Completing a Capital Assistance Claim for Payment

The Claim for payment assistance is found on the CEQL website under Resources tab Capital programs and forms. This form can also be found on the Capital Projects Portal click on the link to guidelines and other resources. Refer to links below:

CEQL Website

https://ceql.catholic.edu.au/resource/capital-programs/

Capital Projects

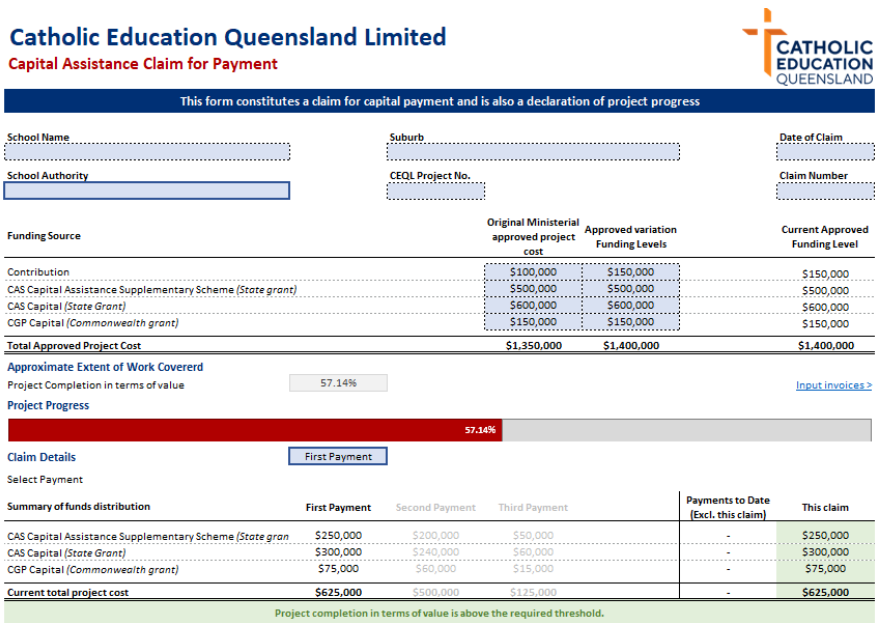
https://qcec.sharepoint.com/sites/CapitalProjects/SitePages/Home.aspx

2025 Capital Projects – Capital Assistance Claims for Payments

All approved 2025 Capital Projects will be paid in 3 instalments in line with the 2025 Conditions of Compliance.

1. Open the 2025 Capital Assistance Claim for Payment Form (this is in excel format) and fill in details and Funding Source Amounts.

2. Click on drop down and select which payment it will be. The spreadsheet will automatically calculate instalment payments based on the Total Project Cost.



Catholic Education Queensland Limited

Capital Assistance Claim for Payment

CATHOLIC EDUCATION QUEENSLAND

This form constitutes a claim for capital payment and is also a declaration of project progress

School Name	Suburb	Date of Claim
School Authority	**CEQL Project No.**	**Claim Number**

Funding Source	Original Ministerial approved project cost	Approved variation Funding Levels	Current Approved Funding Level
Contribution	$100,000	$150,000	$150,000
CAS Capital Assistance Supplementary Scheme *(State grant)*	$500,000	$500,000	$500,000
CAS Capital *(State Grant)*	$600,000	$600,000	$600,000
CGP Capital *(Commonwealth grant)*	$150,000	$150,000	$150,000
Total Approved Project Cost	**$1,350,000**	**$1,400,000**	**$1,400,000**

Approximate Extent of Work Covererd

Project Completion in terms of value 57.14% Input invoices >

Project Progress

57.14%

Claim Details First Payment

Select Payment

Summary of funds distribution	First Payment	Second Payment	Third Payment	Payments to Date (Excl. this claim)	This claim
CAS Capital Assistance Supplementary Scheme *(State gran*	$250,000	$200,000	$50,000	-	$250,000
CAS Capital *(State Grant)*	$300,000	$240,000	$60,000	-	$300,000
CGP Capital *(Commonwealth grant)*	$75,000	$60,000	$15,000	-	$75,000
Current total project cost	**$625,000**	$500,000	$125,000	-	**$625,000**

Project completion in terms of value is above the required threshold.

3. Go to the Invoices tab and enter in all invoices

Catholic Education Queensland Limited

Capital Assistance Claim for Payment

Invoices

Current Approved Funding Level (Total Project Co:		$1,400,000		Project Completion %		57.14%
#	Invoice #	Contract / Supplier	Amount (ex. GST)	GST	Total Expenditure (Inc GST)	
Previous Claims						
	Claim 1				-	
	Claim 2				-	
	Claim 3				-	
This Claim						
1	Test	test	$100,000.00	$10,000.00	$110,000.00	
2			$100,000.00	$10,000.00	$110,000.00	
3			$100,000.00	$10,000.00	$110,000.00	
4			$200,000.00	$20,000.00	$220,000.00	
5			$100,000.00	$10,000.00	$110,000.00	
6			$200,000.00	$20,000.00	$220,000.00	

4. Once you have entered in your invoices and amounts the Project Completion % will calculate to show you what % the project is at and whether you are able to lodge the claim based on the requirements in the Conditions of compliance. This percentage will automatically transfer to the box below on the 1st page of the claim.

Approximate Extent of Work Covererd

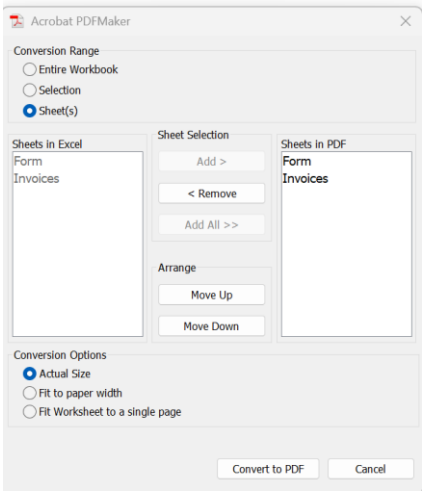
Project Completion in terms of value -

Project Progress

5. Once claim is complete, signed off by the CSA representative, send to CEQL as a PDF form along with documentation requirements in accordance to payment of grants conditions (see below).

HOW TO CREATE CLAIM AS A PDF

1. Click on File and 'Save as Adobe PDF'. Click on both Form & Invoices in the Sheets in Excel if they haven't already been added to the Sheets in PDF and Convert to PDF.



2. Attach invoices and send claim through for processing to CEQL.

PAYMENT INSTALLMENT REQUIREMENTS FOR 2025 CAPITAL PROJECTS

First Payment

- Release of 50% of the grant amount at 25% project completion.
- CSAs need to provide a signed agreement (Letter of Offer) to the conditions of the grant offer before payment can be released.
- A complete set of tender issue site plans and floor plans before the approved project is put out to tender. Results of tender must be approved by the CEQL Secretariat.
- A completed Capital Assistance Claim Form, including the percentage complete (milestone) progress of works. Form is to be prepared by the Architect/Project Supervisor and approved by the CSA and be based on a builder's claim for work completed and other costs incurred, and reports on the expenditure status of the total project cost.

Second Payment

- Release of 40% of the grant amount at 50% project completion.
- A completed Capital Assistance Claim Form, including the percentage complete (milestone) progress of works. Form is to be prepared by the Architect/Project Supervisor and approved by the CSA and be based on a builder's claim for work completed and other costs incurred, and reports on the expenditure status of the total project cost.

Third Payment

- Release of 10% of the grant at project practical completion (and at least 95% of total project completion.
- A completed Capital Assistance Claim Form, including the percentage complete (milestone) progress of works. Form is to be prepared by the Architect/Project Supervisor and approved by the CSA and be based on a builder's claim for work completed and other costs incurred, and reports on the expenditure status of the total project cost.
- A completed Project Completion Statement prepared by the architect/Project Supervisor and approved by the CSA verifying all work has been completed in accordance with the approved project description and approved tendered documents (including approved project variations).

2023 & 2024 Capital Projects – Capital Assistance Claims for Payments

Please refer to Conditions of Compliance Payment of Grants requirements for 2023 & 2024 Capital Assistance Claim for payments.