



# FUNDING ACKNOWLEDGEMENT GUIDELINES

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AUGUST 2020

For recipients of grants and subsidies from the  
Department of Local Government, Racing and Multicultural Affairs



**Queensland**  
Government

# DEPARTMENTAL GRANTS

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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 (DLGRMA).

The following guideline has been developed to help recipients acknowledge the Queensland Government investment in projects, events and programs funded as a result of departmental grants and subsidies.

To provide the Queensland Government ample opportunity to participate in project/event announcements, timely advice in advance of any media releases, social media posts, media opportunities and events must be emailed to **[comms@dlgrma.qld.gov.au](mailto:comms@dlgrma.qld.gov.au)**

## ACKNOWLEDGEMENT AT A GLANCE

(minimum requirement)

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### **Acknowledgement statement**

Include in media releases, related website content and other project marketing collateral and materials.

### **Social media**

Include DLGRMA and program handles and hashtags on relevant social media posts.

### **Queensland Government logo**

Include on signage, newsletters, websites and project marketing collateral.

### **Events**

Invite the Minister to attend and speak at project opening ceremonies and events. Funding recipients to determine whether a plaque is required for capital infrastructure openings.

### **Signage**

Only applies to capital works projects, minimum of one sign 400mm x 800mm (height and width).

# ACKNOWLEDGEMENT STATEMENT

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

**The [insert project/event name] is a joint initiative of [partnering organisation] and the Queensland Government.**

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

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

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

- media releases and speeches
- invitations
- marketing collateral (brochures, posters, newsletters, TV, radio and newspaper advertisements, website content)
- study reports
- public opening addresses.

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

# SOCIAL MEDIA

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Acknowledgement of the Queensland Government's contribution to the project/event must be included in all relevant social media posts (including project updates, openings). This can include the appropriate Department handle or program hashtag listed below.

## **DLGRMA handles:**

 **Department of Local Government - Queensland**

 **@DLGRMA\_Qld**

 **Department of LGRMA**

 **Department of Local Government, Racing and Multicultural Affairs**

## **Local Government hashtags are:**

#DiscoverDLGRMA

#W4Q

#LGGSP

#QldShowGrants

## **Multicultural Affairs handles:**

 **Multicultural Affairs Queensland**

 **@MulticulturalQ**

 **@multiculturalqld**

 **Multicultural Affairs Queensland**

## **Multicultural Affairs hashtags are:**

#MQCharter

#CMQgrants (for events and relevant projects)

#MAQgrants

#multiculturalqld

# QUEENSLAND GOVERNMENT COAT OF ARMS

## OPTION 1 Stylised two-line side-stacked logo



## OPTION 2 Stylised two-line stacked logo



## OPTION 3 Stylised one-line stacked logo



*Note: this is the preferred option when displayed alongside the Australian Government logo.*

# QUEENSLAND GOVERNMENT COAT OF ARMS

## PREFERRED PLACEMENT

The preferred placement of the Coat of Arms is in the bottom right hand corner, for communications and marketing materials. To ensure clear visibility, the Coat of Arms should be placed on a solid colour or clear background. The Coat of Arms symbol cannot be used on its own, ie. elements may not be separated

## CLEARANCE

The minimum clearance zone around the Coat of Arms is the width of the shield as per the examples below.



## EVENTS (MEDIA OPPORTUNITIES AND OPENING CEREMONIES)

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The Minister for Local Government, Minister for Racing and Minister for Multicultural Affairs – 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 date so that he/she can attend.

Formal invitations must be sent directly to the Minister with a minimum 28 days' notice of the planned activity.

Email formal invitations to [lgrma@ministerial.qld.gov.au](mailto:lgrma@ministerial.qld.gov.au)

# COMMEMORATIVE PLAQUES

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

## LOGOS

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

## TYPEFACE

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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 APPROVAL PROCESS

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

The Department is required to approve proposed plaque artwork. This can be facilitated by the Department's Strategic Communications team **[comms@dlgrma.qld.gov.au](mailto:comms@dlgrma.qld.gov.au)**.

On receipt of final approval from the Department, the funding recipient may authorise the production and/or installation of the plaque.



# COMMEMORATIVE PLAQUES

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## PLAQUE LAYOUT TEMPLATE

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Please note, details on the plaque may be changed to reflect nominated representatives/s should the Minister not be able 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]



Queensland  
Government

## DOWNLOADS

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[Commemorative Plaque AI \(1.9MB\)](#)

[Commemorative Plaque PDF \(0.9MB\)](#)

# SIGNAGE

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The need for signage only applies to capital works projects that have received funding from one of the Department's programs.

The signage must be in place once the project has physically commenced construction and for one year after project completion.

## JOINTLY FUNDED PROJECTS

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Projects that are jointly funded by the Queensland Government and another organisation must include the acknowledgement statement and the Coat of Arms.

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

The Coat of Arms should be positioned in the far-right corner of the footer bar, partnering logos should be placed in the opposing far left corner in the order of the value provided from left (highest) to right (lowest).

## UNITE AND RECOVER COMMUNITY STIMULUS PACKAGE

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If the project has been funded by the Unite and Recover Community Stimulus Package, signage artwork must follow the template provided.

The sign must include the following statements:

*If the project is jointly funded:*

**This Unite and Recover Community Stimulus Package project is a joint initiative of [Council name] and the Queensland Government.**

*If the project is funded solely by the Queensland Government:*

**This Unite and Recover Community Stimulus Package project is an initiative of the Queensland Government.**

## 2020–21 COVID WORKS FOR QUEENSLAND

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If the project has been funded by the 2020–21 COVID Works for Queensland program, signage artwork must follow the template provided.

The sign must include the statement:

**This COVID Works for Queensland project is delivering jobs for Queensland and is funded by the Queensland Government.**

## WORKS FOR QUEENSLAND

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If the project has been funded by the Works for Queensland program, the artwork template must be followed.

The sign must include the statement:

**This Works for Queensland project is delivering jobs for Queensland and is funded by the Queensland Government.**

## SIGNAGE ENDORSEMENT

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To ensure signage meets the funding acknowledgement guidelines requirements, it is recommended that endorsement of signage artwork is granted by the Department. This can be facilitated through local contacts:

Southern Office, Local Government Division:  
**southern@dlgrma.qld.gov.au**

Northern Office, Local Government Division:  
**northern@dlgrma.qld.gov.au**

Multicultural Affairs: **maq@dlgrma.qld.gov.au**

# SIGNAGE

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UNITE AND RECOVER COMMUNITY STIMULUS PACKAGE  
(JOINTLY FUNDED)

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**Unite & Recover** 

# Project name

This Unite and Recover Community Stimulus Package project is a joint initiative of [Council name] and the Queensland Government.

Insert council logo here



## DOWNLOADS

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[Unite and Recover Community Stimulus Package \(Jointly Funded\) Sign AI \(0.5MB\)](#)


[Unite and Recover Community Stimulus Package \(Jointly Funded\) Sign PDF \(0.5MB\)](#)

# SIGNAGE

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UNITE AND RECOVER COMMUNITY STIMULUS PACKAGE  
(FUNDED SOLELY BY QUEENSLAND GOVERNMENT)


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**Unite & Recover** 

# Project name

This Unite and Recover Community Stimulus Package project is an initiative of the Queensland Government.

Insert council logo here



## DOWNLOADS

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[Unite and Recover Community Stimulus Package \(Queensland Government Funded\) Sign AI \(0.5MB\)](#)

[Unite and Recover Community Stimulus Package \(Queensland Government Funded\) Sign PDF \(0.5MB\)](#)

# SIGNAGE

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2020–21 COVID WORKS FOR QUEENSLAND

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The signage template features a dark red background with a white diagonal band. At the top left, a black rounded rectangle contains the text "Unite & Recover" in white, followed by an orange outline of Queensland. The main title "COVID Works for Queensland" is in large white font, with the subtitle "Delivering jobs for Queensland" in orange below it. The central white band contains the text "This COVID Works for Queensland project is delivering jobs for Queensland and is funded by the Queensland Government." The bottom left corner has the text "Insert council logo here" and the bottom right corner features the Queensland Government crest and logo.

## DOWNLOADS

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[2020–21 COVID Works for Queensland Sign AI \(0.5MB\)](#)

[2020–21 COVID Works for Queensland Sign PDF \(0.5MB\)](#)

# SIGNAGE

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## WORKS FOR QUEENSLAND

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The signage template features a dark red background with a white diagonal stripe. At the top left, a black rounded rectangle contains the text 'Unite & Recover' in white, followed by a small orange map of Queensland. Below this, the main title 'Works for Queensland' is written in large white font, with the subtitle 'Delivering jobs for Queensland' in a smaller orange font. A white rectangular area in the center contains the text: 'This Works for Queensland project is delivering jobs for Queensland and is funded by the Queensland Government.' At the bottom left, the text 'Insert council logo here' is displayed. At the bottom right, the Queensland Government logo and name are shown.

## DOWNLOADS

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[Works for Queensland Sign AI \(0.5MB\)](#)

[Works for Queensland Sign PDF \(0.5MB\)](#)

# SIGNAGE

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## JOINT PROJECT

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**Unite & Recover** 

# Project name

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

Insert council logo here



## DOWNLOADS

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[Queensland Government Project Sign AI \(0.4MB\)](#)

[Queensland Government Project Sign PDF \(0.4MB\)](#)

## NEED MORE INFORMATION?

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Contact the Strategic Communications team at  
[comms@dlgrma.qld.gov.au](mailto:comms@dlgrma.qld.gov.au)