

Australian Government Capital Grants Program (CGP)

The process outlined is the action required by the school for a COMMONWEALTH ONLY grant. These instructions differ from those required by the Queensland Government. Should a grant from the State Government be involved in the project, carefully read the additional recognition processes involved.

Schools which receive funding through the Australian Governments Capital Grants Programme (CGP) are required to:

- Acknowledge Australian Government funding in all announcements and other publicity of all school capital projects to which the Commonwealth is contributing funds.
- Ensure that school communities are 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.
- 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 and Training (the Department) 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 (See Appendix 1 for sample).
 - 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.
- Schools should ensure the BGA Secretariat is invited to all opening ceremonies.
- 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 and Training, or his 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 Parliamentary of Australia sitting days, refer to the Parliamentary Sitting Calendar: http://www.aph.gov.au/About_Parliament/Sitting_Calendar

REQUIREMENTS FOR CEREMONIES

- The following conditions apply for an official opening ceremony:
 - The Commonwealth Minister for Education and Training or his representative must be invited to open those projects for which an official opening is being arranged.
 - The Commonwealth Minister for Education and Training or his 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 and Training or his 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 and Training or his 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 and Training.
- A school must obtain the Commonwealth Minister for Education and Training's agreement for an exemption from holding an official opening, or for deferment of an opening.



Appendix 1

SAMPLE PLAQUE WORDING – AUSTRALIAN GOVERNMENT (CGP)



Australian Government

SCHOOL NAME

This plaque commemorates the official opening of the

Project Description

by

Title and Name

on

Date

This/these project/s were jointly/entirely/principally/partly funded by the Australian Government under the Capital Grants Programme (include other funding sources if relevant/desired. e.g., ‘and the Queensland government’, or ‘, and the [Name of School] community’)

Principal: (Optional) Board Chair/School Authority rep.: (Optional)

NOTES

Highlighted Text

- The areas highlighted orange should be completed with the appropriate information.

Style

- Wording on plaques acknowledging Australian Government funding must be of similar size and style to wording acknowledging other funding sources.

School and Australian Government logos

- If you would like to include the school’s logo on the plaque, please position it 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. 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.

CONTACT INFORMATION

Please contact a school liaison officer through the SchoolOpenings@education.gov.au inbox to discuss further information regarding any aspects of Capital Grants Program requirements for recognition.

