exist;
- the provision of library materials and the goods for cataloguing a library;
- the payment to a block grant authority for its administrative expenses;
- teacher accommodation in rural and remote areas;
- capital infrastructure for students with disabilities;or
- to supplement the construction of projects funded through other Commonwealth or State

programs

Funds are not available for facilities:

- which have religious worship as a principal purpose;
- in a co-educational school where those facilities will not, as far as practicable, be equally available to male and female students at the school;
- for student hostels; or
- where retrospective approval is sought.

2.3 ELIGIBILITY

To be eligible for a Capital Grant, the school and the proposed project must meet eligibility criteria set down in the Program Guidelines as follows:

To be eligible to apply for grants for capital expenditure, a non-government school must:

- be a participant, or prospective participant in the Independent Schools Block Grant Authority of Tasmania (ISBGAT). (Application/ Participation Agreement forms, together with relevant details, are obtainable from the Office.);
- be in receipt of Commonwealth Recurrent Funding; or
- have good prospects of receiving approval for funding under the Australian Government/State Government General Recurrent Grants Program in respect of all locations, levels of education and students to which a project relates. (Usually this means satisfying the Australian Government/Tasmanian State Government of the school's non-profit and incorporated status and evidence that the school is registered or has good prospects of being registered by the Tasmanian Schools Registration Board. Schools may apply for capital funding prior to receiving State registration);
- be able to demonstrate to ISBGAT that it is financially viable, that is, the school must be likely to remain financially solvent and meets any financial health assessment benchmarks adopted by the Commonwealth;
- demonstrate to ISBGAT a financial need for the grant, that is, show that it and its supporting community do not have the capacity to meet the total cost of the project;
- demonstrate to ISBGAT that the project will contribute to the objectives of the Program;
- be proposing a project that is consistent with sound educational planning, within both the school and the environment within which it is operating, especially in relation to the cost, size and use of facilities to be funded (however, strict adherence to government cost and area standards is no longer a mandatory requirement for eligibility);
- demonstrate to ISBGAT that the fees they are charging for overseas students cover the full cost of their education at the school, including the cost of capital facilities used by these students;
- demonstrate to ISBGAT that the school has an appropriate maintenance plan in place. The submission of a Maintenance Plan is mandatory if a grant is to be offered;
- demonstrate current adequate insurance cover for the partial loss and/or complete replacement of its school buildings, including cover for additional costs of business interruption;

- be proposing a project that will not adversely affect the national estate value of a place in the Register of the National Estate in terms of the provisions of the Australian Heritage Council Act 2003;
- agree not to propose for Commonwealth funding, projects which do not comply with the Disability Discrimination Act 1992 as reflected in the Building Code of Australia applying at the time;
- if proposing a project which is to be partly undertaken by parents and friends, demonstrate that these people have the necessary skills and capacity for the project. ISBGAT must be contacted before the formal application is submitted to discuss such a situation. If this affects cost estimates, ie the cost of parent labour is less than using tradesmen, the application should be based on the actual cost of the parent help – unpaid voluntary labour must not be included in the project description or project cost;
- be aware of the conditions associated with the receipt of any grant offer and feel able to agree to these conditions prior to accepting an offer of a grant. These conditions are set out in the Capital Grants Program Guidelines,
- ensure that there is no conflict of interest by personnel involved in the project. ISBGAT must address/remove any conflict of interest at any stage of a project and must document steps it has taken to do so.

Ineligible Applications

- facilities which have religious worship as a principal purpose;
- in a co-educational school where those facilities will not, as far as practicable, be equally available to male and female students at the school;
- student hostels;
- projects wholly undertaken by parents and friends;
- projects for which retrospective approval is sought; or
- projects that otherwise fail to meet eligibility criteria.

2.4 DUAL USE OF PREMISES

The underlying principles are that:

- (i) Capital Grants are for educational purposes only and not religious.
- (ii) The principal use of the buildings must be for school purposes.

Note

It is apparent that in some situations, buildings owned by schools will be used by other bodies eg community or church groups. Also, situations may occur where another party owns land used by a school. The guidelines below are designed to clarify the issues.

- The ownership of each parcel of land and/or buildings, for which a Grant is sought, must be clear and authenticated.
- The applicant must be formally incorporated under the relevant legislation
- Where the land to be built on is owned by another party, a legal lease agreement must be drawn up between the lessor as one party and the school as lessee. This must have a minimum of twenty (20) years to run from the date of completion of the project. A longer lease is preferable.
- Grants can only be given for buildings in the exclusive possession or control of the school and used for educational purposes as part of the school's normal program.

- Where the school wishes to permit the buildings (for which a grant has been made) to be used by a third party, the access and usage arrangements must be formalised in writing.
- All lease and rental agreements must be correctly drawn-up as legally binding documents.

2.5 ELIGIBILITY OF PROJECT COST AND AREA

Strict adherence to Australian Government/Tasmanian State Government and/or relevant State standards for area and cost is no longer a mandatory requirement. However, ISBGAT must consider the appropriateness of the cost, size and use of the facilities to be funded in relation to sound educational planning.

Projects that are considered inappropriate to sound educational planning on the basis of cost, size and use of the facilities must be rejected. Facilities funded under the Australian Government Building the Education Revolution, Local Schools Working Together initiative and/or the Trade Training Centres in Schools Program will not be considered in the assessment of the appropriateness or the size of a proposed facility to be funded under the CGP

2.6 REFURBISHMENT – DEFINITIONS AND GUIDELINES

The following guidelines are designed to assist schools and ISBGAT to determine what is normally meant by the term “refurbishment”. The guidelines effectively contrast refurbishment with maintenance.

- The building will normally be at least 15 years old unless special circumstances pertain.
- Upgrading will have a principal cause of age of buildings; curriculum change; Occupational Health and Safety requirements and to provide equal access.
- The applicant for a grant must include a copy of the school’s maintenance and upgrading policy and a list of the costs of maintenance over the previous 3 calendar years.
- The project will normally have a minimum cost of \$15,000.
- Capital items – not recurrent - only can be considered.

Notes on the above

- When planning the development of new buildings, usable buildings should normally encompass a minimum period of 15 years. This means that all factors affecting the development need to be considered carefully. This includes curriculum change, enrolment trends, etc. If special circumstances exist which the school believes necessitates a refurbishment earlier than 15 years, then clear, detailed and documented reasons should be forwarded to ISBGAT in support of the application.
- There are a number of factors, which create a need for upgrading. The age of buildings is a major factor in some school buildings where modern heating, lighting and similar are clearly desirable as a factor in the comfort of children resulting in a better learning environment.
- Curriculum change can be caused by a change in direction at school level with the introduction of new subjects at Secondary level in particular. In addition, external forces can come into play such as the Australian Government/Tasmanian State Government’s encouragement to introduce Vocational Education.
- Occupational Health and Safety requirements may precipitate the need for change – this could be in the workshop or science room, but also general-purpose areas may need attention in today’s litigious climate.
- Older buildings can require refurbishment to provide equal access.
- It is expected that schools will have monies set aside in their annual budgets to maintain the buildings of the school. This is normally part of the business plan of the school. In plain terms, capital grants are not designed to fund maintenance that can be reasonably expected as part of the school’s normal

ongoing schedule.

- Items, which would appear on the school's Capital Depreciation Schedule, will not be funded.

2.7 INFORMATION TECHNOLOGY EQUIPMENT

The following guidelines set out conditions for the inclusion of IT equipment in applications from schools:

- The principal application of ISBGAT funds is for capital projects normally in the form of buildings and related furnishings - this includes cables, sockets and similar for computer networks.
- Applications for hardware must be part of a larger capital project unless special circumstances exist.
- Software is not normally fundable.
- ISBGAT funds will be allocated to IT equipment in new building environments and not IT equipment replacements.
- ISBGAT may vary these guidelines depending on the availability of funds.

3. CAPITAL GRANTS ASSESSMENT

3.1 ASSESSMENT OF ELIGIBILITY

ISBGAT will assess all applications for eligibility.

Schools will need to demonstrate a clear educational need for the facilities in terms of the objectives of the Capital Grants Program/ Capital Assistance Program.

The project must be consistent with sound educational planning, within the school AND the environment in which it is operating.

When an Application has been submitted, the School will provide ISBGAT with, and authorises ISBGAT to use, information requested by ISBGAT in relation to that Application, including, but not limited to:

- (a) audited financial statements and budgets of the Approved Authority and/or the school;
- (b) enrolment data of the School;
- (c) information in relation to the socio-economic characteristics of the School's community;
- (d) five-year financial forecasts;
- (e) provide such further information as the ISBGAT may reasonably require from time to time to enable the ISBGAT to comply with its obligations to the Australian Government/Tasmanian State Government , and to provide this information at the times and in the form specified by the ISBGAT from time to time

A copy of the School's strategic plan is required with the application.

A copy of the School's MASTER PLAN, consistent with the strategic plan, incorporating all property purchases, building and major refurbishments, over the next 5 years (minimum), is required with the application.

A copy of the School's asset management plan, including projected total annual expenditure on maintenance and minor refurbishments, vehicle and equipment replacements for the next 5 years, is required with the application.

A copy of the School's maintenance record for the past three (3) years minimum is required with the application.

3.2 RANKING OF ELIGIBLE APPLICATIONS

- Projects must be ranked initially on the basis of relevant educational disadvantage of the student population at the school with the more disadvantaged given priority.
- Educational disadvantage must be assessed using a methodology agreed by the Australian Government, currently the range of SES scores divided into at least five levels of disadvantage.

- Schools in the same level of disadvantage must have their ranking refined by reference to the combined effects of the following factors:
- Relative appropriateness of the cost, size and use of the facilities to be funded in relation to sound educational planning;
- Relative contribution of projects to objectives of the Capital Grants Program/Capital Assistance Program;
- Condition and suitability of existing facilities in relation to facilities needed;
- Extent to which projects achieve economies through shared provision of educational or recreational services otherwise provided independently by governments or other schools; and
- Extent to which the school is making adequate provision for maintenance of its facilities.

ISBGAT may depart from this procedure in an individual circumstance where it believes that strict adherence will seriously compromise achievement of objectives of the Capital Grants Program/Capital Assistance Program. Specific reasons must be given to DET/DoE.

3.3 SETTLEMENT OF PROJECT DEFINITIONS

ISBGAT will negotiate with applicant schools a MINIMUM VIABLE PROJECT that:

- Is based on sound enrolment projections for the period closely following project completion;
- Meets the major educational needs in a way that is cost effective over the life of the facilities;
- Avoids design features that make no significant educational contribution and that may increase construction maintenance or operating costs;
- Takes appropriate account of the effect of the project on school morale and students' care for their environment; and
- Takes account of the need for the school to fund or obtain bridging finance for the majority of the project cost, as grants may be payable over a three-year period.

In final determination of the exact facilities to be recommended for funding, discussion may be held with the school's architect in order to arrive at a precise description of the project. **Schools will be asked to proceed to a final sketch plan stage for the agreed project and to produce updated accurate professional, (QS or equivalent), costing for the project.** This should include costs of all associated fees, services, site-works and equipment.

Schools and their advisers must be careful when estimating final costing at this stage, as ISBGAT cannot guarantee meeting the cost of any overruns.

Where the school cannot meet any cost overruns, the approved project may have to be reduced and this will require ministerial approval.

Where the project subsequently achieves a saving of more than 10% of the school's contributions to the approved project costing, the Commonwealth/State will consider that the school can still contribute the same amount and reduce the grant accordingly.

3.4 FINANCIAL NEED FOR GRANT

ISBGAT must determine the size of grants to be recommended by assessing the maximum contribution a school and its supporting community can make:

- both in cash and loans;
- without preventing the provision of an adequate level of recurrent resources; and
- without jeopardising the school's financial viability.

Commonwealth/Tasmanian State Capital Grants are supplementary to funds provided by school authorities which have the primary responsibility for providing, maintaining and upgrading school facilities. The Commonwealth therefore expects that each grant will be less than 50% of project cost. ISBGAT may make an exception in special circumstances if a school is especially disadvantaged with high financial needs.

It must be established that the school community does not have the capacity to meet the total cost of the project, either from its own available resources, from its supporting community, from borrowing or from a combination of these.

Where a financial need for a grant is demonstrated, its size will be the difference between the estimated cost of the project and the assessed capacity of the school to contribute to that cost.

ISBGAT does attempt to achieve the overall objective of assisting as many schools as possible out of the limited grant funds available, and, therefore, looks for a school contribution which will stretch the schools' resources but still be manageable.

ISBGAT makes its own assessment of the applicant's financial capacity, which includes any planned future developments or other abnormal expected calls on the school's resources.

As part of the assessment the ISBGAT examines the school's finances over a **five-year period** ie the past, the current and the **next 4 years**.

In addition, current indebtedness is examined together with current and future building fund levels.

Amounts used in calculations are without the GST component.

Grants paid to schools are actual PLUS the 10% GST which is payable to the ATO.

The ISBGAT assessment is compared to the school's offer of a contribution.

A discussion is held with the school about any significant differences and an agreed level of contribution to the project is determined.

The outcome sought is agreement between the ISBGAT and the school on the definition of the project; its estimated total cost (including any bridging finance) and the level of school contribution to that total cost.

3.5 ISBGAT COMMITTEE VISITS TO SCHOOLS

Settlement of project definition and the financial need for a grant are negotiated and discussed with schools and concluded during visits to the schools by ISBGAT Committee members, usually scheduled for July.

Schools may be given preliminary indication that a smaller grant than requested by the school is being considered. Such schools must respond indicating if they would accept the lesser grant if approved by

the Minister.

The School Principal, the Chairperson of the School Authority or the Chairperson's delegate and the School Business Manager must participate in those meetings.

Relevant Project Managers, Architects are encouraged to participate, and other members of the School Authority or Project Committees are welcome to participate if invited by the School Principal.

3.6 ISBGAT FINALISATION OF ANNUAL SCHEDULE OF RECOMMENDED GRANTS

Following all school visits, ISBGAT reviews its ranking of eligible projects, project definitions and financial needs assessments.

ISBGAT then recommends, in order of ranking of eligible projects, as many projects as is allowed by the level of funds ISBGAT to be committed for the annual schedule.

ISBGAT must ensure that all schools with recommended projects have executed an updated participation agreement.

A final schedule of the recommendations is sent by ISBGAT to the Minister via DESE/DoE. ISBGAT is not permitted to give any school a preliminary notification of its recommended grant.

3.7 APPEAL / REVIEW OF DECISIONS

ISBGAT will advise unsuccessful applicants of the reasons for the decision. ISBGAT is available and willing to de-brief the school in relation to future applications.

A school may appeal or request a review of the ISBGAT procedures made to arrive at the decision and a Review Panel will be established to assess the justification of the school's case. The Review Panel will comprise an independent Principal, Business Manager, minute taker and when appropriate, an industry business professional; all panel members must be acceptable to the appellant. The Chairman and Executive Officer of ISBGAT will be present to provide information to the Review Panel. The school may have up to 3 representatives present.

4 CAPITAL GRANTS PROJECT MANAGEMENT

4.1 PROJECT COMMENCEMENT AND IMPLEMENTATION

The approved project cannot commence until the letter of offer from ISBGAT has been received and the Schedule two of the Participating Agreement has been executed by the School. The letter of offer cannot be sent until after the Minister has announced Australian Government/Tasmanian State Government approval for the project. Schools will normally receive advice from a government member of parliament before-hand, but this must not be construed as permission to commence.

Projects, including contracts, must comply with the National Code of Practice for the Construction Industry - see website :- <http://www.workplace.gov.au/building> (also available on the DESE website).

Projects must comply with local Government statutory requirements.

In the case of all works, the School must provide to ISBGAT a Pre-tender Report containing the following Sections:

Section 1	Copy of Contract engaging Independent Consultant
Section 2	Project Overview
Section 3	Statement on any changes from the approved Project Definition
Section 4	Statement on conformity with National Code of Practice for the Building and Construction Industry
Section 5	Building Surveyors Report/Building Permit
Section 6	Logic Precedence Time Schedule
Section 7	Cost Plan
Section 8	Contract to be used including Special Conditions
Section 9	Statement on Tender Selection Process

There are two processes that can be used – please refer to Tendering Principles & Project & Construction Management Guidelines document. ISBGAT can advise schools initially and will give final approval to the process deemed (by ISBGAT) to be most suitable for the specific project. Normally this is the tender process. In either process, any project, or part project of \$100,000 or more, must be put out to public tender.

Schools must consider value for money when they undertake a tender process. They must advise ISBGAT of tender prices received, their tender decision and, if applicable, reasons why they do not wish to accept the lowest tender.

ISBGAT must sight any contract before the school signs it. The School has a responsibility to advise ISBGAT of any special conditions or clauses contained in the contract(s).

For approved projects, a **Quarterly Progress Report** is to be prepared and forwarded to ISBGAT.

The Quarterly Report for projects must contain the following Sections:

Section 1	Project Overview
Section 2	Marked up Logic Time Schedule showing progress to date
Section 3	Statement on progress to date and forecast progress for next period
Section 4	Extension of Time Summary

Section 5	Cost Report on a Cost to Complete basis against Builders trade breakdown
Section 6	Progress Claims cash flow report
Section 8	Risk Statements on OH & S and Insurances incidents (if applicable)
Section 9 I	Industrial Relations Report (if applicable).

4.2 GRANTS PAYMENTS TO SCHOOLS

The whole of the School's contribution must be expended before any claim for any part of the grant can be made.

- Funding is not available until the year(s) indicated in Schedule Two of the Participation Agreement.
- Any claim must be on the pro-forma(s) provided by ISBGAT and certified by the Independent Consultant. Supporting documentation is required, such as paid invoices or an accounting screen dump for completed works. Funding will be forwarded to the school as a retrospective payment.
- The final claim on any project must be at least 10% of the Commonwealth grant. This will not be paid until all completion documents have been received and accepted AND ISBGAT has made a site inspection of the project completed to its satisfaction.
- School's must maintain adequate financial records of all transactions made in connection with the expenditure of the project's capital funds. This could (ideally) be in the form of a separate bank account or a totally separate item within the school's accounts with appropriate auditing procedures.

4.3 ACCOUNTABILITY

ISBGAT and schools have program accountability to the Commonwealth/Tasmanian State Governments. For schools, this is normally through ISBGAT. The following lists the accountabilities for schools:

In accepting a grant, schools also agree to the relevant conditions found in the:

- the Capital Grants Program Guidelines;
- the ISBGAT guidelines in this document ;
- the Participation Agreement as a member of the Block Grant Authority, and
- any other relevant ruling or decision by the Commonwealth or Tasmanian State Government or ISBGAT which may occur from time to time.
- the only school authority recognised by ISBGAT for all accountability statements and claims is the person(s) authorised to sign on behalf of the Approved Authority governing the school.
- all claims for payment must be on the ISBGAT Claim Form and a receipt is required within 10 days of the payment (normally by direct credit to the school's approved bank account).
- completion documents, including a Statement of Final Costs, are required to reach the office of ISBGAT within three (3) months of the completion of the project. NOTE that the last 10% of the grant is not payable until all the completion documents have been received.
- compliance with all statutory regulations and legislation is the responsibility of the school

4.4 RECOGNITION OF AUSTRALIAN GOVERNMENT/TASMANIAN STATE GOVERNMENT ASSISTANCE

Schools must meet Commonwealth/State requirements for recognition of Commonwealth/State funding. These requirements include:

- acknowledging Commonwealth/State funding in all announcements and other publicity of all school capital projects to which the Commonwealth/State is contributing funds;
- installing building plaques on all completed projects, irrespective of cost, which acknowledge Commonwealth/State funding. Where a facility is opened by a Commonwealth/State representative, the name of the person opening the facility must be affixed to new and refurbished buildings.
- wording on plaques acknowledging Commonwealth/State funding must be of similar size and style to wording acknowledging other funding sources;
- ensuring that school communities are advised directly about assistance received from the Commonwealth/State by such means as school newsletters;
- arranging an official opening ceremony of funded facilities within seven months of the physical completion of the project where the Commonwealth/State contribution exceeds \$100,000, unless otherwise agreed by the Commonwealth/State;
- providing to ISBGAT a statement of any forthcoming school openings well in advance of each quarter; and
- inviting the Commonwealth/State Minister or his/her representative to:
 1. speak at all official openings of capital projects to which the Commonwealth/State has contributed funding; and
 2. open those projects for which an official opening is being arranged and to which the Commonwealth/State contribution is greater than 50 per cent of the project cost.
 3. Note that ISBGAT may not make final payment to a school until after an official opening has been conducted (unless the official opening is exempted or deferred).
- An opening is to be arranged (with written copies to ISBGAT) at least two months prior;
- An invitation for ISBGAT Committee Members to attend to each opening is to be sent by the school to the ISBGAT office at least two months in advance of the opening.
- All queries regarding Commonwealth recognition requirements and school openings for projects should be directed to the DESE School Openings inbox at SchoolOpenings@education.gov.au [inbox](#)
- All queries regarding State recognition requirements should be directed to ISBGAT on 6224 0125.

4.5 OWNERSHIP

Any capital project that attracts funding through this program should remain exclusively the responsibility of the School.

Property, including equipment or furniture, acquired with the grant becomes the asset of the grantee.

4.6 AUSTRALIAN GOVT /TASMANIAN GOVT RIGHT TO REPAYMENT

The Australian/State Government retains, for a specified number of years, a right to repayment by grantees of all or a portion of grants greater than \$75 000 if the grantee ceases to use the facilities funded with the grant for the approved purpose or sells or otherwise disposes of the facilities. Disposal also includes loss by accident, disaster or other means.

Schools must advise ISBGAT if these circumstances arise.

The amount of funds repayable for projects is determined as follows:

- Where the ISBGAT letter offering a grant to the school was signed prior to the date of issue of the revised program guidelines for 2009, the amount of funds repayable will be calculated by applying a five per cent reduction to the grant paid for each year the facility was used by the approved authority for the approved purpose.
- Prior to the date of issue of the revised program guidelines for 2009, the right to recovery with respect to computer and other equipment, where the cost of this component totals more than \$75 000, applies for periods of 5 years (for computer equipment) and 10 years (for other equipment). In these cases, the amount of funds repayable is calculated by applying a twenty and ten per cent reduction respectively to the grant component for each year the equipment was used by the approved authority for the approved purpose.
- Where the ISBGAT Agreement offering a grant to the school is signed on or after the date of issue of the revised program guidelines for 2009, the amount of funds repayable will be calculated in accordance with the table below.

AUSTRALIAN/STATE GOVERNMENT RIGHT TO REPAYMENT

REPAYMENT PERIODS AND RECOVERABLE AMOUNTS

Total Grant Amount	Designated Use Period	Recovery Timeframe	Example
\$75,001 to \$500,000	2 years plus additional year for each \$50,000 over \$100,000 (Rounded to the nearest full year)	Full amount will be recovered up to half way through period then reduced by equal proportions of the total amount over the remaining period	Grant amount of \$475,000: retain interest for 2 yrs plus 7.5 yrs (total rounded up to 10 years), full amount recoverable up to 5 years then the amount to be recovered would be reduced by 20% of the total amount each year until \$0 owing after the 10 years from date of project completion.
\$500,001 to \$1.5M	10 years plus additional year for every \$100,000 over \$500,000 (Rounded to the nearest full year)	Full amount will be recovered up to half way through period then reduced by equal proportions of the total amount over the remaining period	Grant amount \$1m: retain interest for 10 years plus 5 yrs (total 15 yrs). Full amount recoverable up to 7.5 yrs then would reduce by 13.33% of the total amount each year to the end of 15 yrs.
Over \$1.5M	20 years	Full amount will be recovered up to half way through period then reduced by equal proportions of the total amount over the remaining period	Grant amount \$2m: retain interest for 20 yrs. Full amount recoverable for 10 years and then would reduce by 10% of the total amount each yr to the end of the 20 yrs.

The equipment cost component of projects is assumed to be funded under the school contribution component of project funding and does not receive any special consideration with respect to shorter Right of Repayment time periods. Where this may unfairly disadvantage a school e.g. when the

equipment cost component exceeds the school contribution, the BGA may seek the Department's approval of a modified Right of Repayment arrangement for the project which takes the shorter effective life of equipment into account.