



BGA Capital Grants Program

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Applications for 2012

Applications are now open for submission of proposals and financial data for the next round of Capital Grants Program (CGP) projects. Applications will close on Friday, 30th March 2012.

To access the application form, you or any of those to whom you have delegated permission for this task on the AIS website, should:

1. go to the AISNSW Home page at www.aisnsw.edu.au
2. click on the 'Log In' button and enter your individual 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 start entering information into.



FAQs

What's changed since last year's submission round?

Only minor changes have been made to the redesigned form which debuted last year. Please note that expanded historical data will be required in some of the questions covering financial data.

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 recommend the **"Shrink to Fit"** option on your internet browser's Page Setup 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 send documents to the BGA?

You can UPLOAD documents by either selecting the 'Upload Documents' button at the foot of the landing page once you select your school from the drop down list, or by selecting Section 19 'Supporting Documents' on the application form.

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 online application form for this year's Capital Grants Program you can contact any of the Grants Management team listed at the end of this Newsletter.

Schedule of Dates for the 2012 Application Round

Date (2012)	Activity
Wednesday, 15 th February	Capital Grants Program applications available at www.aisnsw.edu.au
Friday, 2 nd March	Sydney CGP Briefing Session – registration of interest to wgodden@aisnsw.edu.au
Friday, 30 th March	Closing date for application submission.
Monday, 23 rd April, or Monday, 21 st May, or Monday, 25 th June, or Monday, 23 rd July, or Monday, 20 th August	Capital Grants Committee delegates visit all schools to discuss project and finances and finalise details of the project. For practical travel reasons, there may be some occasions where we need to depart from this timetable. If so, this will be arranged with schools beforehand.
June - September	Capital Grants Committee delegates table visitors' reports to the full committee for discussion and formulation of funding recommendations.
Sunday, 30 th September	Recommendations are submitted by AISNSW BGA to DEEWR/NSW DEC.
October 2012 - January 2013 (T.B.C.)	a) DEEWR checks submission and submits to the Minister for approval. b) DEEWR advises successful schools. c) DEEWR advises AIS of successful schools d) AIS provides 'in principle' offer of funding to successful schools NB: A construction contract should NOT be signed by the school until the tender process is completed and approved and a BGA Participant (Capital Funding) Agreement has been executed between the school and the AIS BGA.

Expression of Interest

In the BGA's Newsletter of November 2011, schools intending to submit a project in 2012 were requested to submit an Expression of Interest, including brief details of the scope, approximate cost, funding details and timing for the proposal, to the BGA. The objective of this step was to provide some guidance on the eligibility of the proposal or assist the school to modify expectations should the school's funding requirement be in excess of what the BGA could realistically recommend to DEEWR. Many schools took the opportunity to submit an EOI and for some of these the BGA was able to provide advice about the feasibility or guidance about modifications to their proposal. If you have not have submitted an EOI yet, we encourage you to do so before you commence entering your data on the application form.

If you have already submitted an EOI and have not had a subsequent discussion with the BGA about it, please consider it to be sufficient to make your application along those guidelines.

Grants for purchases of land will only be available in special circumstances. Should you believe your school has a good case for land acquisition, please note this in the EOI so that your initial request can be considered prior to commencing your application.

Briefing Sessions

The Sydney briefing session will be held at AIS on **Friday, 2nd March 2012**. As in past years, this will be your opportunity to ask specific questions about the application form, the information required at the CG committee visit, financial information or the BGA processes in general. Although attendance at this session will not become mandatory until next year, we do encourage you to attend as each year there are many amendments required in applications that would have been unnecessary had schools attended the briefing.

If you are interested in attending a regional seminar in either Coffs Harbour or Albury/Wagga, please advise a member of the Grants Management team. Time and location will be dependent on the level of interest.

Committee Visits

Please note the CG committee visit dates in the schedule above. In 2012, visits to schools will be held only on these days unless for travel related reasons we arrange an alternative date. We do encourage you to ensure that the appropriate people (usually Principal and Business Manager and preferably also the architect and school chairperson) from your school are available on each of the days until the full visiting schedule is finalised after 30th March. The BGA will then confirm which of these dates has been allocated for the visit to your school.

The documents that the school must have available for the CG committee visit are:

1. a signed copy of the audited financial statement for the year ending 31st December 2011
2. the school's asset maintenance plan
3. a copy of the school's insurance policies and coverage
4. a copy of the school's lease if it does not own the land on which it sits
5. the school's master plan, and
6. the school's strategic plan (optional in 2012 but mandatory in 2013). See AIS Leadership Centre Strategic Planning Course information below.

Site Leases

You are reminded that where the school is situated on land that it does not own, and the school has received government capital funding, there must be a valid lease in place that covers the 'recoverable period' as defined in Attachment 6 of the DEEWR Administrative Arrangements for Block Grant Authorities (2010). This may necessitate the school renewing a lease, even if that lease hasn't expired yet, in order to accommodate the requirements of government funding. The BGA Committee members who visit your school are required to sight the lease documentation so please make it available with the other requested documents.

AIS Leadership Centre Strategic Planning Course

Considerable financial responsibilities accompany the role of bursar or business manager in any organisation. When these roles are in an independent school, added complexities can be apparent.

Commencing Thursday, 6th July 2012, the AIS Leadership Centre is offering a 4 day **Advanced Financial Management and Leadership** course. This comprehensive and rigorous program has been designed to promote the continuing development of sophisticated financial skills for bursars and business managers as they relate specifically to the independent school context.

The program has been designed in close collaboration with the Bursars' Association and it has been structured to allow participants to register for the course in the way that will best meet their professional needs.

Days 3 and 4 place a strong focus on ways to effectively cover all facets of school financial planning including capital expenditure budgets, financing, cashflow budgets, grant and fee growth, staffing and profit and loss budgeting. Participants will further develop their insight into the budgeting and planning process and will be able to use a comprehensive strategic modelling spreadsheet tool to assist them. Participants will be able to populate the spreadsheet with their own school data during the program and examine the benefit to their school context.

Completion of days 3 and 4 entitles participants to continue to use the strategic modelling spreadsheet tool upon return to their school.

Multi-stage Projects and Retrospectivity

The BGA recognises that under some circumstances, particularly for complex or multi-staged projects, the most efficient and effective method of construction will involve signing a contract with one contractor for the whole project. Under the current guidelines, which state that funding will not be approved by DEEWR for retrospective projects, this will often preclude schools from applying for Commonwealth funding support for individual stages. The BGA is discussing this issue with DEEWR and further information should be available soon.

Assistance With Your 2012 Application

It is evident from the standard of some applications that many schools require assistance with their capital grant applications due to the extensive information requirements covering project information as well as financial information. Unfortunately the BGA is unable to assist schools with this process due to a conflict of interest however we can advise you of some consultants who are very experienced in the independent school sector and who can assist your school with the capital grant application. Please be aware that any costs incurred would be the school's expense but if your application is successful, this expenditure would be considered a valid project expense. If you would like the name(s) of potential consultants, please contact this office.

2011 Approved Projects

Congratulations to those schools which received Ministerial confirmation in January 2012 of grant funding for projects submitted to the BGA in 2011. This group of schools should also have received a letter from the BGA confirming the offer of Commonwealth funding and advising of next steps. Those steps are:

1. Check the details of the approved project and contact the BGA if any variation is required
2. Go to tender and assess those results to determine the school's preferred tenderer for the project
3. Submit Tender Results form with costs to the BGA for approval
4. A BGA Participant (Capital Funding) Agreement will provided to the school
5. Once the Agreement is signed and executed you should proceed to sign the construction contract with the successful tenderer
6. Provide a copy of the construction contract and details of commencement to the BGA to demonstrate commitment to the project (as required by DEEWR). Please check your initial offer letter from the BGA to determine if commitment is required before the end of 2012 or 2013.
7. Submit monthly progressive expenditure statements to the BGA grants team by 9th of each month during construction (The BGA will determine payments to the school based on the MPES)
8. Once the project is complete, submit the Architect's/Supervisor's Statement of Final Costs and Certificate by a Qualified Accountant to the BGA with a copy of interim/final occupation certificate to acquit the project.

Last year, 57 schools applied for grants totalling \$39,193,626 and a total project value of \$85,547,487. The BGA was able to secure DEEWR approval for \$17,715,500 in grants as a contribution to projects valued at more than \$48 million.

In 2012 we are pleased to announce that there is again some NSW Department of Education and Communities (DEC) funding available under the State Building Assistance Scheme which will significantly assist the number and size of grants that the BGA is able to provide from this year's funding round.

Council of Educational Facility Planners International (Australasia)

"No community can build a school in isolation or without the participative work of all stakeholders. In addition to architects, landscape architects, project managers, school principals, business managers and educational administrators, the Council's membership also includes professionals in State Government, Catholic and Independent School systems, specialised consultants, product suppliers and manufacturers, all of whom contribute to the development of quality learning environments."

As an affiliate of the worldwide CEFPI organisation, CEFPI Australasia is a community of professionals working together to plan and build better learning environments for students throughout South-east Asia, Australia and the South Pacific. CEFPI embraces all professionals involved in the education field including Architects; Interior Designers and Planners; Educators; Project Managers; Administrators and Suppliers.

The BGA is strongly supportive of school involvement with this organisation given the wealth and breadth of experience of the multi-disciplinary professionals who are members. Events run in 2011 by CEFPI Australia included a series of seminars based around the Masterplanning Process in schools - beginning with 'What is a Masterplan', through aspects such as briefing and design, collaboration, implementation and evaluation.

You are invited to attend the latest offering on Tuesday, 20th March 2012: **Nokia, Ikea and Pickled Herrings: Learning from Scandinavia** - a seminar at which learnings from a study tour of Scandinavian schools will be shared.

CLICK HERE for details and to register.

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