***Instructions.***

*To complete an application for the CBGA Application Round, applicants must:*

1. *Complete this document by writing or select (where available) textual information in the boxes highlighted green, i.e. , and beige,*
2. *Provide the inventory of existing & proposed spaces on CSNSW on-line system (see the separate instructions document on how to do this)*
3. *Provide the site plans and drawings as specified in Appendix 1.*
4. *Submit all documents to the Dropbox site specified for you by CSNSW.*

**Contents of this Application form**

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# **Section A – Applicant’s details**

|  |  |  |
| --- | --- | --- |
| **Code** | **Item** | **Applicant’s details:** |
| **A.10** | **Name of the school** |  |
| **A.20** | **School location** |  |
| **A.30** | **School campus** (if applicable) |  |
| **A.40** | **AGEID** |  |
| **A.50** | **Systemic or Congregational** | Choose an item. |
| **A.60** | **Diocese** (Systemic Schools only) | Choose an item. |
| **A.70** | **Applicant** |  |

# **Section B – Establishing the need for capital works at the school.**

| **Item No.** | **Information required** *Instructions* | **Applicant’s response** | **Supporting documents** *(provide references to documents that support your response)* |
| --- | --- | --- | --- |
| **B.10** | **Description of the overall vision and plan for the school’s development over 5 years and 10 years.**  *The basis for all BGA grants is to facilitate the provision of adequate levels of buildings and facilities for schools to provide an effective learning and teaching environment. Given both the long life (20 years plus) of school infrastructure assets as well as the lead time for project development, a medium to long term perspective for the development of school’s facilities is important.* |  |  |
| **B.20** | **Description of the deficiency in the quality or extent of the school’s buildings and facilities, that leads to educational disadvantage for students.**  *Provide supporting documents if available including:*  Demographic studies based on published birth rates, baptismal records, and past enrolment trends to justify estimated forecast enrolments.  Assessments of the adequacy of existing facilities and how any inadequate facilities disadvantage the education of the students; and  Documentation to describe and quantify the educational disadvantage. |  |  |
| **B.30** | **Provide the reasons why the project cannot be funded by the school community, thereby requiring a BGA capital grant.** |  |  |

# **Section C – Specify the proposed project and how it meets the need.**

| **Item No.** | **Information required** *Instructions* | **Applicant’s response** | **Supporting documents** *(provide references to documents that support your response)* |
| --- | --- | --- | --- |
| **C.10** | **A specification of the scope of work proposed to be undertaken to address the educational disadvantage identified.**  *This description should specify existing spaces that are to be refurbished or demolished and, where applicable, new spaces to be added. This specification must be consistent with the drawings provided.* |  |  |
| **C.20** | **Describe how the specific scope of the proposed project is designed to address the need identified in Section B.** |  |  |
| **C.30** | **Staging of the Project**  *The applicant should consider the possible staging of projects and should specify stages that are discrete and separable from other stages in a practical construction sense.*  *Note that, under BGA Governance rules, funding for subsequent stages in future years cannot be guaranteed.*  *When recommending a part of a staged project for grant funding, the BGA will endeavour to ensure that the scope of work defined by that part will:*   * *address the educational disadvantage identified in the application or through the assessment process; and* * *consist of discrete building components.* |  |  |
| **C.40** | **Consent pathways**  *Please describe the consent pathway under which the project will be approved. (No need to provide documentation to prove the consent pathway process).* |  |  |
| **C.50** | **Project timeline**  *Please specify the proposed construction timeline and expected date for first use of the facility.* |  |  |

# **Section D – Grant administrative information**

*Please complete the following table.*

| **item No.** | **Information required** *Instructions* | **Applicant’s response** | **Supporting documents** *(provide references to documents)* |
| --- | --- | --- | --- |
| **D.10** | **Entity that holds the School Registration with NESA**  *Applicants should specify the entity that is shown on the NESA registration certificate for the school.*  *Also, please provide a copy of the current registration certificate issued by NESA (see list of required documents below)* |  |  |
| **D.20** | **Ownership of the land**  *Applicants should specify the owner of the land on which the school/college is established or is to be established. Where the operators of the school/college do not own the land, provide information relating to the lease arrangements between the owner and the operator.* |  |  |
| **D.30** | **Ownership of the facilities**  *Applicants should specify the owner of the school facilities and where the operator of the school/college does not own the facilities; provide information relating to the lease arrangements between the owner and the operator.* |  |  |

*Please provide the following documents, which are mandatory.*

**Mandatory supporting documents:**

1. Architectural drawings and plans consistent with the specifications provided in Appendix 1 to this document.
2. Maintenance plan for the school’s facilities
3. Certificate of Insurance for the school’s buildings and facilities
4. NESA registration Certificate for the school

# **Section E – Applicant declaration**

The Applicant is making an application for a BGA capital grant in the application round for the school campus shown in Section A above:

**Declarations:**

1. I acknowledge that providing false or misleading data or any other information in connection with an application for BGA capital grant funding, is a serious offence under Section 137.1 of the Commonwealth Code.
2. I hereby warrant that the details provided to Catholic Schools NSW in relation to the above application are complete and correct to satisfy the above requirement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed by the Delegated Approved Authority** | | | |
|  |  |  |  |
|  | Signature: |  | Date: |
|  |  |  |  |
|  | Name (Please print): |  | Title: |
|  |  |  |  |
| **Signed by the School Principal** | | | |
|  |  |  |  |
|  | Signature: |  | Date: |
|  |  |  |  |
|  | Name (Please print): |  | Title: |
|  |  |  |  |
| **Signed by the Diocesan Director (for a systemic school)** | | | |
|  |  |  |  |
|  | Signature: |  | Date: |
|  |  |  |  |
|  | Name (Please print): |  | Title: |
|  |  |  |  |

# **Appendix 1: Specifications for supply of architectural drawings**

***Instructions:***

1. *Specifications for the required site plans and drawings are provided below.*
2. *The CSNSW would prefer that the drawings be in electronic form as .pdf files. Consequently, the CSNSW requests that Applicants ask their architects whether the drawings can be provided as .pdf files.*
3. *Note that the information on the drawings should be consistent with the information in the inventory of spaces.*

**Specifications for plans & drawings**

#### Existing Site Plans and Drawings

A single set of drawings of the existing facilities. The sets of drawings should include:

* 1. Site plan/s of the existing facilities:
  2. Detailed drawing/s of all blocks and levels **clearly** showing all spaces of the school/college, including:
     1. the room description;
     2. the room number (the numbering sequence of the existing spaces should be structured to provide the assessment team with a logical sequence following the submitted drawings); and
     3. the area of each space contained within the inventory of existing spaces within the application form.
  3. Existing drawings should indicate, by the colouring of each spaces on each drawing the areas of the school/college where:
     1. No work is proposed (blue);
     2. There is work proposed or the function is to be changed (salmon);
     3. The work proposed is demolition or removal (yellow);
     4. Where the area is for temporary use (white with red hatching);
     5. Where a discount is requested or has been approved (white with black hatching); and
     6. The space is solely for parish use or not for school use (white).

#### Proposed Site Plans and Detailed Drawings

A full set of drawings for the proposed facilities including:

2.1 Site master plan/s showing the proposal and the future developments of the school/college on this or another site/s;

2.2 Site plan/s showing the proposed facilities for this application;

2.3 Detailed drawings showing all existing facilities, both new and existing, in all blocks and/or on all levels that are planned to be used for the proposed operation of the school/college, including:

2.3.1 the description of the proposed space and its use;

2.3.2 the proposed room number (the numbering sequence of the proposed spaces

should be structured to provide the assessment team with a logical sequence following the submitted drawings); and

2.3.3 the area of each space.

2.4 These plans and drawings should show spaces colour coded, such that different colours readily distinguish as a minimum the following categories of space:

2.4.1 Existing spaces to be retained in current condition (blue);

2.4.2 New or existing spaces that are to be constructed/re-constructed (green); and

2.4.3 Existing spaces to be refurbished (pink).

~~~~~~~~~~~~~~end~~~~~~~~~~~~~~~