

Funding Acknowledgement Guidelines

For recipients of Queensland Government grants and subsidies

Document owner

Media and Communication Services
Department of Local Government, Racing and Multicultural Affairs
Level 17, 1 William Street, Brisbane
Email: comms@dlgrma.qld.gov.au

Last updated: July 2018

Disclaimer: this guide will be updated from time to time. Please refer to the electronic version at www.dlgrma.qld.gov.au as printed copies may be outdated.

Contents

Departmental grants	3
Funding acknowledgement statement.....	3
Conducting media opportunities/opening ceremonies	4
Queensland Government logo / Coat of Arms	4
Project signage	5
Acknowledgement statement	5
Logos	5
Signage endorsement	5
Signage requirements and grant payments	5
Commemorative plaques	6
Logos	6
Typeface.....	6
Plaque layout template	7
Plaque approval process	7
Works for Queensland.....	7
Funding acknowledgement statement.....	7
Signage template.....	8
Downloads – Works for Queensland project signage	8
Exemptions.....	8

Departmental grants

Acknowledgement of funding received from the Queensland Government is required as a condition of funding provided through the Department of Local Government, Racing and Multicultural Affairs.

To provide the Queensland Government ample opportunity to participate in project announcements, timely advice in advance of any media releases, social media posts, media opportunities and events must be emailed to media@dlgrma.qld.gov.au.

When determining dates for project milestone announcements, official openings and media opportunities, please consult your Regional Advisor to discuss before finalising.

The following guidelines have been developed to help Councils acknowledge Queensland Government investment in projects funded as a result of Departmental grants and subsidies.

The table below lists the minimum acknowledgement requirements correlating to funding received from the Queensland Government.

How to acknowledge the Queensland Government			
Acknowledgement statement	Queensland Government logo	Opening ceremonies and events	Signage
Include in media releases, on related websites and other materials related to the project.	Include on newsletters, websites and any related project materials.	Invite the minister to attend and speak. Funding recipient to determine whether a plaque is required.	Minimum of one sign 400mm x 800mm (height x width).

Signage only applies to capital works projects and must in be in place once the project has physically commenced construction and for one year after project completion.

Compliance with these guidelines must be undertaken in order to claim and receive the total grant funding amount.

Funding acknowledgement statement

If the project was partly funded by the Queensland Government, the following statement should be used in acknowledgement statements:

The [insert project name] is a joint initiative of [insert other organisation who provided funding] and the Queensland Government.

If the project was fully funded by the Queensland Government the following statement should be used:

The [insert project name] is an initiative of the Queensland Government.

These statements must be used in materials related to your project such as:

- media releases and speeches
- invitations
- articles, brochures and posters
- project signage
- TV, radio and newspaper advertisements
- websites
- study reports.

Note: All joint publicity must be approved in advance by the Department of Local Government, Racing and Multicultural Affairs.

Conducting media opportunities/opening ceremonies




The Minister for Local Government – representing the Queensland Government – must be formally invited to officiate at any opening ceremony or other official celebration of the project. The Minister, at his or her discretion, may nominate another Minister or representative to attend on his or her behalf, or may request an alternative event date so that he/she can attend.

Formal invitations must be sent directly to the Minister with a minimum of 28 days’ notice of the planned opening ceremony. Email formal invitations to lgrma@ministerial.qld.gov.au.

Queensland Government logo / Coat of Arms

The funding acknowledgement statement is to be accompanied by the Queensland Government Coat of Arms.

The Coat of Arms is available in maroon or black and in various file formats to fit the intended purpose. Minimum size restrictions apply.

<p>Option 1 (preferred) Two-line side stacked Coat of Arms.</p>	<p>Minimum size 15mm high (57 pixels online use).</p>	
<p>Option 2 Two-line stacked Coat of Arms. This option can be used when the above option is not suitable (for example, when the funding contributors’ logo is tall).</p>	<p>Minimum size 20mm high (75 pixels online use)</p>	
<p>Option 3 One-line stacked Coat of Arms. This is the preferred option when displayed alongside the Australian Government logo.</p>	<p>Minimum size 18mm high (68 pixels online use)</p>	

To request a copy of the Coat of Arms, or for advice on its placement and usage, email DLGRMA Media and Communication Services at comms@dlgrma.qld.gov.au.

Project signage

The following guidelines relate to project signage developed to acknowledge the receipt of Queensland Government grants and subsidies.

Acknowledgement statement

The funding acknowledgement statement (see page 3) must be included on project signage. Department names and Department-specific taglines should not be included.

Logos

Signage must include the Queensland Government Coat of Arms. See page 4 for options.

The Coat of Arms and partner logos (when required) should be of sufficient size to allow easy recognition and readability, considering the type of sign, its positioning and visibility.

The Coat of Arms is positioned in the far-right corner of the footer bar (see page 6).

Partner logos should be placed in the opposing far left corner in order of the value provided from left (highest) to right (lowest).

Signage endorsement

To ensure signage meets corporate identity requirements, it is recommended that endorsement of signage artwork is granted by the Department. This can be facilitated by your Regional Advisor prior to production.

Exemptions

A practical implementation approach should be applied to signage requirements – for example, the necessity of signage, size and branding components.

Where a Council believes the acknowledgement requirements in these guidelines are not appropriate given the nature of the funded project, it may seek a variation to these requirements from the Department.

Requests for variations need to be approved by the Department. Contact your Regional Advisor for assistance with this process.

Signage requirements and grant payments

As part of an approved project's second payment claim requirements, and before the payment can be made, Councils must supply the Department with a photograph of the project signage installed at the project site with the appropriate claim form.

If the signage does not meet the required standard set out in the Funding Acknowledgement Guidelines, Council will be required to have the sign remade, at its own cost. Additionally, this will delay the second payment being made to Council.

Example of project signage – for projects in receipt of Queensland Government grants or subsidies (this example is not a set template).

Project name

The [project name] is a joint initiative of Toowoomba Regional Council and the Queensland Government.

[www.qld.gov.au/\[projectname\]](http://www.qld.gov.au/[projectname])



Website addresses can be a relevant State or Local Government website related to the project. If no website is relevant, URLs do not have to be included.

Commemorative plaques

All plaques must use the following plaque layout and approval process.

Logos

The two-line stacked Coat of Arms is used on commemorative plaques. The minimum height is 20mm.

The Coat of Arms is positioned in the far right corner of the header bar (see below). Partner logos should be placed in the opposing far left corner in order of the value provided from left (highest) to right (lowest).

Typeface

Text size should be proportionate to the entire plaque design and be clearly visible and legible.

Times New Roman is the preferred typeface for plaques.

Plaque layout template

Please note, details on the plaque may be changed to reflect nominated representatives if the Minister is unable to attend.

Other logo	[Project name]	
was officially opened by		
The Honourable Stirling Hinchliffe, Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs		
and		
Councillor [First name] [Last name], Mayor of [Council name]		
on		
[XX] [Month] [20XX]		

Plaque approval process

It is the responsibility of Councils to develop the commemorative plaque for official openings.

Please note, details on the plaque may be changed to reflect nominated representative/s should the Minister not be able to attend.

The Department is required to approve proposed plaque artwork, this can be facilitated by your Regional Advisor. On receipt of final approval from the Department, the funding recipient may authorise the production and/or installation of the plaque.

Works for Queensland

Funding acknowledgement statement

If the project has been funded by the Works for Queensland program, the following statement must be included on your project signage:

The [insert project name] has been funded by the Queensland Government's Works for Queensland program.

All media statements should contain the following:

The [insert project name] has been funded by the Queensland Government's Works for Queensland program.

Signage template

Dimensions: 900 x 600mm. This can also be printed in black and white.



The [insert project name] has been funded by the Queensland Government's Works for Queensland program.



Downloads – Works for Queensland project signage

- [PDF version](#) (editable if you have Adobe Pro installed).
- [Illustrator version](#) (Adobe Illustrator required).

Exemptions

Requests for signage exemptions should be lodged with your Regional Advisor.

Department of Local Government, Racing and Multicultural Affairs
1 William Street, Brisbane
tel 13 QGOV (13 74 68)

www.dlgrma.qld.gov.au