

# 2026-27 Capital Works Fund - Application Form

## Form Preview

### Applicant Information

\* indicates a required field

#### Overview

##### Program Year

2026-27

The Capital Works Fund (CWF) supports small-scale priority building 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.

The 2026-27 State Budget allocated \$25.4 million to the CWF, and schools can apply for project support through one of three funding streams:

- Stream 1 – small priority or condition-related projects (grants of up to \$150,000)
- Stream 2 – larger priority or condition-related projects (grants of up to \$600,000)
- Stream 3 – student inclusion projects (grants of up to \$350,000)

**Please read the [Program guidelines](#) before completing this form.**

Any questions? Please email: [capital.works@education.vic.gov.au](mailto:capital.works@education.vic.gov.au)

#### Eligibility

The Capital Works Fund is open to all Victorian government schools.

Projects are eligible if:

- the applicant organisation is a government school registered with the Victorian Registration and Qualifications Authority (VRQA);
- they are compliant with the [Building Quality Standards Handbook](#);
- the proposed use is consistent with the Education and Training Reform Act 2006; and
- ready to start and able to be completed **by the end of December 2028**;
- for a single project, as only **one project per school** can be funded (although **schools with multiple campuses can apply for a separate project for each campus**).

Projects are ineligible if:

- 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);
- they include significant capital works subject to the State Budget process;
- they involve works on 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);

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- they create space in addition to School Area Facilities Schedules (see [Capacity and Area Allocation Policy](#) for further information);
- they involve unforeseen, urgent infrastructure maintenance issues which pose a risk to safety, where schools do not have the financial capacity to rectify the issue (this should be addressed through the [Emergency Maintenance Program](#));
- a school has been damaged in an incident or event and requires assistance to make the site safe (this should be addressed through the [Make-safe program](#) by calling 1300 133 468).
- they are to make [reasonable adjustments](#) to school facilities for eligible members of the school community with disability, and to purchase hearing equipment for students with hearing loss (this should be addressed through the [Accessible Buildings Program](#));
- funding is intended to be used for a cost overrun on an existing project.

Your application must be able to demonstrate that:

- the applicant organisation is a government school registered with the Victorian Registration and Qualifications Authority.
- proposed works do not relate to projects identified in the ineligible list, in the program guidelines.

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

## School Details

### School Name \*

Organisation Name

School Name as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the name from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

### School Number \*

Must be between 1 and 4 characters.

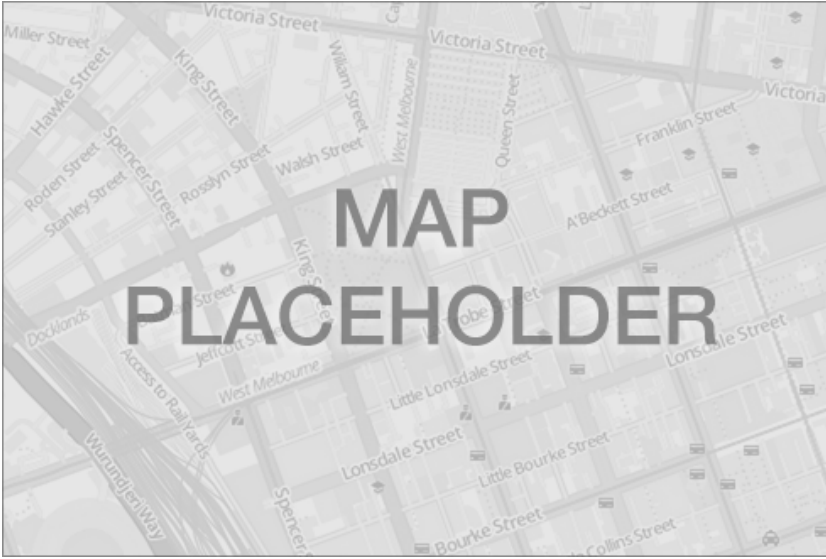
For existing schools you can obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

### School Primary Address \*

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### School Postal Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

### School Primary Phone Number \*

Must be an Australian phone number.

### School Primary Email \*

Must be an email address.

### School Type \*

Government School

### School Education Sector \*

Government

### School Type \*

## School Contact Details

#### School Principal \*

Title

First Name

Last Name

#### Applicant Primary Contact \*

Title

First Name

Last Name

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**School Principal Position \***

Principal

**Applicant Primary Contact Position \***

**School Principal Primary Phone Number \***

Must be an Australian phone number.

**Applicant Primary Contact Primary Phone Number \***

Must be an Australian phone number.

**School Principal Mobile Phone Number**

Must be an Australian phone number.

**Applicant Primary Contact Mobile Phone Number**

Must be an Australian phone number.

**School Principal Primary Email \***

Must be an email address.

**Applicant Primary Contact Primary Email \***

Must be an email address.

## Project Information (Criterion 1: Scope of works is clearly defined - 15%)

\* indicates a required field

### Key Information

**School Campus Number \***

Must be between 1 and 6 characters.

School Number (1234) + Campus Number (01) = School Campus Number (123401). School and Campus Number as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

**Campus Name \***

Campus Name as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the name from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

**Project Address (where the proposed works will be undertaken) \***

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required. Country must be Australia

**Is this application for Stream 1, Stream 2, or Stream 3? \***

- Stream 1 - small projects - maximum funding and total project cost of \$150,000 (ex GST)
- Stream 2 - larger projects - maximum funding amount of \$600,000 (ex GST)
- Stream 3 - inclusion projects - maximum funding amount of \$350,000 (ex GST)

If unsure, please select Stream 2.

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### Streams 1 and 2 - Priority condition-related

**Does this application relate to a 'priority condition-related project' (e.g. toilet and roof upgrades)? \***

Yes  No

The program guidelines state "We will prioritise condition-related projects (e.g. toilet and roof upgrades)".

### Streams 2 and 3 - Delivery preference

**Project delivery - is your school seeking VSBA approval to deliver this project, or do you want the VSBA to deliver it? \***

School-led  VSBA-led

Who will deliver the project?

### Stream 3 - Inclusion projects (Accessible Buildings Program exclusion check)

Please remember that the Accessible Buildings Program is completely separate, **not competitive**, and accepts applications on a year-round basis.

You can review the webpage here: [Accessible Buildings Program: Policy | education.vic.gov.au](https://www.education.vic.gov.au/accessible-buildings-program/policy)

**Is the primary purpose of your project to provide building access, including ramps and handrails? \***

Yes  No

**Is the primary purpose of your project to provide modifications for vision and hearing impairments, including soundfields and hearing loops? \***

Yes  No

**Is the primary purpose of your project for toilet or shower modifications to improve disabled access? \***

Yes  No

### STOP! DO NOT CONTINUE

You have indicated that the type of works requested are **NOT ELIGIBLE** under the Capital Works Fund but, instead, should be addressed through the [Accessible Buildings Program](https://www.education.vic.gov.au/accessible-buildings-program).

Please **DO NOT CONTINUE** this application. Instead, contact your regional Provision and Planning Manager to discuss an application under the Accessible Buildings Program and review the website here: [Accessible Buildings Program: Policy | education.vic.gov.au](https://www.education.vic.gov.au/accessible-buildings-program/policy)

### North-Eastern Victoria

Damien Hanwright

7022 1172

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[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)

**South-Eastern Victoria**

Darren Clarke

8904 2559

[Darren.Clarke@education.vic.gov.au](mailto:Darren.Clarke@education.vic.gov.au)

**South-Western Victoria**

Kimberley Bendall

9194 6305

[Kimberley.Bendall@education.vic.gov.au](mailto:Kimberley.Bendall@education.vic.gov.au)

## Key Information

**Project type (please select the one closest to your project proposal) \***

**Project Title (e.g. 'replacement of roofing on administration building' or 'refurbishment of student toilets'). \***

**Very detailed project scope - please list dot points of the works you'd like to occur. For example, a bathroom refurbishment, might include: new sinks, new vanity units, new toilet pans, new cubicles. \***

**Where is your proposed project going to take place on your school site? Please mark up the location on your school SAMS plan with a pen and attach it below (for example, you could draw a box showing where it would be located or have an arrow pointing to the location). You can find the SAMS plan for your school**

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**in the School Documents link of the Facilities Management section, in the Asset Information Management System (AIMS) at: <https://vsba-aims.maxicloud.co/maximo/ui>: \***

Attach a file:

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 refurbishment will be on the school site). You can find the SAMS plan for your school at: <https://vsba-aims.maxicloud.co/maximo/ui>

**What room or space does your application relate to? How big is the area? For example, the junior toilets in block B, 57 SQM (square metres). \***

This helps the Quantity Surveyor to cost your project proposal.

**Please attach any other supporting information which will help to define the scope of your project**

Attach a file:

## Additional Assessment Criteria (2 to 5)

\* indicates a required field

Criterion 2 (Streams 1 and 2): Project improves the learning environment, condition or character of the school (40%).

**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 refurbishments)** in assessing applications.

The Department will use VSBA-maintained data to verify and assess **whether schools have previously applied for the same scope of works through VSBA administered grant programs** and will **give emphasis to projects that previously ranked highly**.

**Criterion 2 (Streams 1 and 2) answer (What priority works are required? What makes them a priority? What issues is your school currently facing by not having these works undertaken?): \***

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Word count:

Must be no more than 300 words.

### **Criterion 2. Please attach any supporting information here.**

Attach a file:

Criterion 2 (Stream 3): Project promotes student inclusion (40%).

**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.

The Department will use VSBA-maintained data to verify and assess **whether schools have previously applied for the same scope of works through VSBA administered grant programs** and will **give emphasis to projects that previously ranked highly**.

**Criterion 2 (Stream 3) answer (How is your school committed to inclusion? How will this project improve learning outcomes and increase participation for students with disabilities or additional needs? How many students with disabilities or additional needs are estimated to benefit from these works? \***

Word count:

Must be no more than 300 words.

### **Inclusion Stream Criterion 2. Please attach any supporting information here.**

Attach a file:

Criterion 3: Project is Ready to Commence (15%).

- **Photographs or video of the current (proposed) project location or asset condition** (e.g. a photograph or video of the current toilet block OR, where location does not illustrate the need, a photo of the rusting roof or gutter etc.). **NB:** To assist with any difficulties associated with **video file size**, schools can upload them to a video sharing site (such as YouTube) and then paste the URL of the video in a document that can be uploaded in the application form.
- **Photographs or video of what you would like the project result to look like in the future** which helps convey what you are trying to achieve (e.g. a photograph of a similar project that has been completed at another school). The VSBA website is a good place to start: <https://schoolbuildings.vic.gov.au/Pages/home.aspx>
- **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 facilities are affected by the project.

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**Please attach a photo or video of the current site showing why the works are required now (for example, a video or photos showing the toilets in a poor condition). \***

Attach a file:

This is to help the Victorian School Building Authority and Quantity Surveyors understand what it currently looks like at your school where you are applying to complete the works/project.

**Please attach a photo or video of what you would like the completed project/works to look like. For example, if you are applying for your playground to be repaired, you could google and attach a picture or video of a playground, or search for pictures on the Victorian School Building Authority website here: <https://www.schoolbuildings.vic.gov.au/> \***

Attach a file:

This is to help the Victorian School Building Authority and Quantity Surveyors understand the type of works/project you are looking for and just needs to be a rough example.

**Criterion 3 answer (Why is this project needed now? How would you ensure school operations continue whilst works are underway?: \***

Word count:

Must be no more than 300 words.

**Project estimated start date**

Must be a date and no earlier than 1/1/2027.

**Project estimated end date \***

Must be a date and no later than 30/6/2029.

**Criterion 3. Please attach supporting information here**

Attach a file:

**Criterion 4: Project can't be funded through existing school funds (15%).**

- 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** demonstrating that the project can't be fully funded from existing school funds.
- **The Department will compare information provided against school bank account data to verify and assess whether schools can fully fund or contribute**

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**towards projects. Emphasis will be given to projects that schools are unable to fund.**

**Criterion 4 answer (Excluding your school's equity/needs funding: Why can't your school fund this project or contribute towards it? How much is your school's current bank balance? Are funds from your school's bank balance already committed? What are funds already committed to? How much?): \***

Word count:

Must be no more than 300 words.

**Criterion 4. Please attach any supporting information here.**

Attach a file:

Criterion 5: Commitment to maintaining your school (15%).

- **Maintaining your school in line with your approved School Maintenance Plan (SMP): you are regularly updating the Asset Information Management System (AIMS).** If you have any queries regarding your SMP, please contact the SMP team on 7022 2212 or email [plan@education.vic.gov.au](mailto:plan@education.vic.gov.au)
- **No more than 300 words** demonstrating that condition and routine maintenance works are being completed on time and that your school is recording this on Department systems (including the Asset Information Management System – AIMS). **The Department will also use data from Departmental systems to assess this.**
- For schools that received funding through the **School Shade Sails Fund** or **Bushfire Preparedness (Vegetation) Program**, all requested acquittal evidence must have been submitted.

**Criterion 5 answer (What updates are you inputting onto the AIMS system and when? How often are you using the system? Are your updates on time? If not, why?): \***

Word count:

Must be no more than 300 words.

**Criterion 5. Please attach supporting information here.**

Attach a file:

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### Declaration - Terms and Conditions

\* indicates a required field

#### Applicant Declaration

Our School (including the School Principal and School Council President) accepts the terms and conditions described in the Capital Works Fund 2026-27 Round Program Guidelines, available here: <https://www.schoolbuildings.vic.gov.au/capital-works-fund>

I state that the information in this application and attachments is to the best of my knowledge true and correct.

#### Declaration \*

I understand and agree with the Terms and Conditions as outlined above.

#### on behalf of School Name: \*

School Trading Name as provided by the Victorian Registration and Qualifications Authority (VRQA). You can search the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

#### School Number \*

Must be between 1 and 4 characters.

School Number as provided by the Victorian Registration and Qualifications Authority (VRQA). You can obtain the number from the State Register on the VRQA website, see <https://www.vrqa.vic.gov.au/StateRegister/Search.aspx>.

#### Declaration Contact Position \*

#### Declaration Contact \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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The following fields are populated based on responses throughout the form.

#### Organisation Type

Government School

#### Education Sector

Government