

# Acknowledgement of Queensland Government funding guidelines

If you receive funding from the Queensland Government, you need to acknowledge this support. Acknowledgment is required as a condition of your funding. Approval of artwork is required prior to publishing when acknowledgment statements or the Queensland Coat of Arms are used.

The following guidelines have been developed to assist you in correctly acknowledging the Queensland Government. All joint publicity (for example, joint media releases, facility openings) is to be approved in advance by the department. In these instances, please provide a minimum of four weeks advance notice where possible.

## Acknowledgment statement

For projects funded by the Queensland Government, the following statement should be used:

“Proudly funded and supported by the Queensland Government.”

Include the statement in materials related to your funding for a period of up to 12 months.

Materials required to include the statement include:

- annual report
- media releases
- speeches
- advertisements
- websites
- newsletters
- magazine articles

## Using the Queensland Coat of Arms

Place the Queensland Coat of Arms in a prominent position on your project promotional material, including:

- building signage (main-entrance signs where infrastructure is funded)
- event invitations
- brochures
- posters
- advertisements
- websites
- newsletters

This is the Queensland Coat of Arms to be used:



## Queensland Government

Approved kindergarten program providers are eligible to use the Queensland Government-approved kindergarten program identifier in place of the Queensland Coat of Arms and acknowledgement statement.

Please contact the Department of Education on (07) 3328 6638 to request copies of the Queensland Coat of Arms and guidelines for its use.



## Queensland Government

## Producing signage

The Queensland Coat of Arms should appear on construction signage (if any) and the main building entrance sign. The signage should:

- use the Queensland Coat of Arms at equal size and weight to other logos on the sign
- use the acknowledgment statement where appropriate
- be of a size that is proportionate to the level of funding received — refer “Acknowledgment requirements”.

## Examples of use

The following examples demonstrate a possible acknowledgment application. Signage design is at the discretion of the funding recipient, however the final design must be approved by the Department of Education.



## Acknowledgment requirements

Amount of funding received	How to acknowledge the Queensland Government			
	Acknowledgment statement	Queensland Coat of Arms and acknowledgement statement	Opening ceremonies and events (where relevant)	Building signage*
Less than \$100 000	Include in annual report, media re-leases, related websites and other funding-related materials.	Include on related websites, building signage, invitations and other funding-related promotional material.	Invite the minister responsible to attend and speak (plaque may be required).	None required.
\$100 000 – \$1 million	Include in annual report, media re-leases, related websites and other funding-related materials.	Include on related websites, building signage, invitations and other funding-related promotional material.	Invite the minister responsible to attend and speak (plaque may be required).	Minimum of one 500mm (H) x 1000mm (W) permanent external sign.
\$1 million +	Include in annual report, media re-leases, related websites and other funding-related materials.	Include on related websites, building signage, invitations and other funding-related promotional material.	Invite the minister responsible to attend and speak (plaque may be required).	Minimum of one 900mm (H) x 1800mm (W) permanent internal sign. Minimum of one 900mm (H) 1800mm (W) permanent external sign.

*\*Signage should use the dimensions specified or have the same surface area as those specified.*

## More information

It is important to reproduce the Queensland Coat of Arms accurately.

Please contact the Department of Education on (07) 3328 6638 to request copies of the Queensland Coat of Arms and associated guidelines for its use, and to confirm approval for the final sign design.