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CAPITAL

WORKS FUND  
2024–25 Round  
Program  
Guidelines

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Department of Education

Melbourne  
June 2024

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<https://www.schoolbuildings.vic.gov.au/minor-capital-works-fund>

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# Introduction

The Capital Works Fund (CWF) supports small-scale priority projects that improve the learning environment, condition, or character of Victorian government schools. The CWF also includes projects that promote inclusion, especially for students with disabilities and additional needs.

The CWF is not intended for routine and preventative maintenance activities, or for major capital works.

Program Principles

The 2024-25 CWF, we will be prioritising projects that clearly:

* address priority building conditions;
* improve the learning environment, condition or character of the school;
* cannot be fully funded from within existing school funds;
* support schools that have a demonstrated commitment to facility maintenance; and
* support Victorian construction jobs as well as suppliers and other industry sectors.

In terms of student inclusion, the CWF will also consider proposals that:

* increase participation and improve learning outcomes for students with disabilities or additional needs; and
* create innovative environments based on inclusive best practice and universal design in facility planning and design for students with additional needs.

Funding is not intended to:

* replace routine, scheduled, and preventative maintenance (schools are expected to undertake this with Student Resource Package [SRP] funding);
* replace significant capital works projects that require state budget funding;
* replace other key funding programs, such as:
  + emergency maintenance or issues relating to health and safety, which should be addressed through the [Emergency Maintenance Program](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/guidance/emergency-maintenance-program-guidelines)
  + modifications to make a facility compliant to the relevant disability legislation and standards, which can be made through the [Accessible Buildings Program](https://www2.education.vic.gov.au/pal/accessible-buildings-program/policy).

Schools that have not previously received funding under the Minor Capital Works Fund (MCWF) or the Inclusive Schools Fund (ISF) may be prioritised for consideration.

Program Timelines

The program opens on **Monday 3 June 2024 and closes at midnight on Friday 28 June 2024** with all funded projects **to be completed by the end of May 2026.**



**PROGRAM ANNOUNCED**

May 2024

**APPLICATIONS OPEN**

3 June 2024

**ASSESSMENT**

July to September 2024

**APPLICATIONS CLOSE**

28 June 2024

**COSTING AND SHORTLISTING**

September to November 2024

**APPROVAL AND ANNOUNCEMENTS**

December 2024

**DELIVERY OF WORKS**

All funded projects to be completed by May 2026

# Funding

Funding Streams

The CWF will provide infrastructure opportunities through three funding streams:

* Stream 1 – small priority or condition-related projects (up to $50,000)
* Stream 2 – larger priority or condition-related projects (up to $500,000)
* Stream 3 – student inclusion projects (up to $300,000)

|  |  |
| --- | --- |
| Stream 1 – Small priority or condition-related projects | Maximum funding of $50,000 (ex GST) |
| stream 2 – Larger priority or condition-related projects | Maximum funding of **$500,000** (ex GST) |
| Stream 3 – Student inclusion projects | Maximum funding of **$300,000** (ex GST) |
| * We will prioritise condition-related projects (e.g. toilet and roof upgrades), as well as projects that promote inclusion. * We will determine who manages the project – whether it be school-led or VSBA-led. * If an application to Stream 1 is costed above $50,000, we will move it to Stream 2 for assessment. * Schools must provide a clear project description with detailed specifications and designs/plans. * We will arrange for all projects to be professionally costed. * Schools can co-contribute any amount up to maximum project costs. Any co-contributions must be approved by the VSBA.   NB: By exception, a project costed above $500,000 under Stream 2 or $300,000 under Stream 3 may be approved for funding in cases where the VSBA deems it a significant priority. | |
| All funded projects to be completed by the end of May 2026. | |
| Apply via : <https://vsba.smartygrants.com.au/>  Applications close: Midnight, Friday 28 June 2024 | |

Determining Project Scope Costs and Project Viability

|  |  |
| --- | --- |
| Question mark | If you’re **uncertain** of which stream to apply under, **please email** [Capital.Works@education.vic.gov.au](mailto:Capital.Works@education.vic.gov.au) |
| Checkmark | For small condition-related projects, **apply for Stream 2 if you’re sure** your project is expected to cost more than $50,000 (ex GST).  For inclusion projects, all applications of up to $300,000 will be assessed under **Stream 3**. |

**Your project proposal must be within the maximum funding amount** ($50,000 for Stream 1, $500,000 for Stream 2, and $300,000 for Stream 3).

**You do not need to obtain a quote** as part of your application.

**The application and assessment process is designed to help the VSBA understand what your school is looking to achieve**, and your project proposal will be professionally costed by a quantity surveyor.

**It is the role of schools to clearly define the project scope**. The online application template asks key questions to help you articulate your project scope and intent.

To further support schools in determining an achievable scope of works under the CWF 2024-25 Round, the VSBA may contact schools to clarify project scope and intent.

**It is the role of the VSBA to assess all applications and determine project costs.**

* The VSBA will engage professional quantity surveyors to assist in costing applications.
* Schools **may** receive a phone call during the assessment process to clarify scope. This call may be from the VSBA or a professional quantity surveyor assisting us cost projects.
* Schools **may** be contacted by the VSBA to allow a building professional to enter the school site and consider:
* the cost of your project proposal
* site specific considerations at your school site
* the viability of your project proposal.
* **Where on-site professional costing is undertaken, schools will be involved in this process and have project scope confirmed with them.**
* **Attendance of a building professional at your school is not a guarantee that a project will be funded.**
* Where the VSBA receives professional advice indicating Stream 1 proposals are estimated to cost more than the maximum funding amount of $50,000 (ex GST), they will be moved to Stream 2 for consideration.
* Where the VSBA receives professional advice indicating that proposals under Stream 2 or Stream 3 are estimated to cost more than the maximum funding amounts ($500,000 for Stream 2 and $300,000 for Stream 3), your school will be given the opportunity (where possible) to:
* meet any project-related costs in excess of the maximum available funding amount, or
* allow the VSBA, in consultation with your school, to reduce the project scope to fit in with the maximum funding amount available.
* The announced funding covers all costs associated with the building project, including project management and professional fees as well as contingency items. The VSBA is responsible for making all required payments to consultants and builders.

**Where unforeseen circumstances or latent conditions arise causing the project to incur additional costs beyond the available budget, unfortunately no additional funding is available.** In these circumstances, the VSBA will work with schools to ensure the best outcome is achieved from the announced funding.

# Eligibility

Eligible SCHOOLS

The CWF is open to all Victorian government schools.

Funding for Victorian non-government school infrastructure projects is provided through the [Non-Government Schools Capital Fund](https://www.schoolbuildings.vic.gov.au/Pages/Non-Government-Schools-Grants-Program.aspx).

Eligible Projects

Projects are eligible if:

* they pertain to a government school registered with the Victorian Registration and Qualifications Authority (VRQA);
* they are compliant with the [Building Quality Standards Handbook](https://www2.education.vic.gov.au/pal/bqsh-school-construction-design-standards/policy);
* the proposed use is consistent with the Education and Training Reform Act 2006; and
* they are ready to start and able to be completed **by the end of May 2026.**

Only **one project per school** can be funded, although **schools with multiple campuses can apply for a separate project for each campus.**

Ineligible projects

Projects are ineligible if:

* school co-contributions have not been approved by the VSBA.
* more than one application per school is lodged (although **schools with multiple campuses can apply for a separate project for each campus**).
* the application bundles projects (for example, a playground upgrade and a new toilet facility).
* the proposal involves significant capital works subject to the State Budget process.
* the proposal involves land not administered by the Minister for Education (e.g., council/private land).
* further approvals (other than a building permit) are required (e.g., Heritage Victoria permits, Flora and Fauna Guarantee Act, Cultural Heritage).
* they create space in addition to School Area Facilities Schedules (see [School Facilities Schedules Policy](https://edugate.eduweb.vic.gov.au/sc/sites/Infonline/Policies%20Guidelines%20and%20Procedures/School%20facilities%20schedules%20policy.docx) for further information);
* they involve emergency maintenance matters posing immediate and serious health and safety risks (this should be addressed through the [Emergency Maintenance Program](https://www2.education.vic.gov.au/pal/buildings-grounds-maintenance/guidance/emergency-maintenance-program-guidelines));
* they are for modifications to make a facility compliant with relevant disability legislation and standards (this should be addressed through the [Accessible Buildings Program](https://www2.education.vic.gov.au/pal/accessible-buildings-program/policy)); and
* funding is intended to be used for a cost overrun on an existing project.

If you are in any doubt about any of the eligibility requirements, please contact the VSBA at: [Capital.Works@education.vic.gov.au](mailto:Capital.Works@education.vic.gov.au)

Eligibility Criteria

Your application must be able to demonstrate that:

* the applicant organisation is a government school registered with the Victorian Registration and Qualifications Authority; and
* the proposed works are not **ineligible** and do not relate to projects or works outlined in the “What will not be funded” section (below) of these Guidelines.

If your application is unable to demonstrate compliance with ALL eligibility criteria, it may be ruled ineligible.

We will contact all schools on the outcome of their applications. Successful projects will be published on the Victorian School Building Authority website.

**All funded projects are to be completed by the end of May 2026.**

**Submission of an application does not necessarily mean your school will receive funding.**

# Project Examples

What can be funded?

The CWF aims to support works that improve the learning environment, condition and/or character of schools, or promote inclusion.

Eligible project examples include:

* toilet upgrades for students or staff
* roof upgrades for learning or administration spaces
* Issues identified by the Rolling Facilities Evaluation and found in the Priority 3 to 5 categories (including asphalting, gutters and drains)
* relocatable building upgrades or replacement
* classroom upgrades, including flooring
* general landscaping
* playgrounds
* football/soccer goals
* flagpoles (consistent with the Department’s [Flags Policy](https://www2.education.vic.gov.au/pal/flag-flying-and-patriotic-ceremonies/guidance/flying-flags))
* oval upgrades – resurfacing and drainage
* covered walkways
* outdoor learning areas
* bike sheds
* fences – new or repaired

(please read the Department’s [Fences Policy](https://www2.education.vic.gov.au/pal/fences/policy) before applying. For fences which border a neighbour’s property, applicants will be expected to show that they have consulted with neighbours)

* Indoor or outdoor inclusive learning spaces
* Inclusive playgrounds.

Projects that address student inclusion should incorporate the 7 Principles of Universal Design:

* + 1. Equitable use
    2. Flexibility in use
    3. Simple and intuitive design
    4. Perceptible information
    5. Tolerance for error
    6. Low physical effort
    7. Size and space for approach and use.

What will not be funded?

The CWF will **NOT** support:

* applications bundling more than one project into a single application. If you are unclear whether your project would count as bundling, please contact: [Capital.Works@education.vic.gov.au](mailto:Capital.Works@education.vic.gov.au)
* more than one project per school (although schools with multiple campuses can apply for a separate project for each campus)
* space in excess of School Area Facilities Schedules
* projects requiring further approvals other than a building permit (e.g. Heritage Victoria permits, Flora and Fauna Guarantee Act, Cultural Heritage)
* demolitions and new buildings considered significant capital works
* lifts/elevators
* air-conditioning (except where consideration may be given to schools in NatHERS climate zones 20 and 27 – refer [Building Quality Standard Handbook](https://content.sdp.education.vic.gov.au/media/1068) Appendix B for relevant postcodes)
* information technology costs
* staffing costs
* loose furniture and equipment
* reimbursement for works already started or completed
* routine maintenance for buildings, grounds, for annual contracts and Essential Safety Measures
* emergency works such as damage due to vandalism or a severe weather event
* Accessible Buildings Program eligible modifications including:
  + ramps and handrails (including temporary ramps)
  + toilet and shower modifications
  + modifications for vision or hearing impairments
  + change tables and hoists
  + limited external works to improve access for the applicant.
* works that can be funded through other programs
* major capital projects.

# 

# applications

Lodging Applications

Applications must be submitted by the Principal or by an authorised representative with explicit, written approval from the Principal. Applications:

* + are made online through [SmartyGrants](https://vsba.smartygrants.com.au/)
  + can be changed at any time during their preparation and completion until formally submitted (NB: please remember to occasionally click the “Save” button within the application form to prevent data loss).
  + must have all sections completed for applications to be considered.

To ensure that you supply all relevant information, see the ‘Required Information’ section below in these guidelines before submitting your application.

We also recommend that you discuss your application with your regional office before submitting.

**Applications close at midnight on Friday 28 June 2024 for all three streams. Late applications will not be considered.**

# Assessment

Assessment Criteria

Applications will be assessed against the following assessment criteria.

|  |  |
| --- | --- |
| Assessment Criteria | |
| 1. Scope of works is clearly defined |  |
| 1. Project improves the learning environment, condition or character of the school, or promotes student inclusion |  |
| 1. Project is ready to commence |  |
| 1. Project can’t be funded through existing school funds |  |
| 1. Commitment to maintaining your school |  |

Assessment Process

The Victorian School Building Authority (VSBA) will:

* + assess all applications for eligibility as per the Eligibility Criteria
  + assess all eligible applications for merit against the Assessment Criteria
  + refer highly rated applications to other teams and business units for further review to:
    - assess potential risks and issues with proposed works
    - review the proposed works to ensure compliance with relevant legislation and standards
    - review how the proposed works align with the program intent.

As part of the assessment process, other areas of the Department will be consulted to further inform the suitability of projects against the criteria.

**Suitable projects that are highly ranked, may require on-site costing. This is not a guarantee that funding will be provided.**

# Required Information

You **MUST** supply the following to address the assessment criteria as part of the application process and complete all sections in the application form. Schools can use the following as a checklist:

|  |  |
| --- | --- |
| ASSESSMENT CRITERIA CHECKLIST | |
| Criterion 1:  Scope of works is clearly defined | * A clear **project title**. * A clear **project summary** (within maximum funding amounts of $50,000 for Stream 1, $500,000 for Stream 2, or $300,000 for Stream 3). * An indication of **elements relating to your project** (you’ll be able to choose these from a list in the application form (e.g. ‘roof upgrade’ or ‘toilet upgrade’). You will then be asked specific questions tailored to your project type. * Very **detailed project scope** including, for example, the square metre/surface area of the proposed works and detailed drawings where appropriate. * A site **(SAMS) plan marked** up showing where on your school site the project will take place and how the project will change the site (if applicable, e.g. an arrow pointing to where the roof upgrade will be on the school site). You can find the SAMS plan for your school at: [www.eduweb.vic.gov.au/SchoolFacilitiesProfile/SFPW3](https://www.eduweb.vic.gov.au/SchoolFacilitiesProfile/SFPW3.aspx). * **Photographs or video** **of what you would like the project location to look like in the future**, that help convey what you are trying to achieve(e.g. a photograph of a roof upgrade that has been completed at another school). The VSBA website is a good place to start: <https://schoolbuildings.vic.gov.au/Pages/home.aspx> |
| CRITERIon 2:  Project improves the learning environment, condition, OR character of the school, OR PROMOTES student INCLUSION | **STREAMS 1** and **2:**   * **No more than** **300 words** describing why this is a **priority improvement.** You may choose to supplement this with an up-to-one-minute voice recording or video of someone from your school(ideally the school principal) outlining why your project should receive funding. **The Department will use VSBA-maintained data to verify and assess school asset condition and will give emphasis to priority condition-related projects (e.g. roof and toilet upgrades) in assessing applications.**   OR  **STREAM 3**:   * **No more than** **300 words** describing the school’s commitment to inclusion and why the proposed project will improve learning outcomes and increase participation for students with disabilities or additional needs. Detail the prevalence of children with disabilities or additional needs attending the school. |
| CRITERIon 3:  Project is ready to commence | * **Photographs or video of the current (proposed) project location** (e.g. a photograph or video of the current toilet block). * **No more than 300 words** describing the school’s preparedness for project implementation. For example, that plans are in place to support school operations if particular facilities are affected by the project. |
| CRITERIon 4:  Project can’t be funded through existing school funds | * Written confirmation of **the maximum amount the school is able to co-contribute** (if the school is able to co-contribute). * **No more than 300 words from the school principal** demonstrating that the project cannot be fully funded from existing school funds. |
| CRITERIon 5:  commitment to maintaining your school | * **Endorsed School Maintenance Plan (SMP) in place** and completing condition and routine maintenance works on time. If you have any queries regarding your SMP, please contact the SMP team on 7022 2212 or email [maintenance.plan@education.vic.gov.au](mailto:maintenance.plan@education.vic.gov.au) |

# Project Approvals

School Contributions for VSBA-led projects

Where schools want to make a contribution to VSBA-led projects, approval may be given as part of this grant application process.

Schools are not to use equity funding or retain SRP maintenance funding for the purposes of a school-funded capital project.

Schools should be maintained to an appropriate condition before funding is used for new facilities.

Schools must contribute 100% of their funding prior to the award of a construction contract.

To ensure that all project transactions are captured, the VSBA makes payments directly to consultants and contractors on a school’s behalf, subject to the school having, first, reimbursed the VSBA.

For transparency, contributions will be reported in the Victorian Government’s Budget Paper 4.

Recommended Projects

The VSBA will provide a list of recommended projects to the Minister for Education for approval. The Minister makes the final determination with respect to funding.

Projects will be recommended for funding primarily on their rating against the Assessment Criteria; however, the VSBA will consider other factors including:

* + the distribution of approved projects across streams, local government areas and education regions,
  + the availability of funding, noting that the number and value of eligible, highly-rated projects may exceed the total available funding, and
  + whether schools have received major capital upgrades or other grants funding recently.

The Minister reserves the right to allocate funding under this program to any application made by a government school to address the strategic priorities of the program.

All applicants will be contacted on the outcome of their applications. Successful projects are subject to a signed funding acceptance and will be published on the Victorian School Building Authority website.

Procurement Compliance for School-Delivered Projects

When conducting any construction or capital works procurement, schools must comply with Victorian Government probity and tendering policies, consistent with the Project Development and Construction Management Act 1994 (PDCMA). Specifically, “*Schools must obtain at least one supplier quote for contracts valued at $50,000 (including GST) or less*” and follow the [Procuring Low-value Construction works or Services policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy). Schools must obtain at least three supplier quotes from a Victorian Building Authority registered builder for projects estimated to exceed $50,000 (including GST), and comply with the [School-funded Capital Projects policy](https://www2.education.vic.gov.au/pal/school-funded-capital-projects/policy).

# Delivery

All funded projects are **to be completed by the end of May 2026.**

Delivery of Approved Projects

The VSBA is committed to supporting schools in the delivery of all capital projects. Based on total project cost, and with some exceptions, delivery will generally be managed as follows:

Stream 1 – Small projects with a total project cost of $50,000 or below: **School-led**

Stream 2 – Larger projects up to $200,000: **School-led or VSBA-led**

Stream 2 – Larger projects of $200,001 and above: **VSBA-led**

Stream 3 – Small inclusion projects with a total project cost of $50,000 or below: **School-led**

Stream 3 – Larger inclusion projects up to $200,000: **School-led or VSBA-led**

Stream 3 – Larger inclusion projects of $200,001 and above: **VSBA-led**

The **VSBA will determine** whether any project is school or VSBA delivered; however, schools will be consulted as to whether they have a preference to undertake the work themselves.

All projects above $200,000 will be delivered by VSBA.

The VSBA reserves the right to deliver any funded project.

Where unforeseen circumstances or latent conditions arise causing the project to incur additional costs beyond the available budget, no additional funding is available. In these circumstances, the VSBA will work with schools to ensure the best outcome is achieved from the announced funding.

VSBA-led Projects

For all VSBA-led projects, we will assign a dedicated project officer to work with you and be your point of contact throughout the delivery process.

The announced funding covers all costs associated with the building project, including all project management and professional fees. The VSBA is responsible for making all required payments to consultants and builders.

School-led Projects

Schools will deliver their projects independently and comply with all policies and regulations. Schools should refer to the Department’s [Procuring Low-value Construction works or Services policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy) and [School-funded Capital Projects policy](https://www2.education.vic.gov.au/pal/school-funded-capital-projects/policy) for more information.

Where schools deliver projects independently, the school (and not the VSBA) bears the risk of any project cost overrun.

For approved school-led projects, funding will be released to schools in two milestone payments:

|  |  |  |
| --- | --- | --- |
|  | PAYMENT | DOCUMENTATION REQUIRED |
| **MILESTONE 1** | 80% of allocated funding upon approval of documentation | * Submission of scope of works, quotations, approval of contributions, and approved building/planning permits. * Signing of a funding acceptance. |
| **MILESTONE 2** | 20% of allocated funding upon approval of documentation | * Submission of the Project Acquittal. * Photographic evidence of the completed project/works. * Confirmation the school SAMS plan has been updated (where relevant). |

# Events

Successful schools may be contacted by the VSBA Communications team to arrange an event to celebrate the receipt of funding or as part of a project milestone (such as project completion).

# Resources

The following links are provided to assist with applications:

[Victorian School Building Authority website](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.schoolbuildings.vic.gov.au%2FPages%2Fhome.aspx&data=05%7C01%7CJohn.Hobson%40education.vic.gov.au%7C63a993ef65b542fa47e508db6255503f%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638211890786754150%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=AxRvNgBfJu7q6cY%2FqfxcqHxR5WlSLYoPxsshoZlVm%2B4%3D&reserved=0)

[Procuring Low-value Construction works or Services policy](https://www2.education.vic.gov.au/pal/procuring-low-value-construction/policy)

[School-funded Capital Projects policy](https://www2.education.vic.gov.au/pal/school-funded-capital-projects/policy)

[Capital Building Projects Policy](https://www2.education.vic.gov.au/pal/capital-building-projects/policy)

[Relocatable Buildings Policy](https://www2.education.vic.gov.au/pal/relocatable-buildings/policy)

[Accessible Buildings Program Policy](https://www2.education.vic.gov.au/pal/accessible-buildings-program/policy)

[Building Quality Standard Handbook](https://content.sdp.education.vic.gov.au/media/1068) (BQSH)

In relation to inclusive practice for students with special needs, the following resources are available:

*Department of Education*

[Inclusive Education for students with disabilities](https://www.vic.gov.au/inclusive-education-for-students-with-disabilities)

[Students with Disability Policy](https://www2.education.vic.gov.au/pal/students-disability/policy?Redirect=1)

[Disability Inclusion](https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/disability-inclusion.aspx)

[Autism Education Strategy](https://www.education.vic.gov.au/school/teachers/learningneeds/Pages/Autism-Education-Strategy.aspx)

[Diverse Learners Hub](https://www.vic.gov.au/diverse-learners-hub)

*Sport and Recreation Victoria*

[Good Play Space Guide: “I can play too”](https://sport.vic.gov.au/resources/documents/good-play-space-guide-i-can-play-too)

*Australian Inclusion Resources*

[All Play Learn](https://allplaylearn.org.au/)

[inclusion ED](https://www.inclusioned.edu.au/)

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# Contacts

If you have any queries about the program, project eligibility, or which stream you should be applying under, please contact the VSBA School Grants Unit for further information.

**Program Enquiries**

VSBA School Grants Unit

[Capital.Works@education.vic.gov.au](mailto:Capital.Works@education.vic.gov.au)

**Application Enquiries (SmartyGrants)**

SmartyGrants Service Team

[service@smartygrants.com.au](mailto:service@smartygrants.com.au)

03 9320 6888

**You are also advised to consult with your nearest Regional Office regarding your proposed project.**

The Regional Provision and Planning Managers are:

|  |  |  |
| --- | --- | --- |
| **NORth-Eastern Victoria** |  |  |
| Damien Hanwright | 7022 1172 | [Damien.Hanwright@education.vic.gov.au](mailto:Damien.Hanwright@education.vic.gov.au) |
| **North-Western Victoria** |  |  |
| Jeanette Stubbs | 8468 9224 | [Jeanette.Stubbs@education.vic.gov.au](mailto:Jeanette.Stubbs@education.vic.gov.au) |
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