# Contents

**General Information** 3
1. Purpose 3
2. Introduction 3
3. Contact Information 4

**Grant Information** 5
4. Objectives of the Scheme 5
5. Purpose of Financial Assistance 5
6. Administration of the Scheme 6
7. Funding Available to BGA 7

**Eligibility and Selection Criteria** 7
8. Eligibility and Affiliation 7

**Procedural Information** 8
9. Applications 8
10. Assistance Parameters 9
11. Assessment of Applications 9
12. Submission and Approval by the Minister 10
13. Project Variations and Terminations 10
14. Payment Process 11
15. Accountability 12
16. Recognition of Assistance 13

**Appendix** 14
17. Sample Recognition Banner 14
18. Recovery Guidelines 15
General Information

1. Purpose

The purpose of these guidelines is to set out the requirements for the Block Grant Authorities to administer the Building Grant Assistance scheme on behalf of the State Government. The guidelines will include:

- General information on the Building Grant Assistance Scheme
- Specific grant information including the objective, purpose, administration and funding of the Building Grant Assistance Scheme
- Eligibility and selection criteria for the Building Grant Assistance Scheme
- Procedural information including the application, assessment, payment and accountability process of the Building Grant Assistance Scheme

The Block Grant Authorities are required to have relevant and subsequent guidelines and procedures available to non-government schools on the scheme.

2. Introduction

New South Wales (NSW) non-government schools that are registered and do not operate for profit in terms of the NSW Education Act 1990 are eligible for State funding assistance.

The Building Grant Assistance Scheme is a capital assistance grant for non-government schools in NSW. It is administered on behalf of the State Government by the NSW Catholic Block Grant Authority and the NSW Association of Independent Schools Block Grant Authority.

The NSW Government introduced the Building Grants Assistance Scheme for non-government schools in the 2010/11 financial year.

This scheme replaced the Interest Subsidy Scheme and provides funding to non-government schools in a fairer way.
3. Contact Information

The NSW Department of Education (DoE) is responsible for the administration of funding to non-government schools.

The unit responsible for the Building Grant Assistance Scheme is the Finance and Non-Government Schools Funding Directorate within External Affairs and Regulation.

For further information on the administration of the scheme please contact the Finance and Non-Government Schools Funding Directorate by phone on 9561 8309 or by email NGSFU@det.nsw.edu.au.

For further information on the application process and requirements of the scheme, please refer to the relevant BGA:

- NSW Catholic Block Grant Authority

- NSW Association of Independent Schools Block Grant Authority
  https://www.aisnsw.edu.au/FundedPrograms/CapitalGrants/Pages/default.aspx
Grant Information

4. Objectives of the Scheme

(1) Capital projects must be for the purpose of providing education and learning spaces at primary and/or secondary levels in schools registered in terms of the requirements of the Education Act, 1990.

(2) Funding under the scheme is to be directed towards areas of greatest need (including to service population growth).

(3) Grants can only be provided for the provision of proper and adequate teaching facilities which are comparable in area and standard to those provided in a NSW government school.

5. Purpose of Financial Assistance

(1) Under the scheme, schools may apply for assistance for the planning, construction, alteration, extension, renovation, relocation or upgrading of educational facilities:

   (a) New capital developments undertaken to provide educational facilities for increased student enrolments or,

   (b) Refurbishment of existing structures where the aim of the project is to provide:

      (i) Ensure learning spaces are renewed to an acceptable standard and/or;

      (ii) Where refurbishment is seen as the most economical solution to providing school accommodation of a standard necessary for continued registration in terms of the Education Act, 1990.

   (c) The purchase of buildings for school purposes is eligible for grants assistance. Grants are not available where a non-government school acquires a closed government school.

(2) Assistance is also available for the following types of work:

   (a) The preparation of sites for building;

   (b) The purchase of essential furnishings and equipment associated with the project;

   (c) Architectural, engineering and other professional fees (except general legal and bank fees);

   (d) Essential ground improvements associated with the project;

   (e) Costs associated with meeting Council development application conditions;
(f) Costs incurred to comply with Government legislation;

(3) Financial assistance will not be provided to meet expenditure related to any of the following:

(a) Provision of religious facilities;

(b) The acquisition of land;

(c) General maintenance (e.g. Replacement of carpets, guttering, repainting of rooms). Government support for these costs is provided through the payment of per capita allowances;

(d) Projects for which a contract for the project has been entered into or construction, including site works, has commenced prior to Ministerial approval.

(4) In situations where a school wishes to undertake construction of a new building, or renovation of an existing building, etc of leased premises, then this situation may qualify for assistance provided the school can provide evidence (memorandum of lease, etc) of a long term lease arrangement. A long term arrangement is defined as a fixed period of not less than ten (10) years from the date of the grant application.

6. Administration of the Scheme

(1) The scheme is administered on behalf of the State Government by the NSW Catholic Block Grant Authority and the AISNSW Block Grant Authority (BGA’s) for the schools under the jurisdiction of the respective BGA’s. (Refer Section 15 Accountability for reporting and accounting guidelines)

(2) Each BGA will receive and assess applications for capital assistance, and make recommendations in line with the objectives of the scheme to the Minister by September 30th each year.

(3) Once projects are approved by the Minister, funds are paid to each BGA to provide payments to non-government schools for approved capital projects, and monitor the progress of projects.

(4) To assist BGA’s in meeting costs associated with administering the Scheme on behalf of the NSW Government, each BGA may utilise for administrative purposes up to 3% of the total financial year budget allocated to each BGA for the Scheme.
7. Funding Available to BGA

(1) The total funding available for the Building Grants Assistance Scheme will be announced after the State Budget each year. Funding allocation is on a Financial Year basis and will be escalated annually taking into account enrolment changes and changes to the Building Price Index (BPI).

(2) Funds will be distributed to the BGA’s after Ministerial approval of the recommended project lists (see Section 12).

(3) The BGA’s are provided with a share of available funds for capital grants each year based on the February census enrolment shares.

(4) The enrolment share calculation is based on school system status:

(a) Catholic systemic school enrolments contribute to the CEC BGA enrolment share.

(b) All other non-government school enrolments (excluding category 1, 2 and 3 schools) contribute to the AIS BGA enrolment share.

Eligibility and Selection Criteria

8. Eligibility and Affiliation

(1) To be eligible for assistance under the scheme, a non-government school must be accredited and registered for funding under the terms of the Education Act, 1990.

(2) It is required that each non-government school will be affiliated with an Australian Government BGA for funding purposes.

(3) Category 1, 2 and 3 schools are excluded from eligibility for funding under the Scheme.
9. Applications

(1) An application for capital assistance for a proposed capital project must be submitted to the BGA with which the school is affiliated by a due date determined by the BGA each calendar year.

(2) The following information must be contained in or accompany an application for capital assistance:

(a) The school’s name and address;

(b) A description of the proposed project identifying the major facilities to be provided and how it meets the objectives of the scheme (including population growth);

(c) The purpose for which the facilities will be used;

(d) A facilities schedule, showing existing facilities and the facilities of the school at the completion of the project;

(e) Current and projected enrolments;

(f) The estimated number of additional enrolment places the project will provide;

(g) The estimated total project cost;

(h) The amount of capital assistance sought;

(i) Other proposed sources of funding for the project, including any Commonwealth grants that have been approved or applied for; and;

(j) The year the facilities are needed.

(3) An application must demonstrate that proposed projects are:

(a) In accordance with a master plan for the ordered development of the school;

(b) Consistent with the objectives of the building grants assistance scheme; and

(c) Intended for one or more of the purposes set out in Section 4.
10. **Assistance Parameters**

(1) Assistance will be provided within the following parameters:

(a) Unless otherwise determined by the Minister, all funds available in a financial year will be allocated to the applications approved in that year or the preceding year;

(b) All applications received by a BGA by the due date by which applications can be lodged will be assessed for assistance;

(c) The maximum amount of assistance possible for any application will be the total actual expenditure minus any assistance received from any other State or Commonwealth agency.

11. **Assessment of Applications**

(1) In considering an application for capital assistance, a BGA must have regard to the following criteria:

(a) Assessment of need including population growth

(b) The condition and extent of the school’s existing facilities;

(c) The facilities that are, or are likely to be, needed to provide the school’s curriculum or proposed curriculum;

(d) How many students attend the school in the year of application;

(e) A projection of how many students are expected to attend the school in the next five years after application;

(f) The school’s financial viability;

(g) The school community’s capacity to generate financial resources for capital projects including, for example, through donations, borrowings, fundraising and payment of fees.

(2) All school applications must abide by the relevant BGA’s assessment process and no school should expect entitlement to a grant.

(3) BGA’s will have flexibility in the size of grants provided to individual schools and schools will be able to apply for grants annually.

(4) The approval of a grant in one year does not preclude the receipt of further grants for a project over subsequent years, provided the school can continue to demonstrate financial need.
12. Submission and Approval by the Minister

(1) By the end of September each year, each BGA will provide to the Department a project listing on the form provided by the Department showing the reasons for the recommended level of assistance for each grant including:

(a) School name and details;

(b) Estimated start and completion dates;

(c) A brief description of each project identifying the major facilities to be provided and how it meets the objectives of the scheme;

(d) An estimate of the number of additional enrolments places provided by each project; and

(e) The total costs for each project.

(2) The Minister will review and approve the BGA proposals and reserves the right to initially advise the successful applicants.

(3) Respective BGA’s will be advised of the Minister’s approval of the listing by the end of January each year.

13. Project Variations and Terminations

(1) For all project variations, BGA’s must ensure that sufficient funds are available within existing allocations for the proposed variation.

(2) BGA’s may use interest earned on previous BGAS funding and approved funds from terminated projects subject to the following provisions:

(a) Funds are to be used for eligible capital projects only.

(b) BGA’s must include relevant details of capital projects either partially or fully funded by such funds in the accountability process outlined in Section 15.

(3) Minor project variations:

(a) Defined as a variation less than 10% of the total project cost AND does not change the major facilities to be provided nor how it meets the objectives of the scheme.

(b) Minor project variations can be approved by the BGA and are to be advised to the Department in writing.

(4) Major project variations:

(a) Defined as a variation greater than or equal to 10% of the total project cost OR changes the major facilities to be provided and how it meets the objectives of the scheme.
(b) Major project variations are to be re-submitted as part of the following year’s approval process to the Minister.

(5) In the event of a project termination either:

(a) The remaining funds are reallocated to an existing or new project as part of the next year’s approval process to the Minister; or

(b) The amount repayable to the State will be calculated in accordance with the recovery guidelines in Section 18.

(6) It is the responsibility of the BGA to recommend to the Department, in respect to funding or other changes to the project, the course of action which best serves the objectives of the scheme.

14. Payment Process

(1) Payment will be made to the approved authority of an eligible non-government school for approved projects on the following basis:

(a) Each BGA, before releasing funds to an approved school authority, must be satisfied that all documentation relating to council approval and tender arrangements are finalised.

(b) Upon request by the Minister, each BGA must provide details of all payments made in any specified period.

(c) If project expenditure on the approved works is less than the grant provided, the difference must be returned to the BGA. Any funds so returned may be available to increase the amount of funds available for other applications for capital assistance.

(d) In the event that the approved project is no longer being used for educational purposes or in the event of the school closing and the property being sold funds may be required to be returned to the BGA. The amount repayable will be consistent with the Commonwealth Governments Recovery Period guidelines. The current repayment schedule is shown at Section 18.
15. Accountability

(1) Each BGA must establish a Building Grants Assistance Fund (The Fund) for the payment and receipt of:

(a) All amounts paid by the State Government under the scheme;
(b) Amounts of capital assistance returned by schools;
(c) Interest earned on amounts in The Fund; and
(d) Administrative costs incurred by the BGA

(2) The BGA must make all records of approved projects available for inspection to a person approved by the Minister for this purpose, if so required.

(3) Within 6 months of the end of the Financial Year (June 30), each BGA should provide to the Minister a written return for the previous financial year. The return must include:

(a) An audited financial statement of the amounts received by it for administration in the previous financial year, interest received on the amounts, any monies returned and the expenditure of the amounts;
(b) An audited financial statement of The Fund showing details of the amounts paid to and from the fund in the previous financial year and the financial position of the fund at the beginning and end of the previous financial year;
(c) The following details, in a format agreed to between each BGA and the NSW Department of Education, for all capital projects for which an approved authority received or retained capital assistance in the previous financial year:

(i) the name of the school and the project identifier;
(ii) whether or not the project was completed in the previous financial year;
(iii) the amount spent on the project as at the end of the previous financial year;
(iv) the amount, if any, held on account of the project at the end of the previous financial year; and
(v) accountability certifications as required by the NSW Government.
16. Recognition of Assistance

(1) The Minister reserves the right to attend or have a representative attend official opening ceremonies.

(2) From the 2015/16 financial year all projects with an estimated project value of $500,000 or over will be required to display “NSW MAKING IT HAPPEN” branding signage. The signage must:

(a) be 200cm x 100cm in size

(b) be printed in colours specified, which should match the blue and light red of the NSW Government logo.

(c) For colour breakdown in CMYK or RGB see below

**COLOUR CHARTS**

The colours of the NSW MAKING IT HAPPEN logo are a combination of the blue and red of the NSW Government logo with the use of two secondary colours.

(d) include the NSW MAKING IT HAPPEN logo, the name of the school and one or two lines describing the works

(e) be made of vinyl

(f) be attached to an external site fence in a prominent position, as close to the front as possible. If possible, it should be visible to anyone driving past the school

(3) A sample banner design is included at Section 17.

(4) The branding and signage may be subject to change. The Department will advise the BGA of any changes to the recognition requirements.
Appendix

17. Sample Recognition Banner

![Sample Recognition Banner](image-url)

Crown St Public School

- **Project cost:** $XX Million
- **Completion Due:** Early 20XX

**Project information:**
- **Response Line:** 1800 684 490

**24-hour Construction Response Line:**
- **Response Line:** 1800 775 465
18. Recovery Guidelines

In the event of a project termination, any unused funds may be recovered by the State. The calculated portion of recovered funds (i.e. the amount repayable to the State) will be calculated in accordance with the following table:

<table>
<thead>
<tr>
<th>Total Grant Amount</th>
<th>Designated Use Period</th>
<th>Recoverable Portion</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>$75,001 to $500,000</td>
<td>2 years plus one additional year for each $50,000 over $100,000 (Rounded to the nearest full year)</td>
<td>Full amount will be recoverable up to half way through the Designated Use Period, and then reduced by equal proportions of the total amount over the remaining period.</td>
<td>Grant amount $475,000: retain interest for 2 years plus 7.5 years (total rounded up to 10 years). The 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 is recoverable after the 10 years from the date of the commencement of the Designated Use Period.</td>
</tr>
<tr>
<td>$500,001 to $1.5M</td>
<td>10 years plus additional year for every $100,000 over $500,000 (Rounded to the nearest full year)</td>
<td>Full amount will be recoverable up to half way through the Designated Use Period, and then reduced by equal proportions of the total amount over the remaining period.</td>
<td>Grant amount $1m: retain interest for 10 years plus 5 years (total 15 years). Full amount recoverable up to 7.5 years then would reduce by 13.33% of the total amount each year to the end of 15 years.</td>
</tr>
<tr>
<td>Over $1.5M</td>
<td>20 years</td>
<td>Full amount will be recoverable up to half way through the Designated Use Period then reduced by equal proportions of the total amount over the remaining period.</td>
<td>Grant amount $2m: retain interest for 20 years. Full amount recoverable over 10 years and then would reduce by 10% of the total amount each year to the end of the 20 years.</td>
</tr>
</tbody>
</table>

This is consistent with the Commonwealth Government’s Capital Grants Programme (CGP) for Non-Government Schools Operating Manual 2014.