



Investing in Our Schools

an Australian Government Initiative 2006

GUIDELINES FOR STATE SCHOOLS



1 Purpose of the Guidelines

1. The purpose of these Guidelines is to provide information about:
 - The *Investing in Our Schools Programme* ('the Programme');
 - What funding is available and not available for under the Programme;
 - What types of projects can be funded;
 - What sort of schools can benefit from this funding;
 - Who can apply for funding;
 - What is the application process;
 - How will the Department of Education, Science and Training (DEST) assess the applications; and
 - The agreements for funding under the Programme.

2 The Investing in Our Schools Programme

A Introduction

2. The *Investing in Our Schools Programme*, a \$1 billion Australian Government infrastructure initiative, commenced in 2005 and will continue until the end of 2008 (2005-2008 quadrennium). Funding for state schools under the *Investing in Our Schools Programme*, amounting to \$700 million, is specifically targeted at smaller infrastructure projects and is provided under Part 2, Division 3 of the *Schools Assistance (Learning Together - Achievement Through Choice and Opportunity) Act 2004* (the Act). Note that state schools are referred to as government schools in the Act.

3. An important element of the *Investing in Our Schools Programme* is that funding priorities for a school are determined by the school's community in conjunction with the school principal. This is different from the Australian Government's Capital Grants Programme where funding priorities are determined by State and Territory governments.
4. Government School Community Organisations and School Parent Bodies (see paragraph 29) will have opportunities to apply for funding annually over the 2005-2008 quadrennium, and may also apply for funding for more than one project. A school community may be funded up to a maximum of \$150,000 over the 2005-2008 quadrennium.
5. State based Assessment Advisory Panels, after receiving the applications from DEST, will consider and assess the applications and provide recommendations to the Minister. The Minister may then make a determination authorising payment to a State for capital expenditure for a state school in accordance with the Act. The Government School Community Organisation or School Parent Body will be notified in writing of successful applications by the Minister.
6. These Guidelines form part of the Australian Government Programmes for Schools Quadrennial Administrative Guidelines 2005 to 2008. Further information about this Programme can be found on the DEST website at <http://www.dest.gov.au/schools/investinginschools>

B Purpose of the *Investing in Our Schools Programme*

7. The objective of the *Investing in Our Schools Programme* is to provide funding for much needed smaller scale infrastructure projects which meet the priorities identified by school communities in conjunction with school principals.
8. State and Territory school authorities have the primary responsibility for providing, maintaining and upgrading school facilities. The *Investing in Our Schools Programme* is intended to supplement funding provided by State and Territory school authorities and is in addition to the Australian Government funding for state schools under the existing Capital Grants Programme. *Investing in Our Schools Programme* funding does not replace any infrastructure expenditure on State and Territory priority lists expected to be funded within twelve months.

3 Funding

A What funding is available?

9. Funding is provided under the Act and is available for small scale school capital projects. Larger scale projects, such as major building or construction works, or purchase of land are not appropriate for this programme.
10. The *Investing in Our Schools Programme* is a calendar year programme and the following funding amounts are available in the 2005-2008 quadrennium.

Year	Amount
2005	140,000,000
2006	186,667,000
2007	186,667,000
2008	186,666,000
	<hr/>
	\$700,000,000

11. **The funding limit for any one school community is \$150,000 over the 2005 to 2008 quadrennium.** School communities may seek funding for a number of smaller projects over that period. DEST will advise all school communities of any funding already approved for their school community under the programme at the time of applying.
12. Funding available is apportioned between States and Territories based on the number of students enrolled in state schools.
13. Funding is available for discrete, new additional infrastructure or equipment that may be used in an existing structure (for example, new computer nook in a classroom).
14. Funding is available for new projects only. Funding is not available for projects that have commenced. A refurbishment may be considered a new project.
15. Funding under the *Investing in Our Schools Programme* is not conditional on the availability of other contributions, including contributions in kind, and an application will not be considered more or less favourably if other contributions have been secured.

B What funding is not available for

16. Funding cannot be provided retrospectively to meet any costs in preparing applications (for example, architect drawings).
17. No additional funding is available to meet project cost over-runs (for example, unanticipated costs such as the need to do additional earthworks to complete an oval upgrade). These will be the responsibility of the funding recipient.
18. No additional funding is available to meet ongoing or recurrent project costs (for example, costs of teacher salaries or motor vehicle insurance for a new school bus). These will be the responsibility of the funding recipient.

4 What type of projects can be funded?

19. Investing in Our School Programme funding will be provided for small scale projects that improve the infrastructure of the school by helping to repair, replace or install items critical to a school's needs or for building works.
20. Examples of projects that may receive funding under the *Investing in Our Schools Programme* include, but are not limited to:
 - classroom improvements;
 - library resources or services and goods for cataloguing a library;
 - computer or Information and Communication Technology (ICT) facilities or equipment;
 - air-conditioning and heating;
 - shade structures;
 - playing fields;
 - sporting infrastructure;
 - play equipment;
 - music facilities and instruments;
 - furniture;
 - floor coverings;
 - security measures;
 - amenity refurbishments; or
 - small scale extensions (including demountables) or refurbishment of buildings.

The above are examples only and funding may also be used for other projects that meet the Programme's objectives as approved by the Minister.

21. Funding may also be provided for less complex building or construction work (for example, small scale refurbishments or extensions to a school canteen, or the installation of fencing for a school).
22. Funding can be sought for scoping and developing a construction project as a stand alone project (for example, to pay for architect drawings). Approval of funding for a scoping project does not indicate that funding will be provided for the costs of subsequent

phases or the total cost for the full construction project. In this circumstance, applications should state that funding planning ONLY is being sought.

23. In relation to building works, school communities should consult closely with their relevant State or Territory education authority on any proposed building works, as these works will be carried out on State or Territory Government owned land and will become State or Territory assets. Proposals should comply with their procurement processes, building works guidelines and other relevant arrangements.

5 What sort of schools can benefit from this funding?

A State Schools

24. Funding can be paid for projects in respect of state schools that are defined under the Act to include a school in a State that is conducted by or on behalf of the Government of the State (see section 4 of the Act) ('eligible school').
25. A school includes a proposed school, but does not include a school at which education is provided at a standard that is pre-school standard only (see section 4 of the Act).
26. Eligible schools must have a permanently enrolled student population. Any school or campus where there is a transient student population (for example, environment and education support centres) will not be considered a school for the purposes of the *Investing in Our Schools Programme* as students using these campuses will already be eligible to benefit at the school at which they are permanently enrolled.

B Schools identified for closure

27. Funding may not be paid for projects in respect of state schools which have been identified for closure by State or Territory Governments. The Minister will make decisions on a case by case basis, having regard for the type of project funding sought and any other relevant information.

C Schools with more than one campus

28. A school may operate on one or more campuses. If a school has a student population of 1000 students or more, their individual campuses may be considered separate schools (and therefore eligible for grants up to \$150,000 individually) if they meet both of the following criteria. Each campus has:
- a Government School Community Organisation or School Parent Body representing the campus; and
 - State or Territory registration as separate schools.

6 Who can apply for funding?

29. A Government School Community Organisation or a School Parent Body can apply for funding from the *Investing in Our Schools Programme* on behalf of their school.
- In South Australia and Victoria, school communities can only apply as Government School Community Organisations.
30. Only **one** Government School Community Organisation or **one** School Parent Body is eligible to apply for or receive funding under the *Investing in Our Schools Programme* in relation to any **one** specified school in any programme year. Only a Government School Community Organisation or a School Parent Body can apply on behalf of an eligible separate campus (refer paragraph 28) for funding.
31. Where a Government School Community Organisation or a School Parent Body is not already in place, the principal may wish to liaise with parents or other members of the school community regarding whether they wish to apply as a School Parent Body or as a Government School Community Organisation for the purposes of this Programme. A Government School Community Organisation can only apply if it can meet the requirements set out in paragraphs 32 and 33. If it cannot meet those requirements, a Government School Community Organisation can only apply as a School Parent Body.

A What is a Government School Community Organisation?

32. A Government School Community Organisation is a separate legal entity that is able to sue or be sued in its own right.
33. A Government School Community Organisation is a body corporate determined under section 11 of the Act to be an approved Government School Community Organisation. Under section 11 of the Act, the Minister may determine that a body corporate that is connected with a state school, and represents the school's community, is the approved Government School Community Organisation for the purposes of receiving funding under section 69 of the Act for the *Investing in Our Schools Programme*.
34. A Government School Community Organisation does not need to be approved by the Minister before submitting an application, but if their application is successful it must be approved by the Minister before the payment can be made.
35. Government School Community Organisations must have their own Australian Business Number (ABN). Note this is not the same as the school's ABN.

B What is a School Parent Body?

36. A School Parent Body is a body that:
- is connected with a state school and represents the school's community; and
 - includes parents or parent representatives of currently enrolled students at a specified school and may include the school principal, but is not:
 - a legal entity; or
 - a Government School Community Organisation;
37. A School Parent Body may also include organisations such as a school council, parent association or parent & citizen committee (P&C).

C When would a school community apply for funding as a Government School Community Organisation?

38. School communities wishing to manage and deliver all aspects of the project should apply as a Government School Community Organisation.
39. At any time before a GSCO Individual Funding Agreement is signed, a Government School Community Organisation may elect to have the funding paid to the State rather than to the Government School Community Organisation. If a Government School Community Organisation does elect to have the funding paid to the State instead of the Government School Community Organisation, the State and Territory education authority will manage the project on the school community's behalf.

Note that state schools in South Australia and Victoria cannot choose to become School Parent Bodies.

D When would a school community apply for funding as a School Parent Body?

40. School communities wishing to have all aspects of their projects managed by State or Territory Governments should apply as School Parent Bodies.
41. The State or Territory Government will be required to manage and disburse funding for the project on behalf of the School Parent Body through the usual administrative arrangements in accordance with the Act
42. A School Parent Body does not need to have an ABN.
43. School Parent Bodies do not need to enter into GSCO Individual Funding Agreements with the Australian Government (more details are at paragraphs 109 - 120).
44. School communities which apply as School Parent Bodies and are approved as such cannot subsequently choose to become Government School Community Organisations. This is because the State based Assessment Advisory Panels have taken the applicants' project management capacity into consideration when making recommendations about projects, and the School Parent Bodies are not assessed on their project management capacity while Government School Community Organisations are subjected to this assessment.

7 Applying for funding

A When can school communities apply for funding?

45. There will be one annual round of funding for each State and Territory in each of the years 2006 to 2008. Opening and closing dates for submitting applications in 2006 are:

State/Territory	2006 Opening Dates	2006 Closing Dates
Western Australia	1 February 2006	29 March 2006
New South Wales	12 February 2006	12 April 2006
Northern Territory	26 February 2006	26 April 2006
Tasmania	31 March 2006	31 May 2006
Victoria	19 May 2006	19 July 2006
Queensland	26 May 2006	26 July 2006
South Australia	9 June 2006	9 August 2006
Australian Capital Territory	9 June 2006	9 August 2006

46. Applications will lapse at the end of each calendar year from 2006 to 2008. Unsuccessful applicants can reapply in each subsequent calendar year.

B How can school communities apply for funding?

47. A Government School Community Organisation or a School Parent Body (referred to as an applicant) seeking funding under the *Investing in Our Schools Programme* can submit an application on-line at <https://ios.dest.gov.au> Other information on how to apply is also available on the DEST website at <http://www.dest.gov.au/schools/investinginschools>
- In special circumstances where schools cannot apply on-line, a hard copy may be obtained via the DEST hotline, telephone **1300 363 079**.
48. Applicants must prepare applications in accordance with paragraphs 55 - 76. School communities considering making an application for funding as Government School Community Organisations are advised to consider all responsibilities required of a Government School Community Organisation as a funding recipient under these Guidelines.

49. Applicants may apply for funding for one or more projects over the 2005-2008 quadrennium within the \$150,000 funding limit.

50. Applicants are strongly encouraged to apply for one project per application (for example, a covered outdoor learning area as one application, and a playground redevelopment as another). If separate projects that have no common theme or purpose are “bundled” together on one application, one of those projects may adversely affect an application’s chances of success.
51. Applicants may however bundle multiple projects on one application if there is a common theme or purpose (for example, computers, chairs, desks associated with the refurbishment of a school library).
52. Applications are considered for funding on a calendar year basis. That is, applications submitted in 2006 will lapse at the end of 2006. Unsuccessful applicants will be required to reapply in 2007. This is to ensure that priorities identified by school communities have not changed and to assist with valid quotes being considered in a timely manner.

53. Applicants must answer all the questions on the application form, paying particular attention to the Project Details section.
54. When completing the application, applicants must ensure that all mandatory fields set out in the application form are completed. Failure to do so will mean an application may not be considered by the relevant State based Assessment Advisory Panel. School Communities should use the checklist on the application form to ensure the application has been completed correctly.

C What information needs to be provided?

55. Both Government School Community Organisations and School Parent Bodies will need to provide the information set out in paragraphs 56 - 76. In addition to this, a Government School Community Organisation will need to provide the information set out in paragraphs 77 and 78. School Parent bodies do not need to provide any information in addition to paragraphs 56 - 76.
56. **Project description:** Applicants should provide a brief project description no longer than 300 words. Providing additional information and documents will not assist the application process. Unless specifically requested photos, drawings (apart from technical specifications for construction works), essays and general reports will not be considered by State based Assessment Advisory Panels. Applicants will be required to provide one (preferred) quote to cover all project elements with their application (see paragraphs 72 - 76 below for more detail).
57. **Approval of application:** Applicants must obtain the agreement of the school community and the school principal by ensuring that the person who completes the application on-line on behalf of the school community certifies by electronic signature that the application has been made in conjunction with the school principal and school community. Applications that do not have this certification will not be considered by State based Assessment Advisory Panels. State based Assessment Advisory Panels will not consider an application if there is no such approval.

58. **Recurrent costs:** Applications should identify any recurrent costs to make the project viable (for example, recurrent electricity costs from installing a new ICT centre). Where there are on-going costs, school communities themselves should reach an agreement about how to deal with them and indicate in the application how the ongoing costs will be met. State based Assessment Advisory Panels may consider these costs when assessing the viability of a project.
59. **Direct and indirect costs:** Project budgets should include all direct and indirect costs (for example, indirect costs may include upgrades to power grids to enable the installation of an air-conditioning system). Where there are indirect costs, school communities themselves must indicate these and how they will deal with them. State based Assessment Advisory Panels may consider these costs when assessing the viability of a project.
60. **Risk management strategies:** Strategies for managing risks associated with building projects should be addressed in the applications. Risks include safety and quality issues, and potential cost escalations.
61. **Project management fees:** For building project works, including installation of air-conditioning and computer labs, an experienced professional must oversee the project. As such, project management fees should be included as part of the application. These should not exceed normal commercial levels.
62. **Engagement of qualified tradespeople:** Engagement of appropriately qualified and licensed tradespeople will assist to address safety and other risks, and these will be considered by State based Assessment Advisory Panels in assessing projects. Failure to follow these procedures may lead to the rejection of the application.
63. **Contingency allowances:** Contingency allowances should be included in applications, especially for building works. Any contingencies should not exceed normal commercial levels (for example, 10% to 20% of the cost of the project). Building escalation costs may be factored into grant applications. These costs will vary in each State and Territory.

64. **Other contributions:** If a school community is able to secure other contributions (for example, a contribution from a parents and friends organisation) this must be clearly identified in the application.
65. **Value for money:** Applications should show that a project represents value for money. DEST recognises that variations to budgets may occur due to local factors such as the availability of skilled tradespeople.
66. **Compliance with relevant statutes:** School Communities should **keep evidence** that their projects comply with all relevant statutes, regulations, by-laws and the requirements of any Australian Government, State or Territory Government or local authorities and any requirements of the relevant education authority.
67. **Compliance with infrastructure requirements:** School Communities should **keep evidence** that their projects comply with any infrastructure requirements, standards and State and Territory infrastructure planning which may impact on the capacity of a project to be insured, maintained, secured or integrated into the state school infrastructure (for example, using a non-approved supplier).
68. **Planning approvals:** School Communities should keep evidence that their projects have the relevant planning approvals (in accordance with local practices), including from local government and school authorities.
69. **State or Territory Government approval:** In relation to building works, school communities should **keep evidence** that their relevant State or Territory education authority has approved any proposed building works, as these works will be carried out on State or Territory Government owned land and will become State or Territory assets. Proposals should comply with their procurement processes, building works guidelines and other relevant arrangements.
70. **DEST number:** Applicants should include their school's DEST number on the application. DEST numbers can be obtained on-line when preparing the application and are also included in all written correspondence from DEST.

71. **GST:** All budget items and quotes (excluding contingencies for building works) must clearly set out a cost amount (excluding GST), the GST amount and the Total amount.

For example:

Supplier or Provider	Item	Cost (Excluding GST)	GST	Total Cost
J Bloggs	Pavers	\$10,000	\$1,000	\$11,000
K Smith	Carpet	\$15,000	\$1,500	\$16,500

Regardless of an applicant's GST status all applications must provide this information to assist in determining funding amounts.

72. **Quotes:** Applicants must agree to provide quotes in accordance with the following:
- Applicants must provide an electronic copy of their one preferred quote which covers all project elements (including the full name of the provider of goods or services). In some States and Territories applicants may not be able to obtain quotes for building works (in accordance with the jurisdiction's purchasing and contracting guidelines) and should instead provide an electronic copy of a building cost estimate.

If this is not possible, they can be emailed or faxed to:

Email: investingschools@dest.gov.au

Fax: **02 9383 8536**

If you send copies via email or fax, you should include the school name, the DEST and application numbers.

73. For a project to be funded under this Programme, all applications must indicate that quotes have been obtained on a fair and commercial basis and that they meet the State and Territory procurement requirements. For projects:
- \$50,000 or less**, at least two written itemised quotes must be obtained; and
 - more than **\$50,000 and up to \$150,000**, three written itemised quotes must be obtained.

Note that quotes are not required for the purchase of books.

74. In exceptional circumstances, for any project, obtaining one quote only may be acceptable, provided that a satisfactory explanation is provided for why no more than one quote is available (for example, sole providers of services in remote areas). It may be that State departments have pre-existing contracts in place and that use of these contracts will allow the acceptance of one quote.
75. If an applicant is unable to provide a quote an explanation must be provided in writing.
76. Applicants must agree to keep all quotes related to an application for a period of 7 years. Where requested by DEST, such as during an evaluation or audit exercise, applicants must be able to produce the original or copies of the quotes.

What additional information should a Government School Community Organisation provide?

77. **Project Management Capacity:** When applying for funding to undertake building or construction work, a Government School Community Organisation must demonstrate it has or will procure project management capacity. For building or construction work where an experienced professional is being hired, project management fees should be included in the application. Capacity to project manage will be considered by State based Assessment Advisory Panels.
78. **Conditions in GSCO Individual Funding Agreement:** To be eligible to receive funding, an approved Government School Community Organisation must agree to the conditions contained in a GSCO Individual Funding Agreement with the Australian Government. Copies of the draft GSCO Individual Funding Agreement and the Plain English Guide are available on the DEST website at <http://www.dest.gov.au/schools/investinginschools> Further information on the GSCO Individual Funding Agreements is also at paragraphs 94-108.

8 How will the Department assess the applications?

A Procedure

79. DEST will acknowledge the receipt of all applications within two weeks by email for on-line applications and via mail for paper application forms.
80. DEST will check all applications to ensure that the mandatory information has been completed. Where applications are not complete or do not meet all requirements of these guidelines, applicants will be advised of further information that is required for the application to be complete and compliant and a nominated time will be given to provide it. If information is not provided in the time allowed, the application will not progress to assessment by the State based Assessment Advisory Panels (see paragraph 54).
81. If all the mandatory information in the application form has been completed, DEST will forward the applications to the State based Assessment Advisory Panels for assessment. DEST will appoint and convene State based Assessment Advisory Panels in each State.
82. The State based Assessment Advisory Panels will assess the applications and provide recommendations to the Minister.
83. The Minister will then review the recommendations, the applications and any other relevant information. The Minister may then decide whether to approve a project.

B The role of State Based Assessment Advisory Panels

84. DEST will appoint and convene State based Assessment Advisory Panels in each State. Panels will consider all complete and compliant applications for proposed projects, taking into account the selection criteria.

A State based Assessment Advisory Panel may comprise of a combination of:

- at least one representative from the state school parent representative body for the relevant State;

- at least one representative from the state school primary principals' professional association for the relevant State;
 - at least one representative from the state school secondary principals' professional association for the relevant State;
 - at least one representative from DEST to facilitate the convening of the Panel, chair its meetings in an ex-officio capacity, and provide secretariat support; and
 - at least one advisor from the State's education authority with expertise in school infrastructure provision. The purpose of this advisor is to provide other members of the State based Assessment Advisory Panel with technical advice on projects, procurement policies and to help determine overall risk.
85. Projects will be assessed and recommendations made for funding by the State based Assessment Advisory Panels to the Minister.
86. For a project to be eligible for recommendation for funding, the State based Assessment Advisory Panel must be satisfied that the project:
- addresses the school's needs through the following criteria:
 - the condition of school facilities for the conduct of school activities;
 - needs related to the well-being of students;
 - the educational needs of students; and
 - the overall needs of the school.
 - is an appropriate project requiring no recurrent funding, or where there are on-going costs these are addressed in the application;
 - is achievable in the time available for implementation and represents value for money;
 - meets all relevant legal, safety and planning requirements and has all permissions, approvals, and authorisations necessary or pending in order to undertake the project;
 - represents good infrastructure planning (for example, refurbishment must be for buildings scheduled for continued school use); and
 - if managed by a Government School Community Organisation, that the Government School Community Organisation has project management capacity.
87. The State based Assessment Advisory Panel members will not consider information submitted outside these Programme guidelines in an application if there is no such approval as set out in paragraph 56.
88. State based Assessment Advisory Panels must follow the Programme Guidelines that relate to its establishment and administrative procedures for their operation. These Programme Guidelines are separate to this document.
89. Assessment will focus on the entire rather than discrete elements of the proposed projects.
90. State based Assessment Advisory Panels will undertake assessment and make recommendations to the Minister for the Minister's decision.
91. For the purpose of allocating funding, the Minister may approve projects within a State according to an order of merit and can seek further information in relation to an application from any source the Minister considers relevant.
92. Successful applicants will be notified in writing by the Minister. DEST will then publicise successful schools and their projects on the DEST website at <http://www.dest.gov.au/schools/investinginschools> as soon as practical.
93. Where projects are not recommended for approval, written reasons will be available to applicants. Unsuccessful applications will not be reviewed, although these applicants can reapply in the following years.

9 Information about Funding Agreements

A Government School Community Organisation

(i) General Information

94. Once an application has been approved by the Minister, a Government School Community Organisation is required to enter into a GSCO Individual Funding Agreement before payments can be made. Funding will be processed through the State and Territory payment authorities (for example, State Treasuries) in accordance with the provisions of the Act.

95. Conditions and requirements of the GSCO Individual Funding Agreement include the following:

- a) keeping accurate financial records relating to the expenditure of the funds. The financial records must enable each transaction to be separately identified;
- b) spending the funding for the approved purpose and provide specified financial reports as requested;
- c) meeting the relevant accountability requirements outlined below:
 - (i) providing a certificate from an independent Qualified Accountant indicating that the funding for the specified project has been spent as required in the GSCO Individual Funding Agreement;
 - (ii) ensuring that the project is completed to a satisfactory standard, in agreed timeframes and in accordance with all relevant planning and legal requirements;
 - (iii) agreeing to provide and keep the quotes for 7 years as set out in paragraphs 72-76;
 - (iv) providing reports on the project's implementation to DEST at specified dates; and
 - (v) returning any unspent, uncommitted or overpaid funds to the Australian Government as required;

- d) agreeing that if the cost of the approved project exceeds the funding, the Australian Government will not be liable for the cost over-run;
- e) fulfilling the recognition responsibilities as outlined in paragraph 120;
- f) participating in evaluations of the outcomes of the programme;
- g) holding at least \$5 million public liability insurance;
- h) giving authorised Australian Government representatives appropriate access to records; and
- i) providing evidence of their legal status (for example, certificate of incorporation). Note: Victorian and South Australian education authorities have already provided this evidence for all their schools.

Government School Community Organisations may wish to include the costs for engaging an independent accountant in their applications for funding.

96. Government School Community Organisations will be responsible for ensuring that projects are achieved within the funding amount approved and the allocated time as set out in the GSCO Individual Funding Agreement.

97. If, after a Government School Community Organisation receives funding, it appears that a variation of the GSCO Individual Funding Agreement may be required, the Government School Community Organisation must contact the DEST hotline with their concerns, telephone 1300 363 079.

(ii) Funding and Financial Accountability

98. Once a GSCO Individual Funding Agreement is in place the Australian Government will make payments to the Government School Community Organisation through the relevant State or Territory payment authority (for example, State Treasury) in accordance with the Act. The State or Territory Government is then legally required to pass on funding to Government School Community Organisations for the project through the usual administrative arrangements. Government Community School Organisations will need to provide their bank account details to DEST to facilitate the payment process.

99. The payment arrangements for all Government School Community Organisations will be set out in their GSCO Individual Funding Agreements. These GSCO Individual Funding Agreements will reflect total approved funding and reporting timelines as determined by the Australian Government, taking into account the project details from applications.
100. As a general principle funds will be paid for small projects (up to and including \$50,000) as one lump sum as soon as possible after the signing of the GSCO Individual Funding Agreement. For larger projects (\$50,001 up to \$150,000), an advance amount will be paid after the signing of the GSCO Individual Funding Agreement and the balance on submission of a project performance report to DEST (for more detail on performance reports see paragraph 104-107).

(iii) Compliance

101. If a Government School Community Organisation does not fulfil a condition of funding, the Minister may determine that funding be repaid or delay any further payments. If a Government School Community Organisation receives an overpayment of funds, the Minister may determine that funding be recovered, reduced or may delay any further payments.
102. Where a Government School Community Organisation cannot produce evidence that the required number of quotes for a project was obtained, a Government School Community Organisation may either be excluded from applying for further *Investing in Our Schools Programme* funding or required to repay some or all of the funding received. DEST may need to audit a Government School Community Organisation to ensure that this requirement is met. If a Government School Community Organisation is to be audited they will be notified in writing by DEST.

(iv) False or misleading information

103. In any application for funding, acquittals, certificates, progress reports, final reports or other information provided to DEST, giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

(v) Reporting requirements

Small projects: funding up to and including \$50,000

104. Approved Government School Community Organisations in receipt of funding up to and including \$50,000 are required to provide to DEST:
- (i) a certificate by an independent Qualified Accountant indicating that funds have been expended in accordance with the GSCO Individual Funding Agreement; and
 - (ii) a Project Performance Report detailing how the project has been satisfactorily completed.

The certificate and report is to be provided by a date specified in the GSCO Individual Funding Agreement. Government School Community Organisations will be provided with further information detailing these requirements. Templates of these reports will also be made available on the DEST website at <http://www.dest.gov.au/schools/investinginschools>

Large projects: funding between \$50,001 and \$150,000

105. Approved Government School Community Organisations in receipt of funding of more than \$50,000 are required to provide a Project Progress Report. The progress report will be linked to a project milestone and the funding payment arrangements.
106. On completion of the project, Government School Community Organisations will be required to provide:
- (i) a certificate by an independent Qualified Accountant indicating that funds have been expended in accordance with the GSCO Individual Funding Agreement; and
 - (ii) a Project Performance Report detailing how the project has been satisfactorily completed.
107. A Final Certificate and Project Performance Report are to be provided by a date specified in the GSCO Individual Funding Agreement. Government School Community Organisations will be provided with further information detailing these requirements. Templates of these reports will also be made available on the DEST website at <http://www.dest.gov.au/schools/investinginschools>

(vi) Recognition requirements

108. See below at paragraph 120

B School Parent Bodies

(i) General Information

109. If the School Parent Body is unincorporated or a Government School Community Organisation elects not to enter into a GSCO Individual Funding Agreement, then the State or Territory education authority will manage the project on behalf of the school community.
110. A School Parent Body is not required to enter into a GSCO Individual Funding Agreement with the Australian Government or have legal responsibility for project implementation. Agreements between the State and the Australian Government, which are already in place, will apply to funding for these successful projects. These Agreements bind States and Territories to deliver the projects on behalf of School Parent Bodies.
111. The Agreements with States and Territories require them to, on behalf of School Parent Bodies:
- a) apply the funding for the approved purpose;
 - b) meet the relevant commitments outlined in the *Australian Government Programmes for Schools Quadrennial Administrative Guidelines 2005 to 2008* and the accountability requirements outlined below;
 - c) meet Australian Government recognition requirements;
 - d) undertake to insure, maintain in good condition and secure infrastructure improvements and acquisitions made under this programme in schools;
 - e) agree that if the cost of an approved project exceeds the funding, the Australian Government will not be liable for the cost over-run;
 - f) participate in the evaluations of the outcomes of the Programme; and
 - g) provide access to records if required.
112. Projects should be achievable within the funding amount sought and the allocated time.

113. If, after a School Parent Body receives funding, it appears that a variation of the project may be required the school community must contact DEST with their concerns on the DEST hotline, telephone 1300 363 079.

(ii) Funding and financial accountability

114. When the Australian Government approves funding in respect of an application from a School Parent Body, the payment will be made to the State or Territory payment authority and the relevant State government agency will administer the approved funding.
115. The relevant State and Territory governments will manage the funding and will acquit these funds on behalf of School Parent Bodies.

(iii) Compliance

116. If a State does not fulfil a condition of its Agreement, including in relation to Government School Community Organisations, the Minister may determine that funds be repaid and may delay future payments. If the Minister determines that a funding allocation should be reduced, payments will be reduced at a date to be determined by the Minister.
117. A School Parent Body must agree to keep the required number of quotes for a project for 7 years. DEST may need to audit a School Parent Body to ensure that this requirement is met. If a School Parent Body is to be audited they will be notified in writing by DEST.

(iv) False or misleading information

118. In any application for funding, acquittals, certificates, progress reports, final reports or other information provided to DEST, giving false or misleading information is a serious offence under the *Criminal Code (Commonwealth)*.

(v) Reporting requirements

119. Where a School Parent Body is the applicant, the State or Territory government is responsible for meeting the Australian Government's accountability and reporting requirements which are set out in the agreements that have already been signed with the State or Territory.

(vi) Recognition of assistance

120. Government School Community Organisations and School Parent Bodies are required to agree to give appropriate recognition of assistance from the Australian Government. This includes:
- a. acknowledging Australian Government assistance in publicity issued by the school in regards to the project.
 - i. All media publicity and promotion relating to projects receiving Australian Government funding must refer to the *Investing in Our Schools Programme* by name and acknowledge the financial support provided by the Australian Government.
 - ii. The Australian Government will advise relevant Federal Members of Parliament of projects approved for funding. Both the Minister and the relevant Parliamentarian may also choose to issue press releases.
 - b. conducting an official opening or ceremony to mark the completion of the project (unless an exemption is granted by the Minister).

If a school believes that the nature of a project is such that it would be inappropriate to open it officially, the school must obtain the Minister's agreement to there not being an official opening, by contacting the *Investing in Our Schools Programme* (IOSP) Liaison Officer in the Parliament House Office of the Parliamentary Secretary to the Minister for Education, Science and Training, telephone 02 6277 2082.

If an opening ceremony is required the Minister must be invited to the ceremony and a convenient date for the ceremony for all parties should be chosen. It will usually be a representative of the Minister who attends the ceremony.

If an opening ceremony is required schools are advised that they must:

- i. before organising an official opening, contact the IOSP Liaison Officer in the Parliament House Office of the Parliamentary Secretary to the Minister for Education, Science and Training, telephone 02 6277 2082 to arrange the Australian Government's participation;
- ii. provide the Minister with at least two months prior notice of any openings and public events relating to the projects;
- iii. hold an official opening or ceremony within seven months of the completion of the project, unless otherwise agreed by the Minister; and
- iv. make provision in the official proceedings for the Minister or their representative to speak.

Once it is established that the Minister or his representative is to open a facility, this arrangement cannot be changed without the Australian Government's agreement.

- c. in larger, permanent infrastructure projects (for example, new classrooms, and shade infrastructure or play equipment) a small plaque acknowledging Australian Government assistance should be erected. The IOSP Liaison Officer in the Office of the Parliamentary Secretary to the Minister for Education, Science and Training should be contacted for guidance on whether a plaque is required and the appropriate wording for it, telephone 02 6277 2082. Costs for meeting recognition requirements should be included in the funding application.

Appendices

Glossary of terms

Term	Definition
2005-2008 Quadrennium	The life of the programme.
Government School Community Organisation (GSCO)	An approved Government School Community Organisation (GSCO) means a body corporate determined under section 11 of the Act to be an approved Government School Community Organisation. Under section 11 of the Act, the Minister may determine that a body corporate that is connected with a state school, and represents the school's community, is the approved Government School Community Organisation for the purposes of the Act.
School community	A school communities is either: <ul style="list-style-type: none">• A Government School Community Organisation; or• A School Parent Body.
School Parent Body	A School Parent Body is a parent body that: <ul style="list-style-type: none">• Is not a Government School Community Organisation (GSCO);• Is connected with a state school and represents the school's community; and• Includes parents or parent representatives of currently enrolled students at a specified school and may include the school principal.
GSCO Individual Funding Agreement	GSCO Individual Funding Agreements are agreements that Government School Community Organisations will be required to sign if their application for funding is successful and funding is approved by the Minister.
State based Assessment Advisory Panels	The State based Assessment Advisory Panels will be established in every State and Territory by DEST to review and assess the applications from school communities (see paragraphs 84 - 93).