



# BGA Capital Grants Program

Newsletter No. 2

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## Contents

New Online Application Form.....	1
Accessing the Application Form.....	1
Frequently Asked Questions.....	2
Schedule of Dates for the 2011 Application Round .....	2
Criteria for Land Acquisition Pre-Application Submission.....	3
Financial Statements .....	3
2011 Briefing Sessions .....	3
BGA Team .....	4

## Applying for Grants in 2011

### New Online Application Form

As was signalled in Newsletter #1 published last week, the BGA has completed redevelopment of the Capital Grants application for 2011 and it is now available online for you on the AIS website at [www.aisnsw.edu.au](http://www.aisnsw.edu.au). The closing date for applications for this year is **Wednesday 27 April 2011**.

The application process differs from previous years in that it is no longer necessary for you to request authentication information from the BGA to allow access to the form. Access will be through your personal login on the AIS website.

You may choose to complete the application yourself or you may delegate access to it to others within the school to assist with the completion of various sections of the submission. Should you wish other school personnel to assist with the submission, you should:

1. instruct those involved to register themselves, if they haven't already done so, on the AIS website;
2. approve their registration;
3. delegate permission for their access to the Capital Grants application.

### Accessing the Application Form

To access the application form, you or any of those you have delegated permission to, should:

1. go to the AISNSW Home page at [www.aisnsw.edu.au](http://www.aisnsw.edu.au);
2. click on the 'Log In' button and enter your Username and Password;
3. select the 'My Profile' button in the top menu;
4. select 'BGA Grant Management'; and then,
5. select your school from the drop-down list and choose the section you wish to start entering information to.

## FAQs

### *How will I keep track of how much I've completed?*

As you complete each section you can tick the 'Mark As Complete' check-box in the top right corner. This will provide a handy visual guide to what sections you need to concentrate on as you compile your submission.

### *How do I choose another section?*

You can use the forward and back arrows at the top and bottom of each page to navigate quickly to the previous or next section. Alternatively, you can use the Quick Navigation dropdown list at the top of the page to skip to another section.

We suggest the "Shrink to Fit" option on your internet browser's Page Setup should be enabled in order to correctly print this page.

### *Do I have to complete the whole form at one time?*

You can log in and out of the form as many times as you need to. You do not need to complete a whole section at any one time.

### *How do I print my form?*

You may print sections as you go by clicking on the print icon on the bottom of each section and/or you can use the 'Download Form' button on the Grant homepage to create a .pdf of your application.

### *Need Help?*

If you need any assistance with the on-line application form for this year's Capital Grants Program you can contact any of the Grants Management team listed below.

## Schedule of Dates for the 2011 application round

Date (2011)	Activity
Tuesday 15 March	Capital Grants Program applications available at <a href="http://www.aisnsw.edu.au">www.aisnsw.edu.au</a>
Tuesday 22 March	Sydney CGP Briefing Session – registration of interest to <a href="mailto:wgodden@aisnsw.edu.au">wgodden@aisnsw.edu.au</a>
<b>Wednesday 27 April</b>	Closing date for application submission.
May – August	Capital Grants Committee delegates visit all schools to discuss project and finances and finalise details of the project.
June – September	Capital Grants Committee delegates table visitors' reports to the full committee for discussion and formulation of funding recommendations.
30 September	Recommendations are submitted electronically by AIS BGA to DEEWR/NSW DET.
December 2011 – January 2012 (T.B.C.)	<ul style="list-style-type: none"><li>a) DEEWR checks submission and submits to the Minister for approval.</li><li>b) DEEWR advises successful schools.</li><li>c) DEEWR advises AIS of successful schools</li><li>d) AIS provides 'in principle' offer of funding to successful schools</li></ul> <p>NB: no construction contract should be signed by the school until a BGA Participant (Capital Funding) Agreement has been negotiated between the school and the AIS BGA.</p>

### Criteria for Land Acquisition Pre-Application Submission

As mentioned in BGA Newsletter #1, grants for the acquisition of land without buildings will not be available except under special circumstances. Accordingly, we require a submission from your school describing these circumstances so that we may assess your case. Your submission needs to address the following points and should be sent to the Director of BGA, David Buley who will advise the outcome of your submission and advise if your school will be given approval to make a full application.

1. provide a site plan of the school showing clearly the location of the intended land to be purchased.
2. describe the intended use of the land, that is, GLA's, administration, car park, playgrounds, new site etc. In your description, state whether the land acquisition is for current enrolments or expected future enrolments. Support your statement with appropriate data.
3. state who the current owner of the land is, and whether contact has been made with that person/entity.
4. has a price for the land been agreed upon? Please provide documentary evidence of this #.
5. as approval for the grant may not occur until late in 2011 or early in 2012, how can you be assured that the land will still be available in 9-12 months time?
6. notwithstanding Point 5 (above), can the school guarantee that:
  - a. if approval is given to make a formal application for a BGA grant for land acquisition, and
  - b. if the school is successful in being offered a grant by the Minister of Education for that purpose, that the land will still be available and that it will be able to complete the transaction prior to December 2012.

# This documentary evidence may be in the form of a Letter of Intent, an Option to Purchase or similar document. Please discuss with the legal counsel as to the methods available and the obligations that your school may have using these instruments. Please be aware that under the DEEWR Administrative Guidelines pertaining to Capital Grants, a grant can not be made retrospectively. Your school will not be eligible for a BGA Grant if you have already entered into a binding agreement to purchase the land prior to a BGA Participant (Capital Funding) Agreement being executed between the school and BGA.

### Financial Statements

In Newsletter #1, we highlighted the decision of the Australian Accounting Standards Board (AASB) to proceed with its plan to introduce the Reduced Disclosure Regime. For the 2011 application round, the AIS BGA is willing to accept special purpose financial statements, however, will still require certain minimum disclosures to ensure a complete assessment of your school's finances can be made. Please refer to Newsletter #1 for details of particular requirements.

The AIS BGA requires a copy of your school's financial statements for the year ended 31 December 2010 to accompany your application. You must provide a set of accounts, either audited or unaudited, by the application closing date of Wednesday 27 April. If unaudited, then you will need to ensure that an audited set is available by the date when the AIS BGA Capital Grants Committee will visit your school.

### 2011 Briefing Sessions

The first briefing session will be a 'working lunch' to be held on Tuesday 22 March from 12 noon to 2pm. It will be at the AIS Conference Centre, Level 12, 99 York St, Sydney.

You **must** pre-register your interest if you wish to participate. You can email the names of attendees from your school to Wendy Godden at [wgodden@aisnsw.edu.au](mailto:wgodden@aisnsw.edu.au).

Briefing sessions may be available in other parts of NSW dependent on the level of interest from schools. Possible locations may be regional centres such as Wagga Wagga/Albury, Coffs Harbour or Armidale dependent on demand. Please email Wendy Godden if you are interested in having a briefing in your area.

## BGA Team

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