

Purpose

This document provides information about the application and assessment processes for each application round.

1. CBGA principles

- 1.1 The NSW Bishops (“the members”) and CSNSW have formally approved documented principles, which set out the terms and conditions that inform the NSW CBGA’s operations and management of the grant application process described in this document.
- 1.2 In 2019, the members amended the principles to remove the maximum grant cap. To that effect the quantum of a grant is limited only by funding up to area entitlement for eligible components that represent sound educational planning, and which target disadvantage.
- 1.3 CSNSW will conduct the application and the subsequent assessment processes in a manner consistent with the CBGA Principles.

2. Application process

- 2.1 To lodge an application for each application round, the applicant must provide the following documents.
 - 2.1.1 Expression of Interest (EOI) refer:
Attachment 1 - Expression of Interest (EOI) Form
 - 2.1.2 2021 Application form and Supporting Information, refer:
Attachment 2 – Application Form
Attachment 4 – Guidelines to Complete on-line Application Data
Supporting Information includes:
 - Architectural Plans including Master Plan, Existing Spaces plans and Proposed Spaces plans
 - Maintenance Plan
 - Certificate of Insurance (Buildings and Facilities)
 - Certificate of NESA School Registration
- 2.2 Note 1: Late applications will not be accepted.
An application is deemed to be late if either the EOI or the application deadlines are missed. Applicants are encouraged to contact the CBGA as soon as possible if meeting the deadlines is at risk.
- 2.3 Note 2: Incomplete or inaccurate applications may be rejected.
If CSNSW determines that the information, provided under clauses 3.1.1 and 3.1.2 for an application, prevent the application from being assessed it may be rejected.
If the application is materially misleading or in error, it will be rejected.

3. Assistance with applications

- 3.1** Where required, CSNSW will provide applicants support with their applications, subject to:
- 3.1.1** The assistance being provided by a party nominated by CSNSW.
 - 3.1.2** The assistance being limited to ensuring an application is complete and optimal; and
 - 3.1.3** The support provided is independent of any subsequent assessment expectations.

- 3.2** Irrespective of any assistance provided, all applications will be assessed on their merits.

4. Collection and assessment of information

- 4.1** CSNSW will conduct independent assessments of the information provided by applicants in support of their application and may use any other available information in conducting its assessment.
- 4.2** Applicants are expected to cooperate with CSNSW in the gathering of information regarding the application and provide such information as is reasonably requested by the CSNSW in addition to any information specified in Sections B and D of the Application Form. Failure to do so may prevent the timely assessment of the application, thereby leading to an application being rejected.

5. Application Assessment document

- 5.1** CSNSW will prepare a document, the CSNSW Application Assessment, for each application, which has been determined by CSNSW to be eligible for a grant.
- 5.2** The draft CSNSW Application Assessment document will be provided to each respective applicant to review and to provide commentary within a specified timeframe.
- 5.3** The CSNSW Application Assessment process will be finalized after consideration of any commentary provided by the applicant within the specified timeframe and will be considered in the next phase of the CBGA process, which is the ranking and selection of applications for recommendation to the CPEP.