

Summary of Capital Grants Program recognition requirements

Schools which receive funding through the Capital Grants Program (CGP) are required to:

- acknowledge Commonwealth funding in all announcements and other publicity of all school capital projects to which the Commonwealth is contributing funds
- 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 Commonwealth's assistance by installing a building plaque only.
 - A school should advise the Department of Education via the school openings inbox 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 to 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 Parliamentary of Australia sitting days, refer to the [Parliamentary Sitting Calendar](http://www.aph.gov.au/About_Parliament/Sitting_Calendar) (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 or his representative must be invited to open those projects for which an official opening is being arranged.
 - The Commonwealth Minister for Education 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, for example, state contribution, the Commonwealth Minister for Education 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 Commonwealth representative to open facilities where the Commonwealth 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 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.
- 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.

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

Contact Us:

You are welcome to contact a schools liaison officer through the SchoolOpenings@education.gov.au inbox if you would like to discuss, or need further information regarding any aspects of Capital Grants Program requirements for recognition.

Sample plaque wording for projects funded under the Capital Grants Program



Australian Government

SCHOOL NAME

This plaque commemorates the official opening of the

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)

President, School Council: (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**
 - 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.