Applying for a Capital Grant

Log onto Capital Projects Home page:

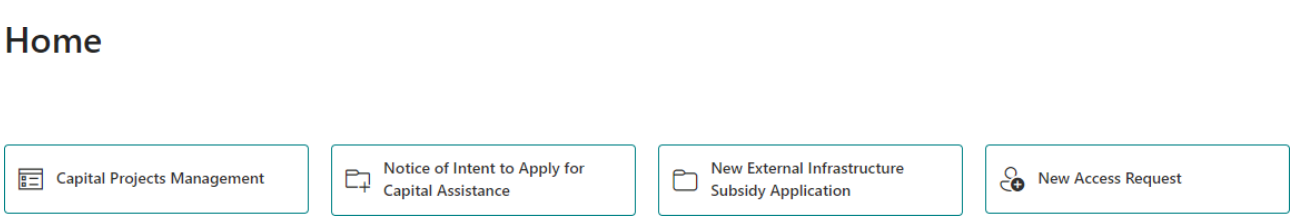
https://qcec.sharepoint.com/sites/CapitalProjects/SitePages/Home.aspx

Notice of Intent to Apply

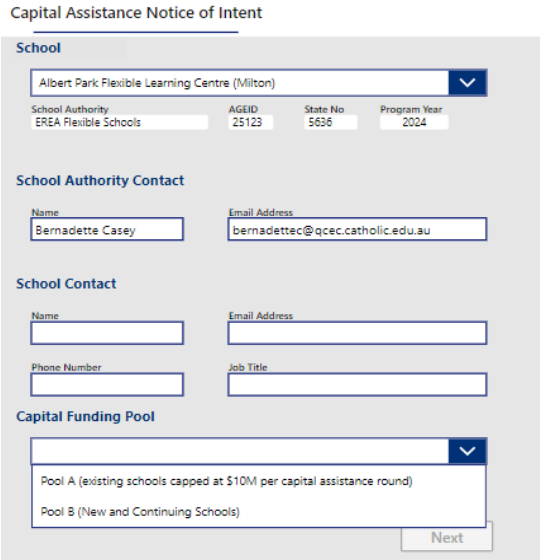
Schools intending to apply for Capital Assistance in 2027 must lodge a *Notice of Intent to Apply Form* on or before 5:00PM on the 1 December 2026. Schools will be ineligible to apply for Capital Assistance in the *CEQL 2027 Capital Assistance Round* if a *Notice of Intent to Apply Form* is not submitted by 5:00PM on the 1 December 2026.

CSAs to Complete (only CSAs can complete)

1. On the Capital Project portal home page click on Notice of Intent to Apply for Capital Assistance



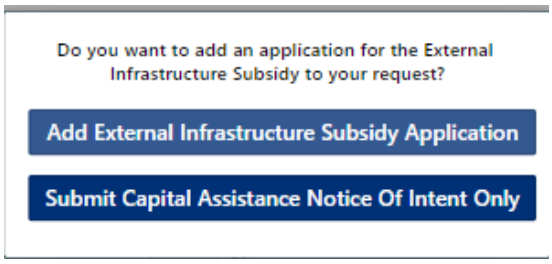
2. Complete all details. (Note: some fields will auto populate) Project applications will automatically be generated once Notice of Intent is submitted. New Schools (Greenfield) will need authorisation from the Secretariat.



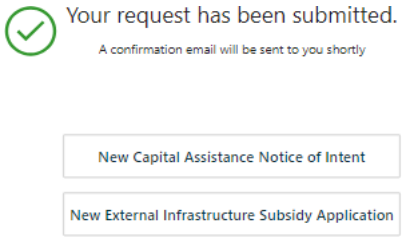
3. **Capital Funding Pool:** Please choose Pool A or Pool B.

   NB: A notice of intent to apply form is not required for External Infrastructure Subsidy (EIS) projects.

4. Click on the below if you wish to add an External Infrastructure Subsidy Application also. Once details have been filled in submit and the project application will be created. Note External Infrastructure Subsidy projects are stand alone projects.



5. Once submitted you will receive the following message



6. CSA Representative can then provide access to contributors. (refer to How to request access to projects document on the Capital Portal)