

# Schools Upgrade Fund – Capital Investments

## FEDERATION FUNDING AGREEMENT – EDUCATION AND SKILLS

**Table 1: Formalities and operation of schedule**

Parties	<p>Commonwealth</p> <p>New South Wales</p> <p>Victoria</p> <p>Queensland</p> <p>Western Australia</p> <p>South Australia</p> <p>Tasmania</p> <p>Australian Capital Territory</p> <p>Northern Territory</p>
Duration	<p>This Schedule is expected to expire on 31 December 2027 or on completion of the initiative, including final performance reporting and processing of final payments against milestones.</p>
Purpose	<p>The Commonwealth is supporting the States to deliver capital infrastructure projects for government schools, such as new facilities, major refurbishments and upgrades.</p> <p>Funding from Round 2 of the Commonwealth's School Upgrade Fund (SUF) is being apportioned across states and territories based on need. As the measure seeks to improve school capital infrastructure, the distribution of funding is based on:</p> <ol style="list-style-type: none"> <li>i. each State and Territory's proportional share of government schools</li> <li>ii. relative student need in each State and Territory, as reflected in average per-student funding attracted by its government school students under the Schooling Resource Standard.</li> </ol>

Estimated financial contributions	<p>The Commonwealth will provide an estimated total financial contribution to the States of \$215.769m in respect of this Schedule.</p> <p>States’ individual shares of the Government School Capital Funding component of the SUF is set out in <b>Table 1</b> below.</p> <table><tr><th colspan="3"><b>Table 1</b></th></tr><tr><th><b>(\$ million)</b></th><th><b>2023-24</b></th><th><b>Total</b></th></tr><tr><td><b>Estimated total budget</b></td><td><b>215.769</b></td><td><b>215.769</b></td></tr><tr><td>• NSW</td><td>68.025</td><td>68.025</td></tr><tr><td>• VIC</td><td>48.191</td><td>48.191</td></tr><tr><td>• QLD</td><td>40.408</td><td>40.408</td></tr><tr><td>• WA</td><td>24.994</td><td>24.994</td></tr><tr><td>• SA</td><td>17.121</td><td>17.121</td></tr><tr><td>• TAS</td><td>6.487</td><td>6.487</td></tr><tr><td>• ACT</td><td>2.456</td><td>2.456</td></tr><tr><td>• NT</td><td>8.087</td><td>8.087</td></tr><tr><td>Balance of non-Commonwealth contributions</td><td>0.0</td><td>0.0</td></tr></table>	<b>Table 1</b>			<b>(\$ million)</b>	<b>2023-24</b>	<b>Total</b>	<b>Estimated total budget</b>	<b>215.769</b>	<b>215.769</b>	• NSW	68.025	68.025	• VIC	48.191	48.191	• QLD	40.408	40.408	• WA	24.994	24.994	• SA	17.121	17.121	• TAS	6.487	6.487	• ACT	2.456	2.456	• NT	8.087	8.087	Balance of non-Commonwealth contributions	0.0	0.0
<b>Table 1</b>																																					
<b>(\$ million)</b>	<b>2023-24</b>	<b>Total</b>																																			
<b>Estimated total budget</b>	<b>215.769</b>	<b>215.769</b>																																			
• NSW	68.025	68.025																																			
• VIC	48.191	48.191																																			
• QLD	40.408	40.408																																			
• WA	24.994	24.994																																			
• SA	17.121	17.121																																			
• TAS	6.487	6.487																																			
• ACT	2.456	2.456																																			
• NT	8.087	8.087																																			
Balance of non-Commonwealth contributions	0.0	0.0																																			
Additional terms	<p><b>1. Allocation of Funding by States</b></p> <ul style="list-style-type: none"><li>a. Funding must be allocated to new projects based on demonstrated need, consistent with the Schools Upgrade Fund (Round 2) Guidelines at <b>Appendix A</b> (the Guidelines).</li><li>b. The Commonwealth will conduct an expression of interest process through which public schools can nominate capital projects. The expression of interest process will open on 31 October 2023 unless otherwise agreed.</li><li>c. States will assess all project applications received and allocate their share of funding to ensure that projects prioritise disadvantaged schools as identified by Index of Community Socio-Educational Advantage (ICSEA) value (or comparable measures of disadvantage relevant to the jurisdiction).</li><li>d. States will be the decision-makers on the distribution of funding for priority projects; however, the Commonwealth reserves the right to not endorse a project proposed by a State, and to request an alternative project.</li><li>e. A minimum of \$250,000 (GST exclusive) of funding under the Schools Upgrade Fund must be committed for each project.</li><li>f. The funding provided by the Commonwealth is additional to the existing capital works budgets of the States. Co-contribution is not a condition of funding. However, the States may combine their own</li></ul>																																				

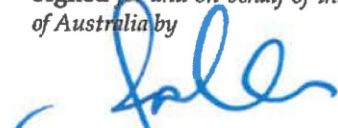
	<p>capital funding with the Commonwealth’s contribution to support projects of varying sizes.</p> <ul style="list-style-type: none"><li>g. Unless otherwise agreed, States will provide funding to schools to enable funding to be committed for expenditure (or spent) by the end of 2024.</li><li>h. Further information on requirements in respect of the expression of interest process, including States’ assessment processes, is set out in the Guidelines.</li></ul> <p><b>2. Announcements and recognition</b></p> <ul style="list-style-type: none"><li>a. Following the assessment process, States must provide the Commonwealth with information on all projects that are proposed to be funded under Round 2 of the School Upgrade Fund.</li><li>b. The Commonwealth will engage with jurisdictions to identify potential opportunities for joint announcements of projects between the Australian Government and the jurisdiction.</li><li>c. For the purposes of Clause 21 of the Federation Funding Agreement – Education and Skills, the role of the Commonwealth in funding projects is to be acknowledged as set out in the Guidelines.</li></ul> <p><b>3. Acquittal of funds</b></p> <ul style="list-style-type: none"><li>a. States must provide an annual report detailing progress of capital asset projects and how money has been spent.</li></ul>
--	---

**Table 2B: Victoria – Performance requirements, reporting and payment summary**

Output	Performance milestones	Report due	Payment
State facilitation of large-scale upgrades to government schools, such as new facilities, major refurbishments and upgrades	Execution of this schedule	N/A	\$9.638m
Expression of Interest process	Permit the Commonwealth to undertake, commencing on 31 October 2023, an expression of interest process through which schools may nominate priority capital infrastructure projects of at least \$250,000. The EOI process will close on the 29 February 2024.	N/A	N/A
Progress report on projects	A short report outlining how Commonwealth funding will be allocated, comprising a brief description of projects proposed to be funded in the State, including school details and location, project description, capital expenditure amount (including any State or third-party contributions), and a brief description demonstrating how the allocation of funding is needs-based and prioritises disadvantage.	2 April 2024	N/A
Project agreement	Commonwealth endorsement of projects to be funded under Round 2	12 April 2024	\$38.553m
Announcement of projects	Announcement of projects <ul style="list-style-type: none"> <li>Announcement, as agreed with the Commonwealth, of all Schools Upgrade Fund projects to which Commonwealth funding will be allocated.</li> <li>Acknowledgement of the Australian Government's contribution consistent with the Guidelines.</li> </ul>		N/A
Annual progress report (and final acquittal)	Annual progress report (and final acquittal) <ul style="list-style-type: none"> <li>This annual report (1 January to 31 December) should provide a brief progress update on the status of each funded project over the previous calendar year. It should also include information on all income and expenditure in respect of each funded project and be signed off as a true and accurate record by either the Secretary, Victorian Department of Education, or an equivalent authorised senior officer. The report must be provided by 30 June of the following year.</li> <li>The final such report – to be provided following completion of all funded projects – will constitute final acquittal of Commonwealth funding.</li> </ul>	Annually, by 30 June commencing 30 June 2025 (until all projects are complete)	N/A


The Parties have confirmed their commitment to this schedule as follows:

*Signed for and on behalf of the Commonwealth  
of Australia by*



**The Honourable Jason Clare MP**  
Minister for Education  
17 October 2023

*Signed for and on behalf of the  
State of Victoria by*



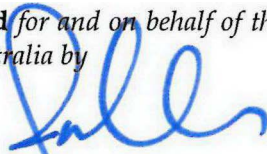
**The Honourable Ben Carroll MP**  
Minister for Education  
24 October 2023

**Table 2C: Queensland – Performance requirements, reporting and payment summary**

Output	Performance milestones	Report due	Payment
State facilitation of large-scale upgrades to government schools, such as new facilities, major refurbishments and upgrades	Execution of this schedule	N/A	\$8.082m
Expression of Interest process	Permit the Commonwealth to undertake, commencing on 31 October 2023, an expression of interest process through which schools may nominate priority capital infrastructure projects of at least \$250,000. The EOI process will close on the 29 February 2024.	N/A	N/A
Progress report on projects	A short report outlining how Commonwealth funding will be allocated, comprising a brief description of projects proposed to be funded in the State, including school details and location, project description, capital expenditure amount (including any State or third-party contributions), and a brief description demonstrating how the allocation of funding is needs-based and prioritises disadvantage.	2 April 2024	N/A
Project agreement	Commonwealth endorsement of projects to be funded under Round 2.	12 April 2024	\$32.326m
Announcement of projects	Announcement of projects <ul style="list-style-type: none"> <li>Announcement, as agreed with the Commonwealth, of all Schools Upgrade Fund projects to which Commonwealth funding will be allocated.</li> <li>Acknowledgement of the Australian Government's contribution consistent with the Guidelines.</li> </ul>		N/A
Annual progress report (and final acquittal)	Annual progress report (and final acquittal) <ul style="list-style-type: none"> <li>This annual report (1 January to 31 December) should provide a brief progress update on the status of each funded project over the previous calendar year. It should also include information on all income and expenditure in respect of each funded project and be signed off as a true and accurate record by either the Director-General, Queensland Department of Education, or an equivalent authorised senior officer. The report must be provided by 30 June of the following year.</li> <li>The final such report – to be provided following completion of all funded projects – will constitute final acquittal of Commonwealth funding.</li> </ul>	Annually, by 30 June commencing 30 June 2025 (until all projects are complete)	N/A

The Parties have confirmed their commitment to this schedule as follows:

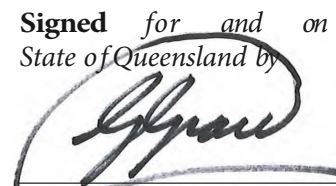
Signed for and on behalf of the Commonwealth  
of Australia by

A handwritten signature in blue ink, appearing to read 'J. Clare', written over a horizontal line.

**The Honourable Jason Clare MP**  
Minister for Education

13 October 2023

Signed for and on behalf of the  
State of Queensland by

A handwritten signature in blue ink, appearing to read 'G. Grace', written over a horizontal line.

**The Honourable Grace Grace MP**  
Minister for Education

1 November 2023

**Table 2D: Western Australia – Performance requirements, reporting and payment summary**

Output	Performance milestones	Report due	Payment
State facilitation of large-scale upgrades to government schools, such as new facilities, major refurbishments and upgrades	Execution of this schedule	N/A	\$4.999m
Expression of Interest process	Permit the Commonwealth to undertake, commencing on 31 October 2023, an expression of interest process through which schools may nominate priority capital infrastructure projects of at least \$250,000. The EOI process will close on the 29 February 2024.	N/A	N/A
Progress report on projects	A short report outlining how Commonwealth funding will be allocated, comprising a brief description of projects proposed to be funded in the State, including school details and location, project description, capital expenditure amount (including any State or third-party contributions), and a brief description demonstrating how the allocation of funding is needs-based and prioritises disadvantage.	2 April 2024	N/A
Project agreement	Commonwealth endorsement of projects to be funded under Round 2.	12 April 2024	\$19.995m
Announcement of projects	<p>Announcement of projects</p> <ul style="list-style-type: none"> <li>Announcement, as agreed with the Commonwealth, of all Schools Upgrade Fund projects to which Commonwealth funding will be allocated.</li> <li>Acknowledgement of the Australian Government's contribution consistent with the Guidelines.</li> </ul>		N/A
Annual progress report (and final acquittal)	<p>Annual progress report (and final acquittal)</p> <ul style="list-style-type: none"> <li>This annual report (1 January to 31 December) should provide a brief progress update on the status of each funded project over the previous calendar year. It should also include information on all income and expenditure in respect of each funded project and be signed off as a true and accurate record by either the Director-General, Western Australian Department of Education, or an equivalent authorised senior officer. The report must be provided by 30 June of the following year.</li> <li>The final such report – to be provided following completion of all funded projects – will constitute final acquittal of Commonwealth funding.</li> </ul>	Annually, by 30 June commencing 30 June 2025 (until all projects are complete)	N/A

The Parties have confirmed their commitment to this schedule as follows:

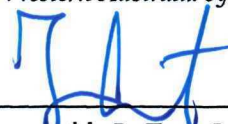
Signed for and on behalf of the Commonwealth  
of Australia by



The Honourable Jason Clare MP  
Minister for Education

13 October 2023

Signed for and on behalf of the  
State of Western Australia by



The Honourable Dr Tony Buti MP  
Minister for Education

October 2023

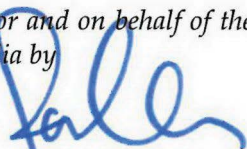
- 1 NOV 2023

**Table 2E: South Australia – Performance requirements, reporting and payment summary**

Output	Performance milestones	Report due	Payment
State facilitation of large-scale upgrades to government schools, such as new facilities, major refurbishments and upgrades	Execution of this schedule	N/A	\$3.424m
Expression of Interest process	Permit the Commonwealth to undertake, commencing on 31 October 2023, an expression of interest process through which schools may nominate priority capital infrastructure projects of at least \$250,000. The EOI process will close on the 29 February 2024.	N/A	N/A
Progress report on projects	A short report outlining how Commonwealth funding will be allocated, comprising a brief description of projects proposed to be funded in the State, including school details and location, project description, capital expenditure amount (including any State or third-party contributions), and a brief description demonstrating how the allocation of funding is needs-based and prioritises disadvantage.	2 April 2024	N/A
Project agreement	Commonwealth endorsement of projects to be funded under Round 2.	12 April 2024	\$13.697m
Announcement of projects	Announcement of projects <ul style="list-style-type: none"> <li>Announcement, as agreed with the Commonwealth, of all Schools Upgrade Fund projects to which Commonwealth funding will be allocated.</li> <li>Acknowledgement of the Australian Government's contribution consistent with the Guidelines.</li> </ul>		N/A
Annual progress report (and final acquittal)	Annual progress report (and final acquittal) <ul style="list-style-type: none"> <li>This annual report (1 January to 31 December) should provide a brief progress update on the status of each funded project over the previous calendar year. It should also include information on all income and expenditure in respect of each funded project and be signed off as a true and accurate record by either the Chief Executive, South Australian Department of Education, or an equivalent authorised senior officer. The report must be provided by 30 June of the following year.</li> <li>The final such report – to be provided following completion of all funded projects – will constitute final acquittal of Commonwealth funding.</li> </ul>	Annually, by 30 June commencing 30 June 2025 (until all projects are complete)	N/A

The Parties have confirmed their commitment to this schedule as follows:

Signed for and on behalf of the Commonwealth  
of Australia by

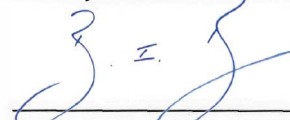


---

**The Honourable Jason Clare MP**  
Minister for Education

13 October 2023

Signed for and on behalf of the  
State of South Australia by



---

**The Honourable Blair Boyer MP**  
Minister for Education, Training and Skills

6 November 2023

**Table 2G: Australian Capital Territory – Performance requirements, reporting and payment summary**

Output	Performance milestones	Report due	Payment
State facilitation of large-scale upgrades to government schools, such as new facilities, major refurbishments and upgrades	Execution of this schedule	N/A	\$0.491m
Expression of Interest process	Permit the Commonwealth to undertake, commencing on 31 October 2023, an expression of interest process through which schools may nominate priority capital infrastructure projects of at least \$250,000. The EOI process will close on the 29 February 2024.	N/A	N/A
Progress report on projects	A short report outlining how Commonwealth funding will be allocated, comprising a brief description of projects proposed to be funded in the State, including school details and location, project description, capital expenditure amount (including any State or third-party contributions), and a brief description demonstrating how the allocation of funding is needs-based and prioritises disadvantage.	2 April 2024	N/A
Project agreement	Commonwealth endorsement of projects to be funded under Round 2.	12 April 2024	\$1.965m
Announcement of projects	<p>Announcement of projects</p> <ul style="list-style-type: none"><li>Announcement, as agreed with the Commonwealth, of all Schools Upgrade Fund projects to which Commonwealth funding will be allocated.</li><li>Acknowledgement of the Australian Government's contribution consistent with the Guidelines.</li></ul>		N/A
Annual progress report (and final acquittal)	<p>Annual progress report (and final acquittal)</p> <ul style="list-style-type: none"><li>This annual report (1 January to 31 December) should provide a brief progress update on the status of each funded project over the previous calendar year. It should also include information on all income and expenditure in respect of each funded project and be signed off as a true and accurate record by either the Director-General, ACT Education Directorate, or an equivalent authorised senior officer. The report must be provided by 30 June of the following year.</li><li>The final such report – to be provided following completion of all funded projects – will constitute final acquittal of Commonwealth funding.</li></ul>	Annually, by 30 June commencing 30 June 2025 (until all projects are complete)	N/A

The Parties have confirmed their commitment to this schedule as follows:

**Signed** for and on behalf of the Commonwealth  
of Australia by

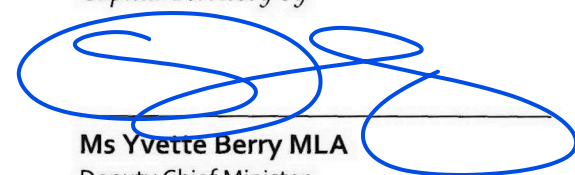
  

---

**The Honourable Jason Clare MP**  
Minister for Education

**13** October 2023

**Signed** for and on behalf of the Australian  
Capital Territory by

---

**Ms Yvette Berry MLA**  
Deputy Chief Minister  
Minister for Education and Youth Affairs

**24** October 2023

**Table 2H: Northern Territory – Performance requirements, reporting and payment summary**

Output	Performance milestones	Report due	Payment
State facilitation of large-scale upgrades to government schools, such as new facilities, major refurbishments and upgrades	Execution of this schedule	N/A	\$1.617m
Expression of Interest process	Permit the Commonwealth to undertake, commencing on 31 October 2023, an expression of interest process through which schools may nominate priority capital infrastructure projects of at least \$250,000. The EOI process will close on the 29 February 2024.	N/A	N/A
Progress report on projects	A short report outlining how Commonwealth funding will be allocated, comprising a brief description of projects proposed to be funded in the State, including school details and location, project description, capital expenditure amount (including any State or third-party contributions), and a brief description demonstrating how the allocation of funding is needs-based and prioritises disadvantage.	2 April 2024	N/A
Project agreement	Commonwealth endorsement of projects to be funded under Round 2.	12 April 2024	\$6.470m
Announcement of projects	Announcement of projects <ul style="list-style-type: none"> <li>Announcement, as agreed with the Commonwealth, of all Schools Upgrade Fund projects to which Commonwealth funding will be allocated.</li> <li>Acknowledgement of the Australian Government's contribution consistent with the Guidelines.</li> </ul>		N/A
Annual progress report (and final acquittal)	Annual progress report (and final acquittal) <ul style="list-style-type: none"> <li>This annual report (1 January to 31 December) should provide a brief progress update on the status of each funded project over the previous calendar year. It should also include information on all income and expenditure in respect of each funded project and be signed off as a true and accurate record by either the Chief Executive Officer, NT Department of Education, or an equivalent authorised senior officer. The report must be provided by 30 June of the following year.</li> <li>The final such report – to be provided following completion of all funded projects – will constitute final acquittal of Commonwealth funding.</li> </ul>	Annually, by 30 June commencing 30 June 2025 (until all projects are complete)	N/A

The Parties have confirmed their commitment to this schedule as follows:

Signed for and on behalf of the Commonwealth  
of Australia by



The Honourable Jason Clare MP  
Minister for Education

13 October 2023

Signed for and on behalf of the Northern  
Territory by



The Honourable Eva Lawler MLA  
Minister for Education

30 October 2023

## Schools Upgrade Fund

# ROUND 2 – GOVERNMENT SCHOOLS

EXPRESSION OF INTEREST GUIDELINES  
SEPTEMBER 2023

### At a glance

Applications open:	31 October 2023
Applications close:	11:59 pm AEDT, Friday 15 December 2023
Eligibility:	Government schools
Funding:	Minimum \$250,000 per project
Projects:	Larger scale capital infrastructure projects and associated costs
Guidelines:	Version 1 (6 September 2023)
Contact:	<a href="mailto:SchoolsUpgradeFund@education.gov.au">SchoolsUpgradeFund@education.gov.au</a>

## Definitions

The definitions below are for the purposes of these Guidelines.

**The Act:** Refers to the *Australian Education Act 2013* (the Act)

**Approved authority:** Each school has an approved authority, which is the body approved by the Minister for Education under the Act. For a government school, the approved authority is the relevant state or territory government.

**The department:** Australian Government Department of Education

**The Fund:** Round 2 of the Schools Upgrade Fund

**Goods and Services Tax (GST):** The GST is a broad-based tax of 10 per cent on the supply of most goods and services sold or consumed in Australia.

**School:** Refers to a primary school, a secondary school or a combined school that is conducted by or on behalf of the government of a state or territory

**Index of Community Socio-Educational Advantage (ICSEA):** Refers to a scale which allows for fair and reasonable comparisons among schools. ICSEA was created by the Australian Curriculum, Assessment and Reporting Authority (ACARA), and provides an independent and transparent indication of the socio-educational backgrounds of students at a school.

**Minister for Education:** Refers to the Australian Government Minister for Education

**The Regulation:** Refers to the *Australian Education Regulation 2023*

## Purpose of the Guidelines

1. These Guidelines set out the policy and processes for the administration and delivery of the Round 2 of the Schools Upgrade Fund (the Fund).
2. Schools should read this document carefully before completing and submitting an expression of interest for funding.
3. These Guidelines and the application process do not create any legally enforceable undertakings (contractual or otherwise) between the Commonwealth of Australia and any applicant.

## About the Fund

4. The Commonwealth will provide \$215.8 million to support capital infrastructure upgrade projects in government schools across Australia under Round 2 of the Schools Upgrade Fund. It will enable investment in large-scale capital projects such as new facilities, major refurbishments and upgrades to government schools.
5. The fund is not administered as Commonwealth grants and will not be managed through Grant Connect. Further information about the process for applying under this round can be found online at <https://www.education.gov.au/schools-upgrade-fund>.
6. Round 2 of the Schools Upgrade Fund will be delivered in partnership with state and territory education departments. The department is responsible for the overall administration of the Fund, with projects endorsed by the Australian Government Minister for Education based on advice from by state and territory ministers for education.
7. While individual schools will apply for funding and deliver projects, it is the state or territory government as the approved authority for the school, as defined under the Act and the Regulation, which has responsibility for the school and accountability for the use of any funding paid.

## Funding available

8. A total of \$215.8 million will be allocated to schools with successful applications that are approved by the Minister for Education. An allocation of funding has been identified at the jurisdiction level at Attachment A.
9. In addition to funding provided through the Schools Upgrade Fund, the total cost of the project may include funding contributions from the school or the relevant state or territory.
10. Applications must reflect the total cost required to deliver the proposed project. The Commonwealth will not provide any funding additional to the \$215.8 million available under the Fund.
11. All funding amounts are exclusive of GST.

## Eligible schools

12. Round 2 of the Fund is open to all government schools that attracted Commonwealth recurrent funding through an approved authority for 2023 under the Act.
13. To be eligible for funding, the school must anticipate continuing to operate in 2024 (for example, a school would be ineligible if it is closing at the end of 2023 or will have no enrolled students in 2024).
14. The school must have at least one enrolled student at the time of submitting an application.
15. Government schools that received funding through Round 1 of the Schools Upgrade Fund – the Targeted Round or the Open Round – are eligible to apply for funding under Round 2 of the Fund.

## Eligible project activities

16. The relevant state or territory department of education for the school must support the application.
17. All projects must be undertaken in 2024, with funding committed to be spent by 31 December 2024.
18. Large-scale capital projects such as new facilities, major refurbishments and upgrades are in scope. Eligible projects include (but are not limited to):
  - building or upgrading specialist facilities essential to delivery of the Australian Curriculum (such as STEM facilities, art facilities, music rooms, technical and applied studies facilities, other subject-specific facilities, libraries, sporting facilities)
  - upgrading playground and outdoor learning facilities
  - for schools with a high proportion of ageing demountable buildings, replacing these with permanent structures or modern modular teaching spaces.

19. Funding is not available for:

- projects with a Commonwealth funding requirement of less than \$250,000 (GST exclusive)
- projects that have commenced prior to the school receiving notification of approval from the department. Project commencement includes making financial commitments (for example, purchase orders placed or invoices received) for work involved in the project. Preliminary work undertaken by a school to prepare its applications (for example, research, scoping, obtaining costs or quotes) does not constitute project commencement
- projects where the majority of use will be by overseas students or any other students who would not attract funding under the Act
- projects that are principally for pre-primary education, being children below the prescribed state or territory school starting age
- a facility that is not in a formal school setting (for example, an Early Learning Centre attached to a school)
- expenses relating to security to obtain, or comply with, any form of loan, credit, payment or other interest
- expenses relating to the preparation of, or in the course of, any litigation.

### How to apply

20. Applications open on Tuesday 31 October 2023 and close at 11:59 pm AEDT on Friday 15 December 2023.
21. Schools will submit an application to the department.
22. Schools may only submit one application. Schools can apply once only for a Round 2 project for which a minimum of \$250,000 (Goods and Services Tax (GST) exclusive) of funding under the Schools Upgrade Fund will be applied.
23. Where a school is composed of multiple campuses, the school may submit an application to deliver a project across multiple campuses, as long as the total Round 2 funding amount sought is at least \$250,000.
24. All applications for Round 2 funding should be made via the online application form which will be available prior to the expression of interest opening date. The form can be accessed on the department's website at <https://www.education.gov.au/schools-upgrade-fund>.
25. Applications must be submitted by the School Principal, Deputy/Assistant Principal, Business Manager or equivalent. The person submitting the application form will also be the contact for all related queries.
26. The department has ensured the application form is as streamlined as possible.
27. Schools that are unable to apply via the online application form should contact the department at [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au) to discuss alternative options to submit an application form.

28. If an application form is submitted in error, or with any inaccurate information that a school would like to rectify, the school should contact the department at [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au).
29. If a school experiences any technical errors in submitting an application form or requires assistance, it should send a screen shot of the error and a description of the problem to the department at [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au).
30. Approved authorities are encouraged to assist their most disadvantaged schools with the application process.

### Application assessment and prioritisation of projects

31. Once the application period closes, the department will undertake eligibility and completeness checks of the applications and ensure:
  - the school attracted recurrent funding under the Act in 2023 and is expected to continue to operate in 2024
  - the school has at least one enrolled student at the time of submitting the application
  - projects are eligible funding activities
  - the relevant department of education for the school has endorsed the project
  - the application confirms that funding for the project will be committed by 31 December 2024.
32. Following the initial check, the department will provide all applications received to the relevant state or territory.
33. The relevant state and territory department of education will assess all applications to be assessed on need. States and territories will consider all eligible expressions of interest received from their schools.
34. Based on these assessments, state and territory ministers for education will identify projects for funding in their jurisdiction.
35. Projects will be prioritised based on:
  - projects that support schools with a low Index of Community Socio-educational Advantage (ICSEA) value relative to the jurisdictional median
  - eligible projects for disadvantaged schools that have not received significant capital funding in the past two years (that is, projects valued at \$250,000 or more in 2022 or 2023).
  - projects that support schools that cater to disadvantaged students, such as:
    - special schools
    - special assistance schools or
    - majority Aboriginal and Torres Strait Islander schools.
36. States and territories will make funding decisions using the information from the expression of interest process and any other information available.

37. Identification of projects to be funded will depend on, among other things:
- the number of eligible applications received
  - the amount of available funding in each jurisdiction
  - characteristics of school disadvantage and
  - the relative demonstrated need for funding for the proposed priority project.
38. States will be the decision-makers on identifying successful projects however the Commonwealth reserves the right to not endorse a project proposed by a State, and to request an alternative project.
39. State and territory departments of education will notify schools of the outcome of all project applications. State and territory departments of education will also provide advice to schools regarding commencement of approved projects.
40. The department will undertake an evaluation of the Fund following the submission of all final acquittal reports.

## Managing funding

### Payment of funds

41. Funds will be paid by the Commonwealth to state and territory governments in accordance with the terms agreed under the relevant schedule to the *Federation Funding Agreement – Education and Skills* (the Schedule). State and territory governments will ensure funds are available for each school and are used on the associated approved project.
42. The Commonwealth Government will not own any assets funded through the Fund. Ownership will remain with the relevant state or territory government.

### Funding conditions

43. In order for state and territory governments to comply with their obligations under the Schedule, they must, among other things:
- a) spend the funding only on the approved project(s) and its associated costs
  - b) spend or commit to spend funds received, including any interest earned, on the approved project by 31 December 2024
  - c) ensure that the project is completed to a satisfactory standard, and within a reasonable time
  - d) ensure that the project complies with any relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority
  - e) keep full and accurate records in a form that will permit comprehensive information to be provided to the Commonwealth if required
  - f) meet the Commonwealth recognition requirements for the Fund (see 'Recognition Requirements' section).

## Varying and cancelling projects

44. In exceptional circumstances, a school may seek a variation to their approved project scope or timeframe. In this instance, schools should contact [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au).
45. Schools may not seek additional funds, including where implementation costs increase above the originally approved amount.
46. If a project for which funds have been paid is subsequently cancelled, the funds allocated to the cancelled project will be offset from future payments to the approved authority.
47. If a school wishes to cancel a project, it should contact [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au).

## Administration and reporting

48. Schools are required to provide an annual report to their relevant state or territory department of education detailing a brief progress update on the project status and include all income and expenditure in respect of the project.
49. The financial acquittal of funds paid will be completed by the relevant state or territory department of education.
50. Further information on the requirements will be provided in the written directions sent to schools and their state or territory authority at the time of project approval.

## Public announcement of funding

51. The Minister for Education or other Australian Government Members of Parliament may make public announcements about the Fund at any time and inform schools about the Fund.
52. Schools that receive Round 2 funding may be published on the department's Schools Upgrade Fund webpage.

## Recognition requirements

53. Schools must meet the following Australian Government recognition requirements for the Fund, including:
  - all publicity materials and announcements in relation to projects supported under the Schools Upgrade Fund acknowledge the Australian Government's contribution
  - relevant school communities are advised directly about assistance received from the Commonwealth by such means as school newsletters
  - for all facilities that receive support under the Fund, an official opening ceremony is arranged within six months of the physical completion of the project, unless otherwise agreed by the Commonwealth
  - the Commonwealth Minister for Education, or the Minister's representative, is invited to officially open all facilities supported under the Fund
  - the Commonwealth Department of Education (the department), via the [SchoolOpenings@education.gov.au](mailto:SchoolOpenings@education.gov.au) inbox, is provided three proposed dates for school recognition ceremonies at least three months in advance of the proposed opening date of the facility

- Commonwealth funding is acknowledged on plaques provided for facilities supported under the Fund, as follows:
- installing on all completed projects building plaques that acknowledge Commonwealth funding, unless otherwise agreed by the department
- where a facility is opened by a Commonwealth representative, the name of the person opening the facility should be included on the plaque
- wording on plaques acknowledging Commonwealth funding should be of similar size and style to wording acknowledging other funding sources
- including the Australian Government crest on all plaques
- obtaining the department's prior approval of all plaque wording.

### Records and information provision

54. Schools, on behalf of their approved authorities, must keep records relating to all income and expenditure of funds received in accordance with Australian Accounting Standards and generally acceptable accounting practices. These records must be kept for at least seven years.
55. Schools, on behalf of their approved authorities, must keep adequate records to ensure:
  - financial accountability obligations are met
  - obligations under the Act are satisfied.
56. The school needs to hold documentation to support claims made through the application process and the implementation of projects, and could be called upon as part of a verification process to provide such documentation.

### Conflicts of interest

57. A conflict of interest can be real (or actual), apparent (or perceived) or potential.
58. A conflict of interest could arise if an individual's personal interests' conflict with the proper use and management of Commonwealth funding provided through the Fund.
59. Schools must ensure that they appropriately manage any conflicts of interest should they arise in relation to an approved project.
60. If a conflict of interest is not able to be appropriately resolved by the school (or its approved authority), it must contact the department in writing immediately.

### Compliance with laws

61. Schools must comply with any relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority. These include, where applicable, relevant anti-discrimination laws and the:
  - Building Code 2016
  - Fair Work Act 2009 (Cth)
  - Work Health and Safety Act 2011 (Cth)
  - applicable Australian Standards
  - applicable planning and approval requirements for capital infrastructure.

## Privacy and freedom of information

62. The department is subject to the *Privacy Act 1988* (Cth) and the *Freedom of Information Act 1982* (Cth), and any information schools submit to the department will be subject to both of these pieces of legislation. Please also note that any documents a school submits to the department may be subject to freedom of information application.