

How to guide when applying for a Capital grant

Log onto Capital Projects Home page: <https://qcec.sharepoint.com/sites/CapitalProjects>

NOTICE OF INTENT TO APPLY

Schools intending to apply for capital assistance in 2025 **must** complete a *Notice of Intent to Apply Form* on or before 5:00PM on the 1 December 2024. Schools will be ineligible to apply for capital assistance in the *QCEC 2025 Capital Assistance Round* if a *Notice of Intent to Apply Form* is **not** submitted by 5:00PM on the 1 December 2024.

CSAs to Complete

1. On the Capital Project portal home page click on Notice of Intent to Apply for Capital Assistance

Home

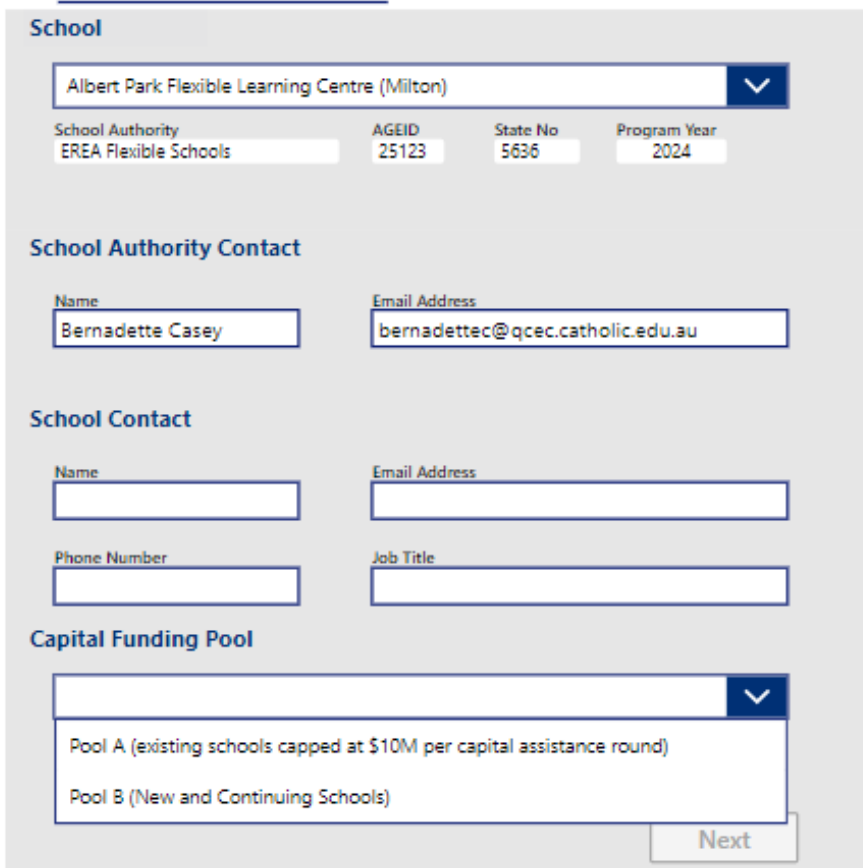


The screenshot shows four navigation buttons on a light blue background:

- Capital Projects Management (with a list icon)
- Notice of Intent to Apply for Capital Assistance (with a folder icon)
- New External Infrastructure Subsidy Application (with a folder icon)
- New Access Request (with a plus icon)

2. Complete all details. (Note: some fields will auto populate) Project applications will automatically be generated once Notice of Intent is submitted. New Schools (Greenfield) will need authorisation from the Secretariat.

Capital Assistance Notice of Intent



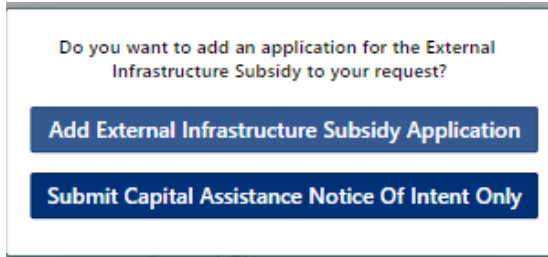
The screenshot shows the 'Capital Assistance Notice of Intent' form with the following sections and fields:

- School**: A dropdown menu showing 'Albert Park Flexible Learning Centre (Milton)'. Below it are four input fields: 'School Authority' (filled with 'EREA Flexible Schools'), 'AGEID' (filled with '25123'), 'State No' (filled with '5636'), and 'Program Year' (filled with '2024').
- School Authority Contact**: Two input fields: 'Name' (filled with 'Bernadette Casey') and 'Email Address' (filled with 'bernadettec@qcec.catholic.edu.au').
- School Contact**: Four input fields: 'Name', 'Email Address', 'Phone Number', and 'Job Title'.
- Capital Funding Pool**: A dropdown menu showing 'Pool A (existing schools capped at \$10M per capital assistance round)' and 'Pool B (New and Continuing Schools)'. A 'Next' button is located at the bottom right of the form.

3. Capital Funding Pool: Please choose Pool A or Pool B.

NB: A notice of intent to apply form is not required for External Infrastructure Subsidy (EIS) projects.

4. Click on the below if you wish to add an External Infrastructure Subsidy Application also.




Do you want to add an application for the External Infrastructure Subsidy to your request?

Add External Infrastructure Subsidy Application

Submit Capital Assistance Notice Of Intent Only

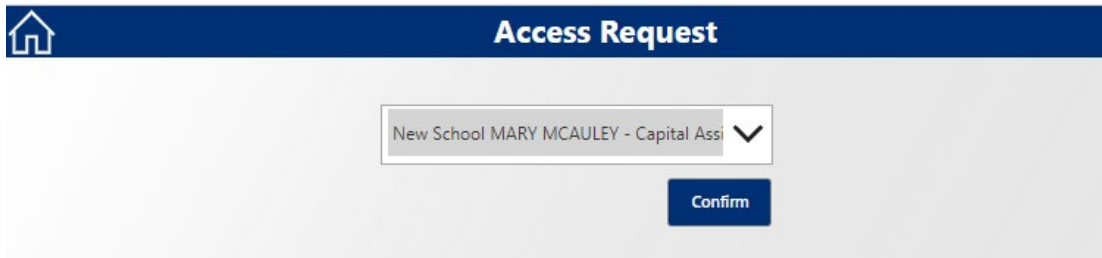
5. You will receive the following message


 Your request has been submitted.
A confirmation email will be sent to you shortly

- New Capital Assistance Notice of Intent
- New External Infrastructure Subsidy Application

REQUEST ACCESS FOR A CONTRIBUTOR

1. In the drop down find the school you wish to provide access to

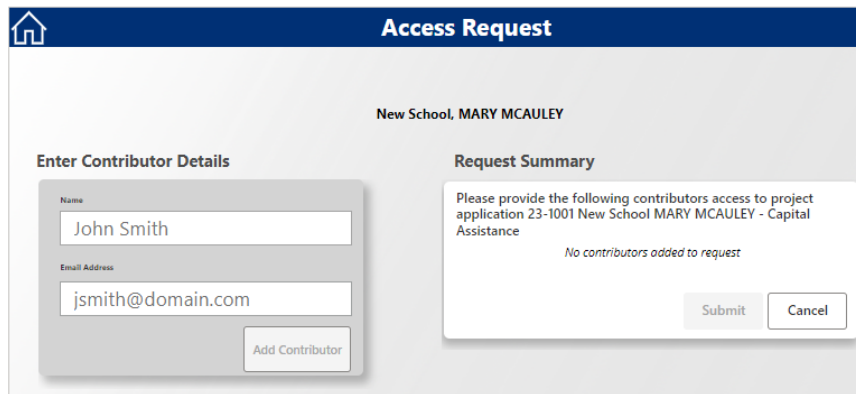



 **Access Request**

New School MARY MCAULEY - Capital Assi ▼

Confirm

2. You can add multiple access request to a school for contributors.



 **Access Request**

New School, MARY MCAULEY

Enter Contributor Details

Name: John Smith

Email Address: jsmith@domain.com

Add Contributor

Request Summary

Please provide the following contributors access to project application 23-1001 New School MARY MCAULEY - Capital Assistance

No contributors added to request

Submit **Cancel**

3. Once request has been submitted and approved the Contributor will receive an email advising they have access and a link will be provided to take them straight to the application.