This Feasibility Report should be prepared by the school in conjunction with the Independent Consultant.

APPLICATIONS CLOSE: Round 1 – Friday 4 December 2015
Round 2 – Friday 22 January 2016

To apply:
1. Email a soft copy of the school’s Feasibility Report to Lindy.McArdle@is.vic.edu.au with the completed electronic application, and
2. Submit four (4) hard copies to the VIS BGA office on or before the relevant date above.

Section 1 Project Overview / Brief
- Proposed project description
- Site information
- Brief School History / Philosophy

Section 2 Educational Need
- Outline the educational need for the proposed project
- Demonstrate how the proposed project will meet the assessment criteria. See Attachment 1.
- Schools wishing to be considered for the Australian Government Capital Grants Program should also demonstrate how the proposed project meets the CGP objectives – see Attachment 2.

Section 3 Planned Capital Expenditure
- How does the proposed project relate to the Master Plan
- Provide an explanation for the capital expenditure to be funded by the school or any other grant programs from 2014-2018 (as identified in the Finance Section of the electronic application)
Section 4  School Finance
Please provide explanations for the following:
- What assumptions (% / numbers) have been made for next year’s enrolments and projected enrolment figures
- What assumptions (% increase) have been made regarding Federal and State funding estimates going forward and what have these assumptions been based upon
- What percentage fee increases have been included each year
- What indexation factors have been used for projected school expenses
- Does the closing cash balance for 2014 in your application match the figure in the school’s 2014 Audited Accounts (please explain any difference)

Section 5  List of Project Consultants
e.g. Independent Consultant, Architect, Quantity Surveyor, Building Surveyor, Services Engineers, etc.

Section 6  Independent Consultant
Please provide copies of the following:
- Consultant’s Agreement
- Certificates of Currency
  - Professional Indemnity Insurance
  - Public Liability Insurance

Section 7  Existing Plans (Legible A4 or A3 size, preferably colour copy)
- Site plans for project campus
- Floor plans for project campus (if applicable)

Section 8  Proposed Plans (Legible A4 or A3 size, preferably colour copy)
- Site plans for project campus
- Floor plans for proposed project
- Elevations for proposed project

Section 9  Project Options
This section should include an outline of the following:
- various project options considered by the school
- the preferred option and the reasons behind its selection
- options available to stage the project
- method of project delivery (lump sum tender preferred)
- reason for method of delivery if anything other than lump sum tender

Section 10  Report on Planning and Regulations
This section should indicate consideration of the following:
- timeline for applying for and receiving planning approval
- advice from local council, building surveyor and/or planning consultant
- planning and building permit requirements
- heritage overlays
- current building regulations, including health, disabled access and energy ratings
- upgrading of services, including additional fire services
Section 11  Risk Analysis  
e.g. asbestos, adverse site conditions, planning, heritage overlays, geographical location, delays, etc.

Section 12  Project Time Schedule  
Critical time path identify planning, design, documentation, tendering and construction in line with program timelines

Section 13  Project Costing by Independent Quantity Surveyor

Section 14  Maintenance Plan  
Provide a copy of the school’s detailed maintenance plan.  
See website for VIS BGA Guidelines.

Section 15  School Building and Property Insurance  
Provide copies of Certificates of Currency

Section 16  2014 Audited Accounts or Memorandum of Articles for new schools  
Complete set of accounts including auditor’s report and notes.

Section 17  Signed Lease Agreement or Land Title

Section 18  School Fee Schedule

Section 19  VRQA Registration Certificates  for both site and year level

Section 20  Signed Declaration  
Declaration must be signed by the Principal and Independent Consultant.  
Available at http://www.is.vic.edu.au/schools/funding/state-capital-funding.htm
VICTORIAN GOVERNMENT CAPITAL FUNDING PROGRAM

Applicants are required to demonstrate how the proposed project meets the relevant assessment criteria and submit supporting documentation where required.

Capital Works: Projects that involve the construction of a new campus or the expansion of capacity at an existing campus

Upgrade Works: Projects that involve upgrading existing facilities without the effect of expanding capacity.

Where Upgrade Works also increase capacity, all criteria apply.

Applications which best meet the criteria will be prioritised for funding over those which do not.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Capital Works</th>
<th>Upgrade Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment demand</td>
<td>The project will provide additional enrolment capacity in response to a proven enrolment demand</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>The school or potential school is located in a growth area as defined by the Metropolitan Planning Authority; or</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>The school or potential school is located in regional Victoria; or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The school or potential school is located in a suburb of localised population growth.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td>Facilities at the school are below a reasonable standard to provide modern, fit for purpose learning environments and require refurbishment to achieve a good minimum condition standard</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Financial and socio-economic need</td>
<td>The school is in need of the funding to complete the project, including when judged on their: student fees and contributions; Student Family Occupation ranking; financial assets and borrowing capacity; school fundraising capacity</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Project outcomes</td>
<td>The project is the top priority for improvements at the school</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>The project aims to produce improvement in student outcomes or student engagement and wellbeing</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>The project provides a durable, flexible and environmentally sustainable approach</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td></td>
<td>The project maximises opportunities for community use and sharing of facilities</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Project readiness</td>
<td>Planning permits have been issued</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Australian Government Capital Grants Program Objectives and Project Outcomes

Please relate the proposed project to one or more of the Government Objectives listed below. Each objective identifies an outcome relative to educational need for the proposed project.

<table>
<thead>
<tr>
<th>Government Objective</th>
<th>Project Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students</td>
<td>Providing better learning environments</td>
</tr>
<tr>
<td>Provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students</td>
<td>Addressing an area of particular educational disadvantage</td>
</tr>
<tr>
<td>Provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students</td>
<td>Supporting educational opportunities for Indigenous students</td>
</tr>
<tr>
<td>Provide and improve school capital infrastructure, particularly for the most educationally disadvantaged students</td>
<td>Supporting educational opportunities for students with a disability</td>
</tr>
<tr>
<td>Ensure attention to refurbishment and upgrading of capital infrastructure for existing students, while making provision for needs arising from new demographic and enrolment trends</td>
<td>Responding to new demographic or student enrolment trends</td>
</tr>
<tr>
<td>Pursue the Commonwealth’s other priorities and objectives for schooling</td>
<td>Supporting quality teaching</td>
</tr>
<tr>
<td>Pursue the Commonwealth’s other priorities and objectives for schooling</td>
<td>Supporting parental and community engagement</td>
</tr>
<tr>
<td>Pursue the Commonwealth’s other priorities and objectives for schooling</td>
<td>Supporting safety for the school community</td>
</tr>
<tr>
<td>Pursue the Commonwealth’s other priorities and objectives for schooling</td>
<td>Supporting the curriculum</td>
</tr>
</tbody>
</table>