

# Guide to completing BGA Excel Application (Part B)

## PART B APPLICATION FOR CAPITAL FUNDING

### FOR CAPITAL WORKS COMMENCING IN 2026

**Please refer to step-by-step guidelines for assistance in completing this application.**

This application is divided into five sections and each section must be completed before your application can be considered:

- Section 1 Existing Facilities
- Section 2 Enrolment
- Section 3 School Finances
- Section 4 Cost Plan Summary
- Section 5 Application Summary and Submission

**ENTER THE NAME OF YOUR SCHOOL:**

**ENTER THE NAME OF YOUR PROJECT:**

Click on the button below to start

[Start Application](#)

# Welcome

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After entering the password, the Excel file will open on a Welcome page as depicted below.

- Step 1: Save your own copy of the file using the name of your school: eg. "<YOUR SCHOOL> Part B BGA Excel Application"**

**PART B APPLICATION FOR  
CAPITAL FUNDING**

Victorian  
**Independent Schools**  
 BGA LTD

**FOR CAPITAL WORKS COMMENCING IN 2026**

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Section 1	Existing Facilities
Section 2	Enrolment
Section 3	School Finances
Section 4	Cost Plan Summary
Section 5	Application Summary and Submission

ENTER THE NAME OF YOUR SCHOOL:

ENTER THE NAME OF YOUR PROJECT:

Click on the button below to start

Start Application

**Step 2: Enter the name of your school.**

**Step 3: Enter a name for your project (e.g. Gym Extension; Primary Classrooms)**

**Step 4: Click on 'Start Application' to move to the next section.**

## **NOTE:**

This application is an Excel workbook. When working in any one section, if using arrow keys to navigate through the spread sheet, you may find yourself 'off the page' if you accidentally hit too many arrows.

If you find yourself 'lost' on a spread sheet, hit the 'Home' key on your keyboard and it will return you to the top of the page on which you were working.

## **NOTE:**

You will now be able to move through the application by clicking on the menu bar across the top of the page. You can complete any section at any time.

Remember to **SAVE** regularly as you go.

Existing  
Facilities

Enrolment

School  
FinancesCost Plan  
SummaryApplication  
Summary

## Existing Facilities

This section relates to the facilities of the whole school (i.e. all campuses), as well as the facilities at the campus of the proposed project (if yours is a multi-campus school). The program will calculate the total area of your school facilities and compare it with your current and future area entitlement.

**Step 1:** Enter the number of rooms and area (m<sup>2</sup>) for each area listed, as used by primary students, or by secondary students, or shared by both primary and secondary students at the whole school.

Enter '0' in cells that do not apply. Enter data in blue cells only. Grey cells will calculate totals.

Existing Facilities - Whole School	Primary Rooms	Primary Area (m <sup>2</sup> )	Secondary Rooms	Secondary Area (m <sup>2</sup> )	Shared Rooms	Shared Area (m <sup>2</sup> )	Total Area (m <sup>2</sup> )
General Learning Area							0
Administration							0
Library / Resource Centre							0
Gymnasium / Multipurpose Area							0
Student Amenities							0
Specialist Areas							0
Boarding Facilities							0
Enclosed Travel							0
(a) Funded or approved facilities not yet built							0
<b>Total</b>	0	0	0	0	0	0	0

**Note (a) above:** Include figures for any facilities which have been approved for construction but are not yet built or in use.

**Step 3:** Indicate whether your school has multiple campuses by clicking on the drop-down box.

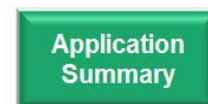
Does your school have multiple campuses?

If 'No', click on  at the bottom of the page to move on to the next section.

If 'Yes', complete the second table for all facilities at the campus of the proposed project only, as per Step 2.

**Step 4:** SAVE before clicking on  to move on to the next section.

Note that figures indicating your school's 'Total Area of Entitlement' and 'Total Future Area of Entitlement' will appear at the top of the 'Application Summary' page which is generated when all sections are completed. The figures will be automatically calculated using the Total Area on this 'Existing Facilities' page and the 2024 and 2027 enrolment data entered on the Enrolment page.



## Enrolment

Data entered here directly impacts the financial information for your school, so please ensure that data is accurate.

You need to enter actual and projected yearly enrolment data for each year from 2023 – 2027 for the whole school.

If your school is a multi-campus school, you also need to enter actual and projected yearly enrolment data for the campus where the proposed project will be undertaken.

For past years, please use the August census data as submitted to the Commonwealth DET.

For future years, please use the actual enrolment projections for your school.

Data should be entered in blue cells only. Grey cells will calculate total primary enrolments, total secondary enrolments, total combined enrolments and the ratio of students to teachers for each year.

### Enrolment: WHOLE SCHOOL


	2023	2024	2025	2026	2027
<b>Prep</b>					
1					
2					
3					
4					
5					
6					
<b>Ungraded Primary</b>					
7					
8					
9					
10					
11					
12					
<b>Ungraded Secondary</b>					
<b>No. of Boarders included above</b>					
<b>No. FFPOS included above</b>					
<b>No of FTE Teachers</b>					
<b>Total Primary</b>	-	-	-	-	-
<b>Total Secondary</b>	-	-	-	-	-
<b>Total Enrolment</b>	-	-	-	-	-
<b>Student Teacher Ratio</b>	0.0	0.0	0.0	0.0	0.0

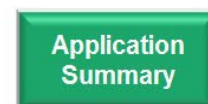
Please tick this box to verify that the Student/Teacher Ratios above are accurate

**Step 1:** Enter enrolment data for 2023 for each year level in the corresponding blue cells.

- Step 2:** Enter the number of Boarders included in the enrolment data entered in Step 1. Enter '0' if your school does not have Boarders.
- Step 3:** Enter the number of Full Fee-Paying Overseas Students (FFPOS) included in the enrolment data entered in Step 1. Enter '0' if your school does not have FFPOS.
- Step 4:** Enter the number of Full Time Equivalent (FTE) teachers for 2023 in the last blue cell.

The grey cells will automatically calculate total enrolments and student / teacher ratios. (Note that Boarders and FFPOS are only counted once.)

- Step 5:** Repeat Steps 1-4 above for each year as indicated.
- Step 6:** Check that the student / teacher ratios are accurate. Tick the box to confirm.
- If you indicated that yours is a multi-campus school in the previous section, you will be asked to complete a second enrolment grid for the campus of the proposed project only, as per instructions for the 'whole school' table.
- Step 7:** Once complete, save and click on  to move on to the next section.



## School Finances

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The information requested here enables the VISBGA Board to perform an accurate financial assessment. Data entered here should reflect data submitted in your Financial Questionnaire.

Schools are required to submit financial data for a period of five years, as clarified below:

Base Year:	2023	Using information from the school's most recent audited accounts.
Year Prior:	2024	Using information from the school's final Management Accounts, subject to audit
Current Year:	2025	Using actual budgeted figures for the immediate year ahead.
Schedule Year:	2026	<i>Projected</i> data for the year during which building is taking place.
Utilisation Year:	2027	<i>Projected</i> data for year the proposed project is first in use.

If you wish to include any additional information or explanatory notes that you believe may assist the Board in assessing your project, please do so as an attachment to your application.

**Step 1: Enter your school's DMI score. If your school is a Special or Special Assistance School or does not have a DMI, please enter SAS or N/A**

**Step 2: Complete the table by entering data for each year in the blue cells only.**

**The grey cells will calculate automatically as data is entered.**

### **NOTE:**

- Codes from the Financial Questionnaire have been provided in the far-right column as a guide to completing this table.
- Figures entered for 2023 should accurately reflect your 2023 audited accounts.
- Remember to SAVE regularly.
- Points to note in this section are highlighted on the following pages.

## Recurrent Income

Please enter data for the **whole school**.

Where a field does not apply, enter '0'. Please use whole dollars only.

School Finances		2023	2024	2025	2026	2027	Financial Questionnaire Codes
Recurrent Income	Fees and Charges Domestic Students						RI.010
	Other Income from Domestic Students						RI.020 / 030
	ABSTUDY Allowances & Income from Overseas Students						RI.040 / 050
	Private Income						RI.060
	Investment Income & Donations						RI.061 / 065
	State Govt Recurrent Grants						RI.070
	Other State Govt Grants						RI.080 / 090
	Aust Govt Recurrent Grants						RI.100
	Other Aust Govt Grants						RI.110 / 120
	<b>Total Recurrent Income</b>	-	-	-	-	-	
	<b>Total Enrolment</b>						
<b>Average Tuition Fees per Domestic Student</b>							
<b>Fees, Charges and Private Inc per Domestic Student</b>							

- **Total Recurrent Income:** The spread sheet will calculate Total Recurrent Income in the grey cells each year by adding the cells above.
- **Average Tuition Fees per Domestic Student:** This figure will be calculated using the data entered in the first line item on this page and the enrolment data entered on the previous page. Check that these calculations accurately reflect the fee level of the school.
- **Fees, Charges and Private Inc per Domestic Student:** This figure will be calculated using the data entered in the first, second and fourth line items on this page and the enrolment data entered on the previous page.
- Figures should be entered in every blue cell going forward to 2027.

## Capital Income

School Finances		2023	2024	2025	2026	2027	Financial Questionnaire Codes
Capital Income	Government Capital Grants						
	- This Application <b>ONLY</b>						CI.010.020
	- Other Govt Capital Grants						
	Capital Income Other						CI.030 / 040 / 050 / 055
<b>Total Capital Income</b>	-	-	-	-	-		

- **Government Capital Grants – This Application ONLY:** The figure entered for the line item 'This Application ONLY' should be the grant the school is requesting in this application. The figure should reflect the grant request in the *Cost Plan Summary* worksheet. The requested grant should be entered in 2026 (red cell) or split across 2026/27 dependent on your construction timelines.
- **Government Capital Grants – Other Govt Capital Grants:** Figures entered for this line item 'Other Govt Capital Grants' should include previously approved Commonwealth and State Capital Grants, as well as any planned application for a 2027 project.
- **Total Capital Income:** The spread sheet will calculate Total Capital Income in the grey cells each year by adding the cells above.

## Recurrent Expenditure

School Finances		2023	2024	2025	2026	2027	Financial Questionnaire Codes
Recurrent Expenditure	Principal and Teacher Salaries and Wages						RE.030
	Other Salaries and Wages						RE.010 / 040
	Staff Related Expenses						RE.050 / 060 / 070
	Operating Expenses						RE.080 / 085
	Buildings & Grounds / Operations / Maintenance						RE.090
	Rent and Lease Expenses - Land and Buildings						RE.095
	Interest - Bank Overdraft / Recurrent Loans						RE.100
	Interest - Capital / Bridging Loans / Leases						RE.110
	Depreciation / Amortisation - Leased Assets						RE.120
	Depreciation / Amortisation - Owned Assets						RE.130
	Bad & Doubtful Debt Expense						RE.140
<b>Total Recurrent Expenditure</b>		-	-	-	-	-	
<b>Average Teacher Salaries</b>							

- **Total Recurrent Expenditure:** The spread sheet will calculate Total Recurrent Expenditure in the grey cells each year by adding the eleven cells in each year's column.
- **Average Teacher Salaries:** This figure will be calculated using the data entered in the first line item in this section and the number of FTE teachers entered for the corresponding year on the enrolment page.
- Figures should be entered for each line item in every blue cell going forward to 2027.

## Trading Activities and Operational Surplus

School Finances		2023	2024	2025	2026	2027	Financial Questionnaire Codes
Trading Activities	Income						TA.010 / 030 (ex ELC)
	Expenses						TA.020 / 040 (ex ELC)
	<b>Net of Trading Activities (ex ELC)</b>	-	-	-	-	-	
ELC (if applicable)	ELC Income						TA.030 (ELC only)
	ELC Expenses						TA.040 (ELC only)
	<b>Net of ELC Activities</b>	-	-	-	-	-	
<b>Operational Surplus</b>		-	-	-	-	-	

- **Trading Activities - Income / Expenses:** Include all income and expenses relating to Trading Activities from FQ TA. 010 - 020 and TA. 030 - 040 but exclude any ELC income and expenses (if applicable).
- **Net of Trading Activities:** The spread sheet will calculate a profit or loss in the grey cells each year by taking Expenditure away from Income.
- **ELC (if applicable) - Income / Expenses:** Only include figures relating to the operation of an ELC as included in TA. 030 - 040. If your school does not operate an ELC, please enter zero in these blue cells.
- **Net of ELC Activities:** The spread sheet will calculate a profit or loss in the grey cells each year by taking Expenditure away from Income.
- **Operational Surplus:** The spread sheet will calculate the Operational Surplus or Deficit in each year by adding Total Recurrent Income, Total Capital Income and the net of Trading and ELC Activities (+/-), taking away Total Recurrent Expenditure and adding back Depreciation/Amortisation for Owned Assets.
- Figures should be entered in every blue cell going forward to 2027.



## Capital Expenditure

School Finances		2023	2024	2025	2026	2027	Financial Questionnaire Codes
Capital Expenditure	Land, Building and Improvements						
	- This Application <b>ONLY</b>						
	- Other Projects (BGA funded)						CE.010
	- Other Projects (self-funded)						
	Other Capital Expenditure						CE.020
	<b>Total Capital Expenditure</b>						

**Land, Building and Improvements – This Application ONLY:** Figures entered for the line item ‘This Application ONLY’ should be the expenditure the school is anticipating on the project that is the subject of this application. Expenditure for this project should appear in 2026 (red cell) or split across 2026/27 dependent on your construction timelines.

- **Land, Building and Improvements – Other Projects (BGA Funded):** Figures entered for this line item should include expenditure on any previously approved Commonwealth or State Capital Grants projects, as well as any planned application for a 2027 capital project.
- **Land, Building and Improvements – Other Projects (self-funded):** Figures entered for this line item should include expenditure on any other capital projects not included above.
- **Other Capital Expenditure:** furniture, plant and equipment, motor vehicles, finance leased assets (as per FQ code CE.020)
- **Total Capital Expenditure:** The spread sheet will calculate Total Capital Expenditure in the orange cells for each year by adding the cells in the column above.

## Borrowings

School Finances		2023	2024	2025	2026	2027	Financial Questionnaire Codes
Borrowings	Refundable Enrolment Deposits						LN.020 (excl. non-refundable amounts)
	Recurrent Loans						LN.040
	Capital and Bridging Loans						LN.080 (excl. Lease Liabilities)
	<b>Total Borrowings</b>						
	<b>Debt Per Student</b>						
Please tick this box to verify that the Debt per Student calculations above are accurate.							<input type="checkbox"/>

- **Total Borrowings:** The spread sheet will calculate Total Borrowings in the grey cells for each year by adding the three cells above.
- **Debt per Student:** Debt per Student will be calculated using the data entered in the second and third line items in this section, divided by the total enrolment figure for the corresponding year as entered on the enrolment page.

Schools are asked to confirm the accuracy of the Debt per Student calculations by **ticking the box**. This is a self-checking mechanism for schools; if the Debt per Student calculations are inaccurate, data entered on this page and/or the Enrolment page may need to be reviewed.

## Cash Statement

School Finances		2023	2024	2025	2026	2027
Cash Statement	Opening Cash Balance		-	-	-	-
	Plus Operational Surplus	-	-	-	-	-
	Net Movements					
	- (Increase)/Decrease in Debtors					
	- (Increase)/Decrease in Prepayments					
	- Increase/(Decrease) in Creditors					
	- Increase/(Decrease) in Loans		-	-	-	-
	- Increase/(Decrease) in Provision for Employee Entitlements					
	- Other Balance Sheet Movements					
	Minus Capital Expenditure	-	-	-	-	-
	<b>Closing Cash Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Follow these steps to complete the Cash Statement:

- Step 1** Enter the Opening Cash Balance as at 1 January 2023 (*Closing Cash Balance from 2022*) in the first blue cell, as per your audited accounts.
- Step 2** The grey cell displaying '*Plus Operational Surplus*' is automatically populated from the corresponding cell in the already completed, relevant section.
- Step 3** Enter increase (-ve) or decrease (+ve) in Debtors for 2023.
- Step 4** Enter increase (-ve) or decrease (+ve) in Prepayments for 2023.
- Step 5** Enter increase (+ve) or decrease (-ve) in Creditors for 2023.
- Step 6** Enter increase (+ve) or decrease (-ve) in Loans for 2023.  
(Additional loans should be entered as a positive figure; total loan repayments should be entered as a negative figure)
- Step 7** Enter increase (+ve) or decrease (-ve) in Provisions for Employee Entitlements for 2023.
- Step 8** Enter any other increases (+ve) or decreases (-ve) in the Balance Sheet for 2023.
- Step 9** The grey cell displaying '*Minus Capital Expenditure*' is automatically populated from the corresponding cell in the already completed, relevant section.
- NB. Please ensure figures are movements, not the balances for Steps 3-8 above.**
- Step 10** The black cell will automatically calculate the Closing Cash Balance for 2023 based on the data you have entered in the 2023 column. This should be the same figure as in the school's 2023 Audited Accounts.
- Step 11** Repeat steps 3-8 above through to 2027, noting that the net movement in Loans from 2024 to 2027 will automatically calculate based on the data entered in the Borrowings section.
- Step 12** Remember to SAVE regularly.
- Step 13** The grey cells in the last row will automatically calculate a Closing Cash Balance for each year.

**NOTE:** If the closing cash balance in 2026 (cell highlighted below) *significantly exceeds the level of grant requested*, the Board may determine that there is no financial need for grant support. The application would be ineligible under Commonwealth Guidelines and would rank lower than others under State Guidelines.

School Finances		2023	2024	2025	2026	2027
Cash Statement	Opening Cash Balance		-	-	-	-
	Plus Operational Surplus	-	-	-	-	-
	Net Movements					
	- (Increase)/Decrease in Debtors					
	- (Increase)/Decrease in Prepayments					
	- Increase/(Decrease) in Creditors					
	- Increase/(Decrease) in Loans		-	-	-	-
	- Increase/(Decrease) in Provision for Employee Entitlements					
	- Other Balance Sheet Movements					
	Minus Capital Expenditure					
<b>Closing Cash Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

- Step 10** Check figures for accuracy before scrolling down to the set of questions below the table. In particular, the Closing Cash Balance for 2023 should be the same figure as in your 2023 Audited Accounts.
- Step 11** Provide a response to each question in the cell provided. The questions relate to the assumptions and methods used in the projections entered in the table above.
- Step 12** Enter an itemised list of capital expenditure from 2023 to 2027 in the table at the bottom of the worksheet. The total capex figures calculated should match the corresponding 'Total Capital Expenditure' figures (orange cells)

DESCRIPTION	2023	2024	2025	2026	2027
<b>TOTAL</b>	-	-	-	-	-

**Step 13** Click on  to move on to the next section.





**Step 2:** Save before moving on to Section D.

SECTION D: CONTINGENCIES AND ESCALATION		Cost	
Design Contingency			
Escalation			
Construction Contingency			
<b>Sub-Total</b>		<b>\$</b>	-

**Step 1:** Enter contingency and escalation costs. These will appear as a percentage of the total costs entered above.

**Step 2:** Save before moving on to Section E

SECTION E: PROFESSIONAL FEES (eg. architect, quantity surveyor, etc)		Cost	
Specify Below			
<b>Sub-Total</b>		<b>\$</b>	-

**Step 1:** Enter each consultant involved in the project and their associated cost. These might include:

- architect
- quantity surveyor
- building surveyor
- engineer (electrical / mechanical / hydraulic / structural)

The spread sheet will calculate the cost of each as a percentage of the total cost entered above.

Total professional fees will calculate automatically in the bottom grey cell.

If there are not enough lines, group remaining consultants together (e.g. 'engineers' or 'additional consultants') on the last line.

**Step 2:** Save before moving on Section F.

SECTION F: OTHER COSTS		Cost	
Authority Fees / Charges			
Furniture & Equipment			
Other Costs Specified Below:			
<b>Sub-Total</b>		<b>\$</b>	-

**TOTAL PROJECT COST** **\$** -

**Step 1:** Enter the total of all fees or charges (e.g. permits and other council charges) associated with the project.

**Step 2:** Enter the estimated cost of furniture and equipment relating to the project.

**Step 3:** Enter a description of any other project cost not relevant or included in Sections C to E above, and the associated cost.

Total other costs will calculate automatically in the bottom grey cell.

The Total Project Cost will calculate automatically by adding the total of each section above.

**Step 4:** Save before moving on Section G.

SECTION G: SCHOOL CONTRIBUTION	
Please enter the amount being contributed to this project by the school:	
Cash	Amount
Borrowings	
<b>Total Contributions</b>	<b>\$ -</b>

GRANT REQUESTED (Total Cost - School Contribution)	
<b>Total Project Cost</b>	<b>\$ -</b>
<b>LESS School Contribution</b>	<b>\$ -</b>
<b>Grant Requested</b>	<b>\$ -</b>

**Step 1:** Enter the amount the school will be contributing towards the proposed project in cash.

**Step 2:** Enter the amount the school will be contributing towards the proposed project in borrowings.

The Total School Contribution will calculate automatically in the grey cell.

**Step 3:** The spread sheet will automatically calculate the Grant Requested in the bottom grey cell.

Check the figures entered for Total Project Cost and Grant Requested correspond with the data entered in the School Finance section.

Check that all costs entered in section A - F and the Total Project Cost corresponds with the project costings provided by your independent quantity surveyor.


**Step 4:** SAVE before clicking on  to go to the Application Summary.

Existing FacilitiesEnrolmentSchool FinancesCost Plan SummaryApplication Summary

## Application Summary

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This section allows you to review your application and make any changes before submitting. Where cells are highlighted **red**, this means the data has been omitted, and you will need to return to the relevant page and enter the required information (or zero if applicable).

- Step 1:** Check that all data entered is complete and correct.
- Step 2:** If changes are required, click on the corresponding section at the top of the page and make amendments. Remember to save your changes. Click on the 'Application Summary' button at the top of the page to go back to the summary.
- Step 3:** If complete and correct, scroll to the bottom and enter today's date.
- Step 4:** Save and print a copy for your records, for reference during the VIS BGA assessment visit.
- Step 5:** Click on 

**NOTE: Do not click on 'Finalise Application' until all parts of the application are complete, a copy has been saved for your records and you are ready to submit to the VISBGA. Clicking on 'Finalise Application' will lock you out of the application and you will be unable to access the data entered in previous sections.**

**Step 6:**

**For CGP applications:**

Email this file to VIS BGA at [BGA.Mailbox@is.vic.edu.au](mailto:BGA.Mailbox@is.vic.edu.au) along with all attachments including:

- Part A: Application Form (plus relevant attachments) and
- Part C: Application Feasibility Report.

**For State applications:**

Upload this file to SmartyGrants when prompted at the end of the SmartyGrants application, along with all other application attachments including Part C: Application Feasibility Report.



## Appendix A

### Project Elements Description and Cost Standards

This document is to assist in identifying the allocation of the functional spaces of your project in Section A: Construction Costs of the Cost Plan Summary.

It will provide the standard construction rates for a new construction or refurbishment to compare against the cost per sqm of your project.

The following rates represent building works only.

When completing the Cost Plan Summary, please allocate allowances for site works, external services, escalation to tender, contingencies, professional fees, loose furniture & equipment, computers & ICT equipment, and authority costs, as required.

The rates represented are based on area measurement definitions as follows:

- **FECA: Fully Enclosed Covered Area**  
The sum of all building areas measured from the normal inside face of exterior walls, but ignoring any projection such as plinths, columns, piers and the like. Internal wall thicknesses should not be deducted from the measurement.
- **UCA: Unenclosed Covered Area**  
The sum of all areas which are not fully enclosed, but have a roof, balcony or structure over. This is measured by the area between the enclosing walls or balustrade. UCA shall not include eaves, overhangs, sun shading, awnings and the like.

Refurbishment rates generally assumes the following scope:

<b>Rate for Refurbishment</b>	<b>Low</b>	<b>High</b>
Demolition of internal walls	Up to 50%	Up to 90%
Walls	Patch & up to 25% new	Up to 70% new
Doors	Patch & up to 25% new	Up to 70% new
Ceilings	Patch	Replace
Heating & Cooling	Maintenance / service / relocate	Replace
Painted surfaces	Repaint all	Repaint all
Electrical fittings	Up to 25% new	Up to 70% new
Electrical lighting	Maintenance / service / relocate	Replace all
Building Compliance	Excluded	Excluded

Project Element	Description	Education Level	Cost Standard (\$)	
			New Construction	Refurbishment
Administration	Reception, foyer area, business / finance and support offices, work areas, meeting rooms, staff rooms, sickbay, storage	Primary	3,510 – 4,040	1,760 - 2,830
		Secondary / Combined	3,690 - 3,990	1,850 - 2,800
Amenities	Toilets, urinals, disabled / ambulant toilets, showers, sinks, cleaner's room	Primary	4,500 - 5,400	2,250 - 3,780
		Secondary / Combined	4,930 - 5,920	2,470 – 4,150
Art / Craft	Visual arts and associated storage, wet areas, offices, display areas	Primary	3,660 - 4,210	1,830 - 2,950
		Secondary / Combined	3,850 - 4,430	1,930 – 3,110
Boarding Facilities	Bedrooms, common areas in dormitories	Primary	3,870 - 4,460	1,940 – 3,130
		Secondary / Combined	4,070 - 4,680	2,040 - 3,280
Canteen	Food preparation, cooking areas, food service and seating area	Primary	4,060 - 4,880	2,030 - 3,420
		Secondary / Combined	4,270 – 5,120	2,140 - 3,590
Covered Outdoor Area	Undercover outdoor learning areas, play areas, asphalt sports areas	Primary	950 - 1,350	480 - 950
		Secondary / Combined	950 -1,350	480 - 950
Flexible Learning Area	Multi-functional flexible spaces, basic wet areas, associated storage	Primary	3,670 - 4,230	1,840 - 2,970
		Secondary / Combined	3,860 - 4,440	1,930 – 3,110
Food Technology	Teaching spaces including kitchen, pantry, associated storage	Primary	4,060 - 4,670	2,030 - 3,270
		Secondary / Combined	4,270 - 4,910	2,140 - 3,440

Project Element	Description	Education Level	Cost Standard (\$)	
			New Construction	Refurbishment
General Learning Areas	General classroom spaces, multi-functional classroom spaces, teacher work areas, associated storage	Primary	3,510 – 4,040	1,760 -2,830
		Secondary / Combined	3,690 - 4,430	1,850 – 3,110
Gymnasium	Fully enclosed gym areas, equipment stores, change rooms.  * Excludes amenities	Primary	3,740 - 4,310	1,870 – 3,020
		Secondary/Combined	3,930 - 4,520	1,970 – 3,170
Library / Resource Centre	Circulation spaces, reading rooms, study areas, work rooms, associated storage	Primary	3,680 - 4,240	1,840 - 2,970
		Secondary / Combined	3,870 - 4,450	1,940 – 3,120
Multi-purpose Hall	Large spaces, fully lined walls & ceilings  *Excludes amenities	Primary	3,740 - 4,310	1,870 – 3,020
		Secondary / Combined	3,930 - 4,520	1,970 – 3,170
Music / Dance / Drama	Learning areas including acoustic treatments, dance floors, practice rooms, band rooms, recording studios, sound booths, associated storage	Primary	3,660 - 4,400	1,830 – 3,080
		Secondary / Combined	3,850 - 4,620	1,930 - 3,240
Performing Arts Centre	Includes provision for stage, associated storage  *Excludes amenities	Primary	4,080 - 4,700	2,040 - 3,290
		Secondary / Combined	4,290 - 4,930	2,150 - 3,460
Science	Laboratories, preparation rooms, chemical & equipment stores	Primary	4,060 - 4,670	2,030 - 3,270
		Secondary / Combined	4,270 - 4,910	2,140 - 3,440

Project Element	Description	Education Level	Cost Standard (\$)	
			New Construction	Refurbishment
Sports field	Outdoor sports field	Primary	200 - 350	100 - 250
		Secondary / Combined	200 - 350	100 - 250
Technology- Applied / Digital	Includes workshop areas, associated storage	Primary	3,960 - 4,560	1,980 - 3,200
		Secondary / Combined	4,160 - 4,780	2,080 - 3,350
Technology- Engineering / Material	Includes workshop areas, associated storage	Primary	4,060 - 4,670	2,030 - 3,270
		Secondary / Combined	4,270 - 4,910	2,140 - 3,440
Travel- Enclosed	Includes fully enclosed corridors, hallways, stairs, linked travel	Primary	3,620 - 4,170	1,810 - 2,920
		Secondary / Combined	3,810 - 4,380	1,910 - 3,070
Travel- Unenclosed	Includes undercover but not fully enclosed walkways, verandas, balconies	Primary	950 - 1,750	480 - 1,230
		Secondary / Combined	950 - 1,650	480 - 1,160
Undercroft	Basic structure under building above	Primary	2,110 - 2,540	1,060 - 1,780
		Secondary / Combined	2,110 - 2,540	1,060 - 1,780