

## Purpose

Upon acceptance of government funding – both NSW and/or Commonwealth – the Delegated Approved Authority must provide full recognition of funding from either government. It should be noted that failure to provide the required recognition in either case may lead to the withholding of grant funds until satisfactory recognition is made.

The following information provides a summary of the necessary requirements for both NSW Government funding and for Commonwealth funding or a combination of both.

## NSW Department of Education: Building Grants Assistance Scheme (BGAS)

The Delegated Approved Authority is to provide recognition of the sources of funding as outlined below:

### 1. For Projects estimated to cost \$75,000 or more

- **Signage during construction**
  - At least one sign must be displayed during the construction period and must be installed within 30 days of the commencement of construction.
  - For projects up to \$1million the signage must be in place for one year and for projects over \$1 million for 3 years.
  - The signage may be of a temporary nature during construction eg mesh banners.
- **Upon completion of construction**
  - Permanent signage usually in the form of a plaque must be installed within 30 days of completion of the project, or at the time of an official opening (whichever is sooner).
  - The plaque should indicate that the funds were provided either wholly, or partly by the NSW Government.
  - The plaque must be placed in an area of high visibility ie at primary entrance points, not obscured, in clear eyeline and integrated into the infrastructure if possible.
  - Private sector partners may not be acknowledged except that contractor names may be included on signage to satisfy OHS requirements.
  - If the project is to be opened by the relevant Minister (usually the Education Minister) or the Minister's representative that person must be referred to by name on the plaque. It should be noted that minimum sign requirements apply.
  - All requirements regarding NSW Government signage and protocols can be found here. (NOTE this will be the NSW Government Funding Acknowledgement Guidelines)
- **Official opening**
  - Where an official opening is to occur, and this is a requirement for funding of any project over \$100,000, it must occur within seven months of completion of the project.
  - The relevant Minister is to be invited to attend or be represented at the opening. This will mean that the Minister's availability or that of the Minister's representative will need to be arranged. It is a good idea to provide the Minister's office with up to three possible dates that may be suitable for the official opening.

- With regard to the above;
  - » An invitation needs to be sent to the Minister's office at least two months in advance. Please click here to download the pro-forma Information for School Openings – Non-Government Schools which will need to be filled in and sent with an invitation to the Minister's office. It is worth checking sitting dates if the opening ceremony is to take place on a weekday. Sitting dates can be checked by clicking here. (to NSW Parliament website sitting days)
  - » The best way to send an invitation is to email the Minister's office. This can be done by clicking here. The formal invitation and the paperwork referred to above should be attached to the email.
  - » Plaques acknowledging the NSW Government's contribution must be affixed to all new and refurbished buildings and must be sent to the CBGA for approval prior to the official opening.
  - » Where the NSW Government has provided more than 50% of the value of the project it is a requirement that the Government's representative officiates at the opening. If it is less than 50% then the school may invite the Government's representative to officiate at the opening.
  - » Wording for plaques and design options can be found here.
  - » The Delegated Approved Authority is required to notify the CBGA of the date of any official opening. This should be done by noting the date in Section E of the Monthly Progressive Expenditure Statement found here.
  - » For any further information contact Kevin Anderson Director, Resources Policy and Capital Programs. Kevin can be contacted at

## **2. For Projects estimated to cost less than \$75,000**

Where the school has a practice of providing information to parents in the form of printed notices or bulletins, the announcement of the project and the NSW Government contribution is appropriate. Other similar recognition would be sufficient through other means such as emails or website.

## **Commonwealth Government Capital Grants Program**

The Delegated Approved Authority must provide full recognition of the sources of funding for projects assisted with Australian Government funding through the Commonwealth Capital Grants Program (CGP).

### **1. For Projects estimated to cost \$75,000 or more:**

- **Upon completion of construction -**
  - Appropriately placed plaques are to be attached at completion of the project, to all buildings constructed/renovated with the Australian Government assistance.
  - All plaques are to be placed in a prominent position and are to be accessible to the public. The wording on the plaque should indicate that funds to assist the project were provided by the Australian Government wholly, principally or partly.
  - Where the project is opened by the Australian Government Minister or a representative of the Minister that person must be referred to by name on the plaque.
- **Official opening**
  - The Australian Government Minister is to be invited to attend or be represented at opening ceremonies for all major projects funded with support from the Capital Grants Program.

- There must be an official opening within seven months of physical completion of the project, and a plaque erected for any capital project costing more than
- \$100,000 to which the Australian Government contributes. The Minister's (or their representative's) availability needs to be arranged prior to setting an opening date.
- Where the Australian Government has provided more than 50 percent of the value of the project it is a requirement of the Australian Government to have a representative that actually officiates at the opening.
- If less than 50 percent of the funding is provided by the Australian Government then the school or the institution may invite the person it chooses to officiate at the opening. However, there is to be provision in the official proceedings for the Australian Government's representative to speak if he or she desires.
- An invitation is to be sent to the Australian Government Minister's office at least two months in advance of the opening. A pro-forma entitled Information for School Openings – Non-Government Schools is found here for your completion. This information is to be provided together with the invitation letter to the Minister's Office.
- If you are planning an opening ceremony on a weekday, please check in advance that the proposed date is not a parliamentary sitting day. Sitting days can be found at [www.aph.gov.au/house/info/sittings/index.htm](http://www.aph.gov.au/house/info/sittings/index.htm). If you invite the Minister and Local Member to an opening ceremony on a sitting day, the Minister's office will ask you to arrange another date. It is advisable to provide three options for the Minister's office to consider.
- Invitations to the Australian Education Minister should be faxed to the Schools Opening Officer at the Australian Government Department of Education, Skills and Employment, on (02) 6240 7849 two months prior to the opening ceremony.
- Plaques acknowledging the Australian Government funding contribution to the project and commemorating the official opening must be affixed to all new and refurbished buildings. The wording for plaques must be sent to [schoolopenings@dese.gov.au](mailto:schoolopenings@dese.gov.au) for approval prior to the official opening.
- Where the school is unable to complete a permanent plaque in time for the opening ceremony a temporary substitute may be used. A permanent plaque must be affixed as soon as possible and within one month of the opening at the latest. Some examples of acceptable wording for plaques are found here.
- The Delegated Approved Authority is required to notify the CBGA of the date of any official opening. This should be done by noting the date in Section E of the Monthly Progressive Expenditure Statement found here.

## **2. For Projects estimated to cost less than \$75,000:**

- Where the school has a practice of providing information to parents in the form of printed notices or bulletins, the announcement of the project and the Australian Government contribution would be appropriate. Other similar recognition would be sufficient through other means such as emails or website.