

The processes overviewed are the actions required by the school where a grant has been received in support of the following capital assistance programs:

Australian Government

- Capital Grants Program, which includes Master Plan Grants and Sustainability Grants.

Queensland Government

- State Capital Assistance Scheme
- External Infrastructure Subsidy Scheme.

Australian Government Capital Grants Program

The Australian Government Capital Grants Program (CGP) provides funds in support of school-based capital projects, including those with a specific focus on sustainability initiatives, and for schools to develop master plans.

Master Plan Grants

In the case of Master Plan Grants, schools in receipt of CGP grant funds should utilise communications, such as social media, newsletters and web sites, to advise the school community about assistance received from the Australian Government for the development of their Master Plan.

Sustainability Grants

For Sustainability Grants, recognition requirements are consistent with those for capital projects funded under CGP.

Capital Projects

Schools which receive CGP funding are required to:

- Acknowledge the Commonwealth funding in all announcements and other publicity of all school capital projects to which the Commonwealth is contributing funds.
- Ensure that the school community is advised directly about assistance received from the Australian Government by such means as school based social media, newsletters and web sites.
- Install building plaques on all completed projects, irrespective of cost, which acknowledge Commonwealth funding. (Refer to the example provided or received directly from the Department)
- Arrange for the recognition of funding within seven months of the physical completion of the project, unless otherwise agreed by the Commonwealth:
 - where the Commonwealth contribution is equal to or exceeds \$100,000 irrespective of the year in which the funding was approved, or
 - where the school or the Commonwealth requests an opening.

CGP GRANT UNDER \$100,000 – CEREMONY PROCEDURE

- Where the CGP grant to a project is under \$100,000 a school can choose to recognise the Australian Government's assistance by installing a building plaque only.
 - A school should advise the Department of Education via the school openings inbox at SchoolOpenings@education.gov.au that a project is complete and that an official opening ceremony will not be held as the grant amount is under \$100,000
 - The Department will provide a plaque template to the school
 - The school is to formulate the plaque wording based on the template and provide it back to the Department for approval
 - The Department will advise the school when approval has been given
 - The school then arranges for the plaque to be manufactured and installed on the building.
- Alternatively, if a school wishes to hold an opening, notwithstanding the grant amount, the opening requirements for grants over or equal to \$100,000 applies, please see the procedure below.

CGP GRANT OVER OR EQUAL TO \$100,000 – OPENING CEREMONY REQUIRED – PROCEDURE

- Where the CGP grant for the project is equal to or in excess of \$100,000 schools are **required** to hold an official opening ceremony.
- Dates of openings must be convenient to all parties, including the Australian Government. To ensure opening dates are suitable to the Australian Government Minister for Education, or their representative, it is requested that:
 - invitations are sent to the Minister by recipient schools via the school openings inbox at SchoolOpenings@education.gov.au at least two months in advance of the opening
 - three possible dates should be included in the invitation that do not coincide with Parliament of Australia sitting days, refer to the Parliamentary Sitting Calendar:
http://www.aph.gov.au/About_Parliament/Sitting_Calendar
- Schools should ensure the BGA Secretariat is invited to all opening ceremonies.

REQUIREMENTS FOR CEREMONIES

- The following conditions apply for an official opening ceremony:
 - The Commonwealth Minister for Education or their representative must be invited to open those projects for which an official opening is being arranged
Note: Invitations to attend ceremonies will be directed to the Commonwealth Minister for Education in the first instance.
 - The Commonwealth Minister for Education or their representative must be invited to speak at all official openings of capital projects to which the Commonwealth has contributed funding
 - In the case of an opening with other sources of funding, e.g., State contribution, the Commonwealth Minister for Education or their representative must be invited to open those projects to which the Commonwealth contribution is greater than 50 per cent of the project cost
Note: Schools are welcome to elect the attending Australian Government representative to open facilities where the Australian Government has contributed less than 50 per cent of the project cost.

- Where a facility is opened by a Commonwealth representative, the name of the person opening the facility must be included in the associated commemorative plaque, which must be either affixed to the new or refurbished buildings or displayed in an appropriate position.
- If the Commonwealth Minister for Education or their representative attends an opening they may issue media releases.
- Schools may receive exemptions from opening requirements depending on the type of facility and works applied. For example, intangible improvements such as the replacement of an electrical system or a simple refurbishment of an amenities block may be considered for exemption by the Commonwealth Minister for Education.
- A school must obtain the Commonwealth Minister for Education's agreement for an exemption from holding an official opening, or for deferment of an opening.
- Approved Authorities/Schools are welcome to contact a schools liaison officer from the Department, through the SchoolOpenings@education.gov.au inbox, if further information regarding any aspects of Capital Grants Program requirements for recognition is needed.

Sample plaque wording for projects funded under the Capital Grants Program



Australian Government

SCHOOL NAME

This plaque commemorates the official opening of the

Approved Project Description

by

Name

on

Date

This/these project/s were jointly/entirely/principally/partly funded by the Australian Government under the Capital Grants Program (include other funding sources if relevant/desired. For example, 'and the [State] government', or 'and the [Name of School] community')

Principal: [Optional]

Approved Authority/School Board Chair: [Optional]

Notes:

- **Highlighted Text** - The areas highlighted green should be completed with the appropriate information.
- **Style** - Wording on plaques acknowledging Commonwealth funding must be of similar size and style to wording acknowledging other funding sources.
- **School and Australian Government logos** - Include any school logo directly above the school's name on the plaque.
- **Approval** - Departmental approval of plaque wording is required. A school is to send the draft wording to the Department via the school openings inbox at SchoolOpenings@education.gov.au. The Department will provide clearance or comment.
- **Plaque costs** - The manufacturing and installation costs of Capital Grants Program plaques are the responsibility of recipient schools.

State Capital Assistance Scheme

Schools which receive State Capital Assistance Scheme (SCAS) funding are required to:

- Acknowledge the State funding in all announcements and other publicity of all school capital projects to which the Queensland Government is contributing funds.
- Ensure that the school community is advised directly about assistance received from the Queensland Government by such means as school based social media, newsletters and web sites.

CEREMONY PROCEDURE

- When planning an opening ceremony, the school must make contact with the office of the State Education Minister, to propose ceremony dates, at the following e-mail address:
education@ministerial.qld.gov.au
- Dates of openings must be convenient to all parties, including the Queensland Government. Three possible dates should be included in the invitation that do not coincide with Parliament of Queensland sitting days refer to the Parliamentary Sitting Calendar:
<https://www.parliament.qld.gov.au/Work-of-the-Assembly/Sitting-Dates/Dates>
- Schools should ensure the BGA Secretariat is invited to all opening ceremonies.

REQUIREMENTS FOR CEREMONIES

- Unless otherwise agreed by the Queensland Government:
 - Where the State has contributed \$100,000 or more to the project, there must be acknowledgement of State Government funding on a plaque recording the implementation and opening of the building (Refer to the example provided)
 - Where the State Government has contributed \$500,000 or more to the project, schools are required to hold an opening ceremony to which the Minister or a representative must be invited to attend and speak.

Note: Invitations to attend ceremonies will be directed to the State Minister for Education in the first instance.

- In the case of an opening with combined sources of government funding, i.e., an Australian Government contribution, the Commonwealth Minister for Education or their representative must be invited to open those projects where the Commonwealth contribution is greater than 50 per cent of the project cost.

Sample plaque wording for projects funded under the State Capital Assistance Scheme



SCHOOL NAME

This plaque commemorates the official opening of the

Approved Project Description

by

Name

on

Date

This/these project/s were jointly/entirely/principally/partly funded by the Queensland Government under the State Capital Assistance Scheme (include other funding sources if relevant/desired. For example, 'and the Australian Government', or, 'and the [Name of School] community')

Principal: [Optional]

Approved Authority/School Board Chair: [Optional]

Notes:

- **Highlighted Text**
 - The areas highlighted green should be completed with the appropriate information.
- **Style**
 - Wording on plaques acknowledging Queensland Government funding must be of similar size and style to wording acknowledging other funding sources.
- **School and Queensland Government logos**
 - Include any school logo directly above the school's name on the plaque.
- **Plaque costs**
 - The manufacturing and installation costs of State Capital Assistance Scheme plaques are the responsibility of recipient schools.

External Infrastructure Subsidy Scheme

Schools which receive External Infrastructure Subsidy Scheme (EIS) funding are required to:

- Ensure that the school community is advised directly about assistance received from the Queensland Government by such means as school based social media, newsletters and web sites.
- Acknowledge the State funding in any publicity associated with the capital project that initiated the requirement for the External Infrastructure Works and/or Infrastructure Charges, including the plaque recording the implementation and opening of the initiating capital project. (Refer to the previous SCAS example provided)
- Schools should ensure the BGA Secretariat is invited to any opening ceremonies.