(NB Grant monies will not be advanced until a formal building contract has been signed and this completed form is submitted to the Catholic Block Grant Authority.)

**Purpose**

This document provides an example of the information that needs to be provided by the Delegated Approved Authority when a project commences.

The Director Capital Resources and Planning Catholic Schools NSW  
PO Box 20768  
WORLD SQUARE NSW 2002

Mr Morrison

REGARDING: School Name/Location: **«SCHOOL NAME»**   
**«TOWN», «STATE» «POSTCODE»**  
Project Number : **«Project»** **«Project DEET Code»**

I, (Full Name) as the approved delegated authority of

(Organisation)

provide the following information and attach the relevant documentation accordingly:

## Construction commenced on (date); (If construction commenced prior to the date of signing of the formal building contract, a copy of the letter of intent must be attached to this notification).

1. The date of completion of the project is expected to be (date);
2. The formal building contract for the project was signed on (date); (Relevant extracts of the contract which show starting date, contract amount, date of execution of the contract and signatures of both parties must be attached).

Yours sincerely

Signature of Delegated Approved Authority

Date: