

# Funding Acknowledgement Guidelines

## For recipients of Queensland Government grants and subsidies

### Document owner

Communication Services  
Department of Infrastructure, Local Government and Planning  
Level 39, 1 William Street, Brisbane  
Email: [comms@dilgp.qld.gov.au](mailto:comms@dilgp.qld.gov.au)  
Phone: 3452 6734

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**Disclaimer: this guide will be updated from time to time. Please refer to the electronic version at [www.dilgp.qld.gov.au](http://www.dilgp.qld.gov.au) as printed copies may be outdated.**

## Departmental grants

Acknowledgement of funding received from the Queensland Government is required as a condition of funding.

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@dilgp.qld.gov.au](mailto:media@dilgp.qld.gov.au)

The following guidelines have been developed to assist you in acknowledging the Queensland Government.

### **These guidelines are intended for use by recipients of Queensland Government grants and subsidies.**

The table below lists the minimum acknowledgement correlating to funding amounts received from the Queensland Government through the Department of Infrastructure, Local Government and Planning.

A practical implementation approach should be applied to signage requirements – for example, the necessity of signage, size and branding components. Where a funded body 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. The relevant departmental regional advisor can assist with this process.

Signage only applies to capital works projects and should be erected during the construction phase and for one year after project completion.

#### How to acknowledge the Queensland Government

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

## 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.

Include statements 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.

Department names and department-specific taglines should not be included.

Note: all joint publicity must be approved in advance by the Department of Infrastructure, Local Government and Planning.

## Natural Disaster Resilience Program




Projects funded under the Natural Disaster Resilience Program are required to acknowledge both the Australian Government and Queensland Government in all statements and by using both logos on all collateral.

For information and advice on the correct placement of multiple logos on signage, please contact DILGP Communication Services on (07) 3452 6734 or email [comms@dilgp.qld.gov.au](mailto:comms@dilgp.qld.gov.au).

## Queensland Government 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><b>Option 1 (preferred)</b> Two-line side stacked Coat of Arms.</p>	<p>Minimum size 15mm high (57 pixels online use).</p>	
<p><b>Option 2</b> Two-line stacked Coat of Arms.</p> <p>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><b>Option 3</b> One-line stacked Coat of Arms.</p> <p>This is the preferred option when displayed <b>alongside the Australian Government logo</b>.</p>	<p>Minimum size 18mm high (68 pixels online use)</p>	

To request a copy of the Coat of Arms, email DILGP Communication Services at [comms@dilgp.qld.gov.au](mailto:comms@dilgp.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). Refer to pages 2 and 3 of the [Queensland Government signage guidelines](#) for advice on the correct placement of multiple logos on signage based on the percentage of funding contributed. Contact DILGP Communication Services if you have trouble accessing these guidelines.

### **Typeface**

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

Meta is the preferred typeface for signage.

### **Capitalisation**

The Queensland Government's corporate identity policy is to use minimal capitalisation. Capitals should only be used for the first letter of the first word of a sentence and for names of particular people, places and things (proper nouns).

Examples:

- Brisbane City Council beautification project
- Oakey Creek crossing upgrade
- Eddie Street culvert replacement

### **Signage approval**

DILGP Communication Services must approve final artwork (ensuring it meets corporate identity requirements) prior to production.

Please send artwork to [comms@dilgp.qld.gov.au](mailto:comms@dilgp.qld.gov.au) for approval prior to production.

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

Refer to the Queensland Government Corporate Identity Guidelines for further examples.

To request a copy of the Corporate Identity Guidelines, contact DILGP Communication Services by phone on (07) 3452 6734 or email [comms@dilgp.qld.gov.au](mailto:comms@dilgp.qld.gov.au).



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.

If more than one partner logo is required on the plaque, please contact DILGP Communication Services for advice on (07) 3452 6734.

<div style="border: 1px dashed black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Other logo</p> </div>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">[Project name]</h2> <p style="margin: 5px 0;">was officially opened by</p> <p style="margin: 5px 0;"><b>The Honourable Jackie Trad MP, Deputy Premier, Minister for Transport and Minister for Infrastructure and Planning</b></p> <p style="margin: 5px 0;">and</p> <p style="margin: 5px 0;"><b>Councillor [first name] [last name], Mayor of [council name]</b></p> <p style="margin: 5px 0;">On</p> <p style="margin: 5px 0;"><b>[XX] [Month] [20XX]</b></p> </div> <div style="text-align: center;">  </div> </div>
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## Plaque approval process

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

### Step one: plaque requirements

The funding recipient should liaise with all stakeholders to identify plaque requirements. This includes building/project name, date of opening, attending officials, funding partners and company logos.

- Have you identified the plaque requirements of all stakeholders?

### Step two: plaque protocol

If applicable, once plaque requirements have been identified, the funding recipient should consult DILGP Communication Services to obtain protocol advice, such as the correct titles and the naming hierarchy of attending officials.

### Step three: corporate identity

If required, once protocol requirements have been addressed, the funding recipient should consult DILGP Communication Services to obtain corporate identity advice, such as the correct placement of council logos alongside the Coat of Arms. It is at this stage that a plaque layout may be developed. Please refer to the template provided on page 7.

### Step four: approval

When all protocol and corporate identity requirements for the plaque have been addressed, it is the responsibility of the funding recipient to seek approval from all stakeholders and the relevant minister prior to the production and/or installation of the plaque.

DILGP Communication Services will approve final artwork but they do not have designated authority to approve the production of a plaque.

Please send artwork to [comms@dilgp.qld.gov.au](mailto:comms@dilgp.qld.gov.au) for approval prior to plaque production.

- Have you received content approval from all stakeholders?
- Have you received corporate identity approval from Communication Services?
- Have you received final ministerial approval?

### Step five: plaque production

On receipt of final approval from the minister's office, the funding recipient may authorise the production and/or installation of the plaque.



## Conducting opening ceremonies

On completion of a project, the minister responsible – representing the Queensland Government – must be formally invited to officiate at any opening ceremony of the project. The minister, at his or her discretion, may nominate another minister or representative to attend on his or her behalf.

Formal invitations must be sent directly to the minister with a minimum of 28 days' notice of the planned opening ceremony.

### **Minister for Infrastructure and Planning**

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

### **Minister for Local Government**

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

## More information

For more information, please phone DILGP Communication Services on (07) 3452 6734 or email [comms@dilgp.qld.gov.au](mailto:comms@dilgp.qld.gov.au).