



Australian Government  
Department of Education

# Schools Upgrade Fund

## Targeted Round and Open Round Guidelines November 2022

### At a glance

Applications open:	Monday 28 November 2022
Applications close:	11:59 pm AEDT, Friday 24 February 2023
Eligibility:	Government, Catholic and Independent schools
Funding:	Up to \$25,000
Projects:	Small scale capital projects and associated costs
Guidelines:	Version 1.3 (12 June 2024)
Contact:	<a href="mailto:SchoolsUpgradeFund@education.gov.au">SchoolsUpgradeFund@education.gov.au</a>



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The document must be attributed as the (Schools Upgrade Fund Guidelines).

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## 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 approved by the Minister for Education under the Act:

- for a Government school, the approved authority is the state or territory government.
- for a Catholic or Independent school, the approved authority is a body corporate that is approved by the Minister for Education for a school.

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

**The Fund:** 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.

**Government school:** Refers to a 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 2013*.

## Purpose of the Guidelines

1. These Guidelines set out the policy and processes for the administration and delivery of the Schools Upgrade Fund (the Fund) – Targeted Round and Open Round.
2. The Guidelines should be read in conjunction with the *Australian Education Act 2013* (the Act), the *Australian Education Regulation 2013* (the Regulation) and relevant reference material issued by the department.
3. These Guidelines and other information about the Fund can be found on the department's website at <https://www.education.gov.au/schools-upgrade-fund>.
4. Schools should read this document carefully before completing and submitting an application for funding.
5. 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

6. The Fund will provide \$62.7 million to upgrade schools - Government, Catholic and Independent. Funding will help schools to provide their students with improved learning facilities in a COVID-19 safe environment. This includes:
  - Targeted Round – funding totalling \$30.7 million for individual schools with an identified need for school upgrades as per 2022 election commitments.
  - Open Round – funding totalling \$32 million to schools to help improve ventilation and air quality and make small scale improvements.
7. The purpose of the Fund is to provide more equitable access to resources to support schools, particularly the most disadvantaged schools, to help keep students and school staff safe and get students' education back on track after disruptions caused by COVID-19. The assessment of applications to the Open Round will prioritise disadvantaged schools with high need projects.
8. The objective of the Fund is to provide grants for priority, small-scale capital projects that support student learning in schools.
9. For the purpose of section 69A of the Act, the Fund is prescribed under Part 8 of Schedule 1 to the Regulation.
10. The Targeted and Open Rounds of the Fund are not administered as Commonwealth grants and will not be managed through Grant Connect. The information in these Guidelines pertains to the administrative process that will inform decisions made by the Minister for Education to provide funding to schools under section 69A of the Act.
11. The department is responsible for administering the Fund, with projects approved by the Minister for Education in accordance with the Act and these Guidelines.
12. While individual schools will apply for funding and deliver projects, it is 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 under the Targeted or Open Round.

# Targeted Round

## Funding available

13. The Targeted Round will allocate \$30.7 million towards small-scale capital projects in schools that were announced as part of 2022 election commitments by the Government.

## Eligibility criteria

14. To be eligible, the school and associated project must have been announced as an election commitment.

## Eligible funding activities

15. Eligible projects are those that were announced as an election commitment by the Government.
16. Funding may only be used for the project as announced by the Government. The department should be notified of any proposed changes in scope and will seek the required approval from the Minister for Education.

## How to apply

17. Schools do not need to apply for the Targeted Round. The department has contacted schools directly to confirm the scope and requirements of funded projects.
18. Schools receiving funding through the Targeted Round do not need to take any action with regards to these Guidelines. The information in the Administration and Reporting section of these Guidelines are relevant (and can be referred to) however written directions stipulating the conditions of funding will be provided to schools and their approved authorities when payments are made.

## Project funding

19. The department will notify approved authorities and schools of the outcome, the timing of payments and any applicable requirements of the funding during December 2022.
20. Schools can commence funded projects once notification has been received from the department.
21. For funding and reporting requirements, refer to the section Administration and Reporting below.

# Open Round

## Funding available

22. A total of \$32 million will be allocated to schools with successful applications that are approved by the Minister for Education.
23. A notional allocation of funding has been identified at the jurisdiction and sector level at [Attachment C](#). During the moderation process (outlined below), up to 50 per cent of the notional allocations may be re-allocated to other jurisdictions or sectors to ensure that funding is targeted towards high need projects and schools. The other 50 per cent of the notional allocation will be retained to ensure that funding is equitably balanced and is able to support schools in every jurisdiction and sector across Australia.
24. Schools can apply once only for funding of up to \$25,000.
25. An application can seek funding for multiple eligible projects as long as the total funding amount does not exceed the maximum of \$25,000.
26. Where a school is composed of multiple campuses, the school may submit an application to deliver projects across multiple campuses, as long as the total funding amount does not exceed the maximum of \$25,000.
27. The funding amount can be for the total cost of the project, or part of the cost where the school contributes an amount.
28. All funding amounts are exclusive of Goods and Services Tax (GST).
29. Funding is only available for the 2023 school year.

## Eligibility criteria

30. The Open Round is open to all schools – Government, Catholic and Independent – that attracted Commonwealth recurrent funding through an approved authority for 2022 under the Act.
31. To be eligible for funding, schools must anticipate continuing to operate in 2023 (for example, a school would be ineligible if it is closing at the end of 2022 or will have no enrolled students in 2023).
32. The school must have at least one enrolled student at the time of application submission.
33. The approved authority<sup>1</sup> for the school must endorse the application.
  - The process to confirm this endorsement is a matter for the school and the approved authority. There is no requirement for the department to be party to this negotiation. The application form seeks confirmation from the school that they have received this endorsement.
34. Schools that received funding through the Targeted Round are eligible to apply for the Open Round of the Fund.
35. While all schools are eligible to apply, the assessment process will prioritise the applications of the most disadvantaged schools with the highest need projects in each jurisdiction and sector.

## Eligible funding activities

36. Schools may only submit one application. The online application form will prevent any attempts to submit more than one application per school (using AGEID).
37. All projects must be undertaken in 2023, with funding spent or committed to be spent by 31 December 2023.
38. Eligible projects are intended to be for small-scale improvements to schools to facilitate COVID-19 safe learning environments. Eligible projects must be one of those listed in the table below:

Category	Eligible Projects
1. Improving air quality to support healthier learning environments	<ol style="list-style-type: none"><li>a. purchasing and installing air purifiers</li><li>b. purchasing and installing air-conditioning</li><li>c. upgrading ventilation in school facilities</li></ol>
2. Improving student outcomes through outdoor learning	<ol style="list-style-type: none"><li>a. building new outdoor learning spaces</li><li>b. upgrading or improving existing outdoor learning spaces</li><li>c. installing and/or upgrading shade structures</li></ol>
3. Supporting equitable access to flexible learning for students	<ol style="list-style-type: none"><li>a. purchasing and/or upgrading ICT equipment (including laptops and tablets)</li><li>b. provision of flexible learning arrangements for students</li></ol>

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<sup>1</sup> For government schools this is your relevant department of education, for Catholic systemic schools this is generally the Catholic Education Office in your state/territory.



Category	Eligible Projects
4. Providing a safe learning environment	a. fixing doors or windows where this aids in airflow b. repairs or maintenance to school facilities c. refurbishing classrooms

39. Funding is not available for:

- projects that are not listed as eligible projects in the table above
- projects that have commenced prior to the school receiving notification of approval from the department, scheduled to occur in mid-2023. Project commencement includes making financial commitments (for example, purchase orders placed or invoices received) for work involved in the project. Schools may undertake preliminary work to prepare their applications (for example, research, scoping, obtaining costs or quotes)
- 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).

## How to apply

40. All applications for funding should be made via the online application form (a sample copy of the form is provided at [Attachment A](#) for information purposes only). The link to the application form is available at <https://www.education.gov.au/schools-upgrade-fund>.
41. 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.
42. The department has ensured the application form is as streamlined as possible.
43. Schools that are unable to apply via the online application form should contact the department at [Schooolsupgradefund@education.gov.au](mailto:Schooolsupgradefund@education.gov.au) to discuss alternative options to submit an application form.
44. 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 [Schooolsupgradefund@education.gov.au](mailto:Schooolsupgradefund@education.gov.au).
45. If schools have any issues or technical errors in submitting an application form, the school should send a screen shot of the error and description of the problem to the department at [Schooolsupgradefund@education.gov.au](mailto:Schooolsupgradefund@education.gov.au).
46. Approved authorities are encouraged to assist their most disadvantaged schools with the application process.

## Application dates

47. Applications open on Monday 28 November 2022 and close at 11:59 pm AEDT on Friday 24 February 2023.

## Application assessment

48. The application form requires schools to answer a series of tick-box questions to determine the project need relative to other schools. The online application system will automatically attribute a numerical score to each answer for the purposes of assessment. The department cannot and will not alter this score.

## Assessment

49. Once the application period closes, the department will undertake eligibility and completeness checks of the applications. The department will check all applications to ensure:
- the school attracted recurrent funding under the Act in 2022 and are expected to continue to operate in 2023
  - the school has at least one enrolled student at the time of submitting the application
  - projects are eligible funding activities, refer to table on page 8
  - the school's approved authority (as approved for funding under the Act) has endorsed the project(s)<sup>2</sup>
  - the school has confirmed that the project(s) will be completed by 31 December 2023.
50. Following the initial check, all applications will be assessed in line with the scoring matrix at [Attachment B](#), which balances project need and school need to determine suitability for funding. Schools will each receive a score out of 100, comprised of:
- up to 70 points for project need (automatically determined by responses given in the application form)
  - up to 30 points for school need (determined by the school's ICSEA value).
51. Where schools have applied for multiple projects, the project need score will be calculated using the single highest project score and not the cumulative scores of the projects. [Attachment B](#) provides further explanation and an example.
52. Using the scores out of 100, all eligible applications will be prioritised within jurisdiction and sector groupings (24 groupings: Government, Catholic and Independent groups for each of the 8 jurisdictions).

## Moderation

53. The first stage of moderation applies where multiple schools have the same score and ranking for a jurisdiction and sector, and differentiation is required to fit within the relevant notional allocation of funding:
- the total proportion of Aboriginal and Torres Strait Islander students, students with disability, and students with low-English proficiency at each school in 2022 is applied

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<sup>2</sup> For government schools this is your relevant department of education, for Catholic systemic schools this is generally the Catholic Education Office in your state/territory.

(using administrative data held by the department) – where schools with the highest total proportion are ranked higher,

- if further differentiation is required, school location is applied – where schools in remote/regional locations take precedence over schools in outer-metropolitan/metropolitan locations.
54. During the second stage of moderation, a panel of three Senior Executive Officers will compare across the 24 jurisdiction and sector groupings to ensure that final allocations of funding balances equitable distribution with targeting high need projects and schools.
55. The moderation panel can re-allocate up to 50 per cent of the funding for each jurisdiction and sector to prioritise higher scored projects in other jurisdictions or sectors. The panel must retain at least 50 per cent of the notional allocation in each jurisdiction and sector.
56. The panel will also consider the appropriateness of funding any non-government schools identified as having a material financial viability risk, or which have material non-compliance under the *Australian Education Act 2013* and Regulation. Schools may be asked for further information to inform this decision.
57. The assessment and moderation process will result in a list of:
- projects recommended for funding (up to the total allocation of funding available)
  - projects not recommended for funding.

## Project approval

58. The process outlined above to score and rank the proposed projects is designed to inform the Minister for Education in considering which projects to fund under the Open Round.
59. For the Open Round, recommendations of projects to fund will depend on the number of eligible applications received, the amount of available funding in each jurisdiction and sector, the demonstrated greatest identified need for funding and characteristics of school disadvantage.
60. The Minister is the ultimate authority to review the department's project recommendations and make final decisions with regards to which projects are funded.
61. Decisions of the Minister for Education are final, and there is no appeal mechanism.
62. The Minister, or the Minister's delegate, will make funding determinations under section 69A of the Act to provide the approved funding amount to successful schools for use in 2023.
63. The department will notify approved authorities and schools of the outcome of all project applications in May 2023. Schools can commence approved projects once notification has been received from the department.
64. The department will undertake an evaluation of the Fund following the submission of all closure reports.

# Managing funding

## Payment of funds

65. Funds will be paid by the Commonwealth to state and territory governments, who will pay the funds to the approved authority for each school.
66. Approved authorities will then be required to ensure funds are available for each school and are used on the associated approved project. This is in line with the standard process to pay schools Commonwealth recurrent funding provided under the Act.
67. Targeted Round - the Commonwealth will pay 100 per cent of the funds from December 2022.
68. Open Round - the Commonwealth will pay 100 per cent of the funds from May 2023, after project approval.
69. The Commonwealth Government will not own any assets funded through the Targeted or Open Rounds of the Fund. Ownership will remain with the relevant approved authority or legal entity for the school.

## Funding conditions

70. In order for approved authorities and schools to comply with their obligations under the Act and Regulation, 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 2023
  - 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, in accordance with the Act
  - f) meet the Commonwealth recognition requirements for the Fund (see 'Recognition Requirements' section).

## Assurance of funding

71. The department will undertake assurance checks on a sample of successful applications that are both randomly selected and targeted to assure:
  - the accuracy of the school's application form with regards to project need
  - projects are being implemented in accordance with program requirements.
72. All schools will be required to submit financial acquittals for use of funding and a closure report on the outcomes of their project (see Administration and Reporting below). This

information and findings of the assurance process may contribute to an evaluation of the Schools Upgrade Fund following the completion of all projects.

73. If the reporting or assurance process identifies any potential non-compliance, it is open to the Minister for Education to take action, including recovery of payments, in line with Part 8 Division 2 the Act.

## Funding variations

74. In exceptional circumstances, a school may seek a variation to their approved project scope or timeframe. In this instance, schools should contact the department via [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au). Schools may not seek additional funds.

## Cancelled projects

75. 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. If a school wishes to cancel a project, they should contact the department immediately via [Schoolsupgradefund@education.gov.au](mailto:Schoolsupgradefund@education.gov.au).

## Administration expenses

76. Schools can use up to 10 per cent of funds to meet the costs of administering the Fund. Funds must not be used for expenses relating to:
- security to obtain, or comply with, any form of loan, credit, payment or other interest; or
  - the preparation of, or in the course of, any litigation.

## Public announcement of funding

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

## Administration and reporting

79. Schools are required to provide a short and simplified project closure report to the department upon completion of their project, outlining the benefits to the school and confirming the final outcomes of the project.
80. The closure report may require the school to provide quotes for works, invoices or receipts, photos of completed works/projects and a description of the observed benefits. A template will be provided by the department in the second half of 2023.
81. The financial acquittal of funds paid will be completed by the school's approved authority via an Acquittal Certificate to meet the requirements of section 34 of the Regulation. Further information on the requirements will be provided in the written directions sent to schools and their approved authorities at the time of payment.

## Recognition requirements

82. Schools must meet the following Australian Government recognition requirements for the Fund:

- acknowledge the Government's funding contribution in announcements and other publicity regarding the project
- ensure that school communities are advised directly about assistance received from the Government by such means as school newsletters.

## Records and information provision

83. 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.
84. Schools, on behalf of their approved authorities, must keep adequate records to ensure:
  - financial accountability obligations are met
  - obligations under the Act are satisfied.
85. 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

86. A conflict of interest can be real (or actual), apparent (or perceived) or potential.
87. 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.
88. Schools must ensure that they appropriately manage any conflicts of interest should they arise in relation to an approved project. If a conflict of interest is not able to be appropriately resolved by the school (or their approved authority), they must contact the department in writing immediately.

## Banking requirements

89. The school must ensure that adequate funds are available at all times in order to meet all project-related payment obligations as they fall due.

## Compliance with laws

90. 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.

NOTE: In providing any data or any other information to the department pursuant to the Act or Regulation, giving false or misleading information is a serious offence under Section 137.1 of the *Commonwealth Criminal Code*.

## Privacy and freedom of information

91. 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 applications.



## Attachment A

# Schools Upgrade Fund – Open Round

## Sample application form

This is a sample application form for demonstration purposes only. The intent of this form is to inform schools of the questions they will be asked in the online application form when applying for the Schools Upgrade Fund – Open Round. It will assist schools in preparing their responses prior to submitting applications online.

**Schools must not use this document as their application form.**

Schools may only submit an application via the online form. The online application form is available on the department's website at <https://www.education.gov.au/schools-upgrade-fund>.

## About the Schools Upgrade Fund – Open Round

The Australian Government has announced funding of \$32 million to schools to help improve ventilation and air quality and make small scale improvements under the Schools Upgrade Fund – Open Round (the Fund).

The Fund is open to all schools - Government, Catholic and Independent, that attracted Commonwealth recurrent funding through an approved authority for 2022 under the *Australian Education Act 2013* (the Act) and is anticipated to continue to attract funding in 2023.

The purpose of the Fund is to provide more equitable access to resources to support schools, particularly the most disadvantaged schools, to help keep students and school staff safe and get students' education back on track after disruptions caused by COVID-19.

Schools can apply for funding of up to \$25,000. An application can seek funding for multiple eligible projects as long as the total funding amount does not exceed the maximum of \$25,000. Where a school is composed of multiple campuses, the school may submit an application to deliver projects across multiple campuses, as long as the total funding amount does not exceed the maximum of \$25,000.

The Department of Education is responsible for administering the Fund.



## Completing an application

You should read the Schools Upgrade Fund – Targeted Round and Open Round Guidelines (the Guidelines) carefully before completing and submitting an application.

The Guidelines and further information on the Fund including how to apply can be found on the department's website at <https://www.education.gov.au/schools-upgrade-fund>.

The application form contains:

- Part A – School details
- Part B – Contact details
- Part C – Eligibility
- Part D – Project details
- Part E – Project need
- Part F – Declaration

## Disclosure of information

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 applications.

## Contact us

If you require assistance completing the application form, please contact the department by email [schoolsupgradefund@education.gov.au](mailto:schoolsupgradefund@education.gov.au).

## Submitting an application

Applications open on 28 November 2022 and close at 11:59 pm AEDT on 24 February 2023.

## Part A - School details

What jurisdiction is the school in? <a href="#">Select from options available.</a>
School name <a href="#">Select from the drop down, the school name and location.</a>
AGEID <a href="#">This will be auto filled based on the school name and location selected above</a>
Physical address <a href="#">This will be auto filled based on the school name and location selected above</a>
Postal address <a href="#">This will be auto filled based on the school name and location selected above</a>

## Part B - Contact details

Name <a href="#">Free text</a>
Position <a href="#">Restricted to the appropriate position</a>
Phone number <a href="#">Free text</a>
Email address <a href="#">Free text</a>

## Part C - Eligibility

Are you an appropriate person on behalf of the school to apply for this project/s? <a href="#">An appropriate person must be the school principal, assistant / deputy principal, business manager or equivalent.</a>	Yes <input type="checkbox"/>
Did the school attract Commonwealth recurrent funding through an approved authority for 2022 under the Act? <a href="#">This will be auto filled based on the school name and location selected above</a>	Yes <input type="checkbox"/>
Will the school continue to operate and have enrolled students in 2023? <a href="#">A school would be ineligible if it is closing at the end of 2022 or will have no enrolled students in 2023.</a>	Yes <input type="checkbox"/>
Does the school have at least one enrolled student at the time of application submission?	Yes <input type="checkbox"/>
The approved authority for the school has endorsed the application	Yes <input type="checkbox"/>

## Part D - Project details and need

If your application is successful, the details you provide may be used by the Department of Education in published materials. Published project details may include:

- the name of the school
- a description of the project
- the amount of funding.

<b>Project category</b> Select which project category you are applying for – an application can seek funding for multiple project categories as long as the total funding amount does not exceed the maximum of \$25,000	<b>Score</b> This section is a maximum of 25. If you apply for multiple projects, then the highest score for any one of the projects would be counted (e.g. a school scores 20 for improving air quality, but only 15 for outdoor learning – the school would receive a score of 20 overall)
<b>1. Improving air quality to support healthier learning environments</b>	
<input type="checkbox"/> Purchasing and installing air purifiers	Does the school already have air purifiers? <input type="checkbox"/> No <input type="checkbox"/> Yes – Less than 50% of school facilities <input type="checkbox"/> Yes – Between 50% and 80% of school facilities <input type="checkbox"/> Yes – More than 80% of school facilities
<input type="checkbox"/> Purchasing and installing air-conditioning	Does the school already have functioning air-conditioning? <input type="checkbox"/> No <input type="checkbox"/> Yes – Less than 50% of school facilities <input type="checkbox"/> Yes – Between 50% and 80% of school facilities <input type="checkbox"/> Yes – More than 80% of school facilities
<input type="checkbox"/> Upgrading ventilation in school facilities	What proportion of students will benefit from the upgraded ventilation? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> More than 50% and less than 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students
<b>2. Improving student outcomes through outdoor learning</b>	
<input type="checkbox"/> Building new outdoor learning spaces	What proportion of students will benefit from the new outdoor learning space? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students
<input type="checkbox"/> Upgrading or improving existing outdoor learning spaces	What proportion of students will benefit from the upgraded outdoor learning space? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students

<input type="checkbox"/> Installing and/or upgrading shade structures	What proportion of students will benefit from the shade structure? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students
<b>3. Supporting equitable access to flexible learning for students</b>	
<input type="checkbox"/> Purchasing and/or upgrading ICT equipment (including laptops and tablets)	What proportion of students already have access to appropriate ICT equipment? <input type="checkbox"/> 10% or less of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 80% of students
<input type="checkbox"/> Provision of flexible learning arrangements for students	What proportion of students can access remote learning if required? <input type="checkbox"/> 10% or less of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 80% of students
<b>4. Providing a safe learning environment</b>	
<input type="checkbox"/> Fixing doors or windows where this aids in airflow	What proportion of students will benefit from repairs to doors or windows? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students
<input type="checkbox"/> Repairs or maintenance to school facilities	What proportion of students will benefit from maintenance to school facilities? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students
<input type="checkbox"/> Refurbishing classrooms	What proportion of students will benefit from refurbishment to classrooms? <input type="checkbox"/> More than 80% of students <input type="checkbox"/> Between 50% and 80% of students <input type="checkbox"/> More than 10% and less than 50% of students <input type="checkbox"/> 10% or less of students
<b>Project summary</b> Free text 500-character limit, including spaces. Include summaries for all projects for which funding is sought. Ensure your project description focuses on your project's key activities and explain what it is you are going to do. For example: number of air purifiers / air-conditioning units, or purchase of	

two shade sails which will be installed above the existing student playground.	
<b>Funding sought</b> (excluding GST) Free text 300-character limit, including spaces. The maximum amount is \$25,000. The application must include a 'funding sought' amount which is GST exclusive. Whilst the funding amount sought will be GST exclusive, funding can be used to meet the cost of GST in delivery of projects. For example, if a quote for a purchase and delivery of a shade sail is \$10,000 inclusive of GST, the application should be for \$10,000.	
<b>Estimated total project cost</b> (excluding GST) Enter the total project cost, including the funding sought under the Schools Upgrade Fund, plus any contributions from the school.	
<b>What is the expected start date of this project?</b> Approved applicants can commence approved projects once notification has been received from the department. <input type="text" value="Calendar dropdown"/>	
<b>What is the expected completion date of this project?</b> Projects will need to be completed by 31 December 2023. <input type="text" value="Calendar dropdown"/>	

## Part E – Project Need

If you are applying for multiple projects, select the answer that applies across all projects.

Help sheet – Guidance on project need available at the end of the paper form (and will be a link online)

This score is a maximum of 45. If a school has requested funding for multiple projects, it should answer this section with regards to all the projects to the best of its ability.

Does the school have access to other opportunities for funding the project/s in 2023? Are there other government (Commonwealth or state and territory) grants or funds available to undertake similar types of projects?	No <input type="checkbox"/>  None of the cost can be covered through	Yes - partial cost <input type="checkbox"/>  Some of the cost for the project/s	Yes – full cost <input type="checkbox"/>  All of the cost can be covered
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	alternative sources	can be covered through alternative sources	through alternative sources
<p>Did the school receive funding for a similar project/s in 2021 or 2022?</p> <p>Has the school received any government (Commonwealth or state and territory) grants or funds to undertake similar types of projects?</p>	<p>No <input type="checkbox"/></p> <p>No previous funding</p>	<p>Yes - partial cost <input type="checkbox"/></p> <p>Previous funding has covered some of the costs</p>	<p>Yes – full cost <input type="checkbox"/></p> <p>Previous funding has covered all costs</p>
<p>Does the project/s assist to improve learning outcomes for students?</p> <p>Can you directly link this project/s to changes in the school environment that will support student learning</p>	<p>Yes - directly <input type="checkbox"/></p>	<p>Yes - indirectly <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>What is the critical timing need for the project/s?</p> <p>How time critical are improvements that will be made to the school through this project/s</p>	<p>Immediate <input type="checkbox"/></p> <p>Work should be undertaken within 3 months</p>	<p>Short-term <input type="checkbox"/></p> <p>Work should be undertaken 3-6 months</p>	<p>Medium – long-term <input type="checkbox"/></p> <p>Work should be undertaken 6-12 months</p>
<p>Will the project/s assist to improve the safety and health of students?</p> <p>Can you directly link this project/s to changes in the school environment that will reduce the risk of COVID-19 transmission</p>	<p>Yes – directly <input type="checkbox"/></p>	<p>Yes - indirectly <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Does your approved authority agree the project/s is a priority need for the school?</p> <p>Projects must be endorsed by approved authorities to be eligible for funding</p>	<p>Yes <input type="checkbox"/></p>	<p>N/A</p>	<p>No <input type="checkbox"/></p>

## Part F - Declaration

The Commonwealth's use and disclosure of both your personal and confidential information (provided in this application or otherwise) is set out in section 65 of the Australian Education Regulation 2013 and the Guidelines. Ensure that you have read and understand these. For further information regarding the department's obligations in accordance with the Privacy Act, refer to the department's Privacy Policy.

In submitting this application, I declare that:

- ☐ the information provided in this form is true and correct

- ☐ I understand that giving false or misleading information is a serious offence under the *Commonwealth Criminal Code Act 1995*
- ☐ the majority of use for this project/s will not be by full fee-paying overseas students, or other unfunded students
- ☐ this project/s is not principally funded for pre-primary education, i.e. for children below the prescribed state/territory school starting age or where the facility is not in a formal school setting (e.g. an Early Learning Centre to attached to a school)
- ☐ the project/s has not already commenced and will not commence until notified of approval from the department
- ☐ I understand that the school accepts liability for any ongoing costs for approved project/s
- ☐ the project/s will comply with any relevant statutes, regulations, by-laws and requirements of any Commonwealth, state, territory or local authority
- ☐ I am aware that my school may be subject to an assurance process and will be able to provide sufficient records to demonstrate any claims made in this application form
- ☐ I understand that the department may use or disclose any information provided herein in accordance with Section 65 of the *Australian Education Regulation 2013*

## Help sheet - Guidance on project need

For example, an application is submitted for a school seeking funding for installation of new air conditioning/ purifying units:

Criteria	High need project	Low need project
Other sources of funds available	There are no government or system authority programs to fund a new air conditioning/ purifying unit	<p>A government program exists in the state to fund air conditioning/ purifying units.</p> <p>For example, all Queensland public schools are to be fully air-conditioned under existing Queensland Government funding priorities (see here: <a href="https://statements.qld.gov.au/statements/89440">statements.qld.gov.au/statements/89440</a>). As a result, any request from a Queensland public school for funding for air-conditioning would be expected to be scored low.)</p> <p>Additionally, there are similar programs in other jurisdictions, such as NSW Government's <a href="#">Cooler Classroom Program</a> and <a href="#">Air Quality Assurance Program</a>, and the VIC Government's <a href="#">rollout of air-purification units</a></p>
Has a similar project previously been funded?	No funding has been sourced to fund the improvement of air conditioning/ purifying	Government or private funding was previously sourced to install new air conditioning/ purifying units (e.g. the school has received funding from the QLD Government's Cooler Cleaner Schools Program)
Project assists to improve learning outcomes for students at the school	The air conditioning/ purifying units will support improved air conditioning in learning spaces for student learning	There are existing air conditioned/ purified spaces for student learning which are easily accessible
Proportion of students at the school that will benefit from the project	All students will be able to spend time in the new air conditioned/ purified area, reducing the number of students in classrooms	The air conditioning/ purifying unit will be used in an area which is only used by a small proportion of students (i.e. 10% of students)



Timing need for the project at the school	There is an immediate need for air conditioning/ purifying units as there is a lack of air conditioning/ purification in student learning spaces	There are alternative classrooms/ learning spaces for students that can be used that are air-conditioned/ purified
The project will assist to improve the safety and health of students at the school	The air conditioning/ purifying units will support improved classroom temperatures and reduce the likelihood of student/ teacher ill-health resulted from classroom temperatures	The air conditioning/ purifying unit will be installed in an area which already has multiple air-conditioning units

## \$32 million Open Round – Scoring Matrix

### Objective

- Schools are prioritised for funding based on a combination of project need and school need criteria.
- The criteria embeds factors demonstrating identified need for funding, and characteristics of schools for disadvantage. The criteria promotes an equitable distribution of funding for schools and projects.

### Overview

- Schools will each receive a ranking out of 100:
  - a possible 70 points for project need,
  - a possible 30 points for school need (includes a baseline of 10 points for all schools).

### Project Need – 70%

- Identified responses provided by schools in the application form will be used to determine project need.
- Responses to identified project need criteria – up to 25 points.
  - Where schools have applied for multiple projects, the highest project score will be used to allocate up to 25 points.
  - For example, a school applies for purchasing air purifiers and installing a shade structure up to a combined value of \$25,000. Based on the responses to the project need questions the school receives a score of 15 out of 25 for the air purifiers, and a score of 20 out of 25 for the shade structure. The school will receive 20 points for project need.
- General project(s) need criteria – up to 45 points.
  - The extent to which the school has access to an opportunity for funding from other sources for the project(s) in the 2023 school year.
  - The extent to which the school has received funding from other sources for a similar project, in either the 2021 or 2022 school year.
  - The extent to which the project(s) will assist to improve learning outcomes for students.
  - Whether the project(s) will assist to improve the safety and health of students.
  - Whether there is a critical timing-need for the project(s).
  - The school's approved authority agrees that the project(s) is a priority need.
- Each school will need to hold documentation to support claims made through the application process and the implementation of projects, and could be called upon to provide such documentation as part of an assurance process. The department anticipates conducting assurance checks on a sample of successful projects.

### School Need – 30%

- The Index of Community Socio-educational Advantage (ICSEA) will be used to determine school need, from most disadvantaged to least disadvantaged.
  - ICSEA value between 0-500 – 30 points.
  - ICSEA value between 501-700 – 26 points.

- ICSEA value between 701-800 – 22 points.
- ICSEA value between 801-900 – 18 points.
- ICSEA value between 901-950 – 14 points.
- ICSEA value between 951-1000 – 12 points.
- ICSEA value above 1000 – 10 points.

#### **Moderation**

- If more than one school has the same overall score and ranking, then additional school need criteria may be applied if required to differentiate schools to be recommended for funding. This is to be based on the overall proportion of Aboriginal and Torres Strait Islander students, students with disability, and students with low English proficiency at the school during 2022.
- A notional allocation of funding has been identified at the jurisdiction and sector level. A Moderation Panel can jointly agree to reallocate up to 50 per cent of the notional allocations to other jurisdictions or sectors to ensure that funding is targeted towards high need projects and schools. The other 50 per cent of the notional allocation will be retained to ensure that funding is equitably balanced and is able to support schools in every jurisdiction and sector across Australia.
- The Moderation Panel will also consider the appropriateness of funding any non-government schools identified as having a material financial viability risk, or which have material non-compliance under the *Australian Education Act 2013* and Regulation. Schools may be asked for further information to inform this decision.

**\$32m Open Round notional allocations by jurisdiction and sector**

Jurisdiction	Sector	Total number of schools	Nominal Allocation (\$)	Percentage of total allocation
NSW	G	2,151	7,164,776	22.4%
NSW	C	548	1,825,336	5.7%
NSW	I	422	1,405,642	4.4%
<b>NSW</b>	<b>All</b>	<b>3,121</b>	<b>10,395,753</b>	<b>32.5%</b>
VIC	G	1,549	5,159,571	16.1%
VIC	C	498	1,658,790	5.2%
VIC	I	228	759,446	2.4%
<b>VIC</b>	<b>All</b>	<b>2,275</b>	<b>7,577,808</b>	<b>23.7%</b>
QLD	G	1,248	4,156,969	13.0%
QLD	C	313	1,042,573	3.3%
QLD	I	231	769,439	2.4%
<b>QLD</b>	<b>All</b>	<b>1,792</b>	<b>5,968,981</b>	<b>18.7%</b>
SA	G	509	1,695,430	5.3%
SA	C	102	339,752	1.1%
SA	I	105	349,745	1.1%
<b>SA</b>	<b>All</b>	<b>716</b>	<b>2,384,928</b>	<b>7.5%</b>
WA	G	800	2,664,724	8.3%
WA	C	155	516,290	1.6%
WA	I	154	512,959	1.6%
<b>WA</b>	<b>All</b>	<b>1,109</b>	<b>3,693,973</b>	<b>11.5%</b>
TAS	G	191	636,203	2.0%
TAS	C	38	126,574	0.4%
TAS	I	34	113,251	0.4%
<b>TAS</b>	<b>All</b>	<b>263</b>	<b>876,028</b>	<b>2.7%</b>
ACT	G	89	296,451	0.9%
ACT	C	29	96,596	0.3%
ACT	I	18	59,956	0.2%
<b>ACT</b>	<b>All</b>	<b>136</b>	<b>453,003</b>	<b>1.4%</b>
NT	G	152	506,297	1.6%
NT	C	18	59,956	0.2%
NT	I	25	83,273	0.3%
<b>NT</b>	<b>All</b>	<b>195</b>	<b>649,526</b>	<b>2.0%</b>
Australia	G	6,689	22,280,421	69.6%
Australia	C	1,701	5,665,869	17.7%
Australia	I	1,217	4,053,711	12.7%
<b>Australia</b>	<b>All</b>	<b>9,607</b>	<b>32,000,000</b>	<b>100.0%</b>