Operational guidelines
The Victorian Government Capital Funding Program for Non-Government Schools 2015-16 to 2018-19
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1. Overview

1.1. The Victorian Government recognises the importance of the non-government school sector in meeting the educational needs of a diverse range of students across the state. With approximately 37 per cent of Victorian students enrolled in non-government schools, it is important that all children across Victoria have access to first class educational facilities.

1.2. The Government has committed $120 million over the next four years to help build and upgrade Catholic and independent schools, matching the sector’s own contribution. The investment through the Victorian Government Capital Funding Program for Non-Government Schools 2015-16 to 2018-19 (the Program) will reach schools with the greatest facilities needs to assist in creating contemporary educational spaces that meet the teaching and learning needs of the school.

1.3. These guidelines set out the Victorian Government’s requirements for the administration for the Program by non-government school sector bodies – the Catholic Capital Grants (Victoria) Ltd and the Victorian Independent Schools Block Grant Authority Ltd (the sector bodies).

2. Available funding

2.1. The $120 million funding commitment will be divided across two project categories:

2.1.1. building new schools and expanding capacity at existing schools in areas of Victoria experiencing significant enrolment demand

2.1.2. upgrading facilities in existing schools according to need.

2.2. Sector bodies will recommend funding for 50 per cent of aggregate project costs over the life of the Program (GST exclusive). Sector bodies may determine the relative proportion of co-contributions for individual projects. The following will not be considered in calculating co-contributions for projects:

2.2.1. in-kind support

2.2.2. land value (or land costs for new schools)

2.2.3. other State or Commonwealth Government grants (this may be allowed in exceptional circumstances upon submission of suitable evidence from the sector body).

2.3. The distribution of funding between the sector bodies will be in line with their respective share of equity/needs funding in the Financial Assistance Model (FAM).

2.4. There is no cap on the grant that may be awarded to a single project within the annual allocations of each sector body.

2.5. When submitting funding recommendations, the sector bodies may seek a forward commitment for projects up to the value of 50 per cent of the following year’s allocation.

3. Eligibility

3.1. An existing non-government school must:

3.1.1. be registered with the Victorian Registration Qualifications Authority (VRQA)

3.1.2. be a member, or prospective member, of the relevant Block Grant Authority.

3.2. To be considered for funding, new non-government schools must be able to demonstrate some certainty of successful establishment, operation and governance, in line with the relevant sector body’s requirements.

3.3. To be eligible, schools must additionally provide evidence demonstrating:

3.3.1. independent costings for the proposed project, including cash flow, evidence of contingency planning and plans
3.3.2. project readiness – a time schedule indicating construction can begin within 12 months of the announcement of funding and be completed within a further 12 months. 

4. Assessment criteria

4.1. Schools that meet the eligibility requirements and that are able to address the assessment criteria below are welcome to apply for funding under the Program. Applications will be assessed against the below criteria. Applications which best meet the criteria will be prioritised for funding over those which do not. The table indicates to which project category each criterion applies. The criteria carry equal weighting.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
<th>Building new schools and expanding capacity</th>
<th>Upgrading facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Enrolment demand</td>
<td>1.1. The project will provide additional enrolment capacity in response to a proven enrolment demand.</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>2. Location</td>
<td>2.1. The school or potential school is located in a growth area as defined by the Metropolitan Planning Authority; or</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.2. The school or potential school is located in regional Victoria; or</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.3. The school or potential school is located in a suburb of localised population growth.</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>3. Condition</td>
<td>3.1. Facilities at the school are below a reasonable standard to provide modern, fit for purpose learning environments and require refurbishment to achieve a good minimum condition standard.</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>4. Financial and socio-economic need</td>
<td>4.1. The school is in need of the funding to complete the project, including when judged on their:</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>• student fees and contributions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Student Family Occupation ranking</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• financial assets and borrowing capacity</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• school fundraising capacity.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Project outcomes</td>
<td>5.1. The project is the top priority for improvements at the school.</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>5.2. The project aims to produce improvement in student outcomes or student engagement and wellbeing.</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>5.3. The project provides a durable, flexible and environmentally sustainable approach.</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>5.4. The project maximises opportunities for community use and sharing of facilities.</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>6. Project readiness</td>
<td>6.1. Planning permits have been issued.</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

1 Approval may be sought to alter these timelines and justification for any such request should be outlined in the application and in the Sector bodies’ business case. Projects approved for forward committed funds may also wish to apply for an extension of these timelines subsequent to the application process and prior to signing of the funding agreement.
4.2. If the project is yet to receive planning permits, advice should be provided at the time of recommendation to the Department as to when applicants will apply for such permits.

4.3. Schools may apply for funding to address both capacity and condition of facilities, in which case all criteria will be assessed.

4.4. Funding may be provided for the following items as part of the project, as appropriate:
   
   4.4.1. furniture, fixtures and equipment
   4.4.2. computers.

4.5. Grants are not available for:

   4.5.1. retrospective assistance – an application is considered to be retrospective if a project applicant enters into a commitment prior to receiving a formal letter of offer from the Department. This includes applicants signing a construction contract, commencing site works or construction
   4.5.2. places of worship
   4.5.3. purchase of cars, buses and other vehicles
   4.5.4. staff salaries and training
   4.5.5. ongoing administration costs
   4.5.6. playground equipment
   4.5.7. toys, consumables and appliances
   4.5.8. routine maintenance
   4.5.9. purchasing land, with or without existing buildings.
5. Application Process

5.1. The Program will be divided into three rounds of grants.

5.2. The key stages of the application process for each round are as follows:

<table>
<thead>
<tr>
<th>Round 1</th>
<th>Date</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 2015</td>
<td>Applications open - Individual schools will make their applications for funding to their relevant sector body. Sector bodies advise schools within their sectors of the opportunity for capital assistance funding through the Program</td>
</tr>
<tr>
<td></td>
<td>29 April 2016</td>
<td>Sector bodies submit business cases to the Department’s Infrastructure and Sustainability Division</td>
</tr>
<tr>
<td></td>
<td>June 2016</td>
<td>Successful schools announced</td>
</tr>
<tr>
<td></td>
<td>August 2016</td>
<td>Funding agreement signed between schools and the relevant sector body</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round 2</th>
<th>Date</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 2015</td>
<td>Applications open - Individual schools will make their applications for funding to their relevant Sector body. Sector bodies advise schools within their sectors of the opportunity for capital assistance funding through the Program</td>
</tr>
<tr>
<td></td>
<td>30 September 2016</td>
<td>Sector bodies submit business cases to the Department’s Infrastructure and Sustainability Division</td>
</tr>
<tr>
<td></td>
<td>November 2016</td>
<td>Successful schools announced</td>
</tr>
<tr>
<td></td>
<td>January 2017</td>
<td>Funding agreement signed between schools and the relevant sector body</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Round 3</th>
<th>Date</th>
<th>Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>October 2016</td>
<td>Applications open - Individual schools will make their applications for funding to their relevant sector body. Sector bodies advise schools within their sectors of the opportunity for capital assistance funding through the Program</td>
</tr>
<tr>
<td></td>
<td>29 September 2017</td>
<td>Sector bodies submit business cases to the Department’s Infrastructure and Sustainability Division</td>
</tr>
<tr>
<td></td>
<td>November 2017</td>
<td>Successful schools announced</td>
</tr>
<tr>
<td></td>
<td>January 2018</td>
<td>Funding agreement signed between schools and the relevant sector body</td>
</tr>
</tbody>
</table>

5.2.1. The sector body will define the application system to be used for submission. All applications will be expected to include such information as is determined necessary by the sector bodies to enable them to comply with these guidelines in making the selection and recommendation of successful applicants.

5.2.2. Sector bodies will review and collate applications in line with the above criteria to provide a business case outlining recommendations for funding.

5.2.3. The business case will include:

5.2.3.1. a list of all applications
5.2.3.2. a brief description of the projects associated with each application
5.2.3.3. the level of assistance recommended for each successful applicant
5.2.4. The business case must also summarise the total co-contributions for all recommended projects and the total amount of funding allocated for building new schools and expanding capacity.

5.2.5. As part of the assessment process, the sector bodies or the Department may seek clarification or further information from applicants and consult with local councils.

5.2.6. The Department will assess the business cases and seek further information from sector bodies where necessary.

5.2.7. The Department will provide advice on funding allocations to the Minister for Education.

5.2.8. The Minister for Education will determine the successful projects and the grant funding allocated to each.

5.2.9. Notification will be sent by way of a formal letter from the Minister for Education to sector bodies and successful applicants to inform them of their successful application and funding allocation.

5.2.10. Sector bodies will provide advice to successful applicants on the terms and administrative arrangement for their grant. Sector bodies will advise unsuccessful applicants of the result of their application.

5.3. The Department will not reimburse planning expenses invested by the unsuccessful applicants to meet application requirements.

6. Application documentation

6.1. Applicants will be required to demonstrate how the proposed project meets the assessment criteria and to submit the relevant supporting documentation. An indication of the types of supporting documentation include:

6.1.1. evidence the applicant is an eligible organisation, as per the eligibility criteria

6.1.2. a well-developed project proposal that meets the aims of the Program with achievable timeframes

6.1.3. evidence of land or building ownership or evidence of permission from the land and building owner for use for a minimum of 10 years

6.1.4. a letter of support from local government for the project

6.1.5. data on current and future capacity on completion of the project

6.1.6. a statement of the education and community benefits of the proposed projects

6.1.7. details of how the new facilities will meet the needs of the local community

6.1.8. date stamped photographs demonstrating condition of facilities

6.1.9. financial details:

6.1.9.1. well-developed project costings, including evidence of independent costing advice, e.g. at a minimum this would include an independent quantity surveyor’s estimates (with the exception of projects $200,000 and under, where two building quotes will be accepted) and floor plans.

6.1.9.2. evidence of the financial viability of the organisation should be provided. Suggested documentation is outlined in Attachment 1

6.1.9.3. evidence of the availability of other funding contributions to meet the total cost of the project, including details of any partners and their specific contributions to the project

6.1.9.4. outline of student fees, charges and and parental contributions collected by the school.
6.2. The sector bodies may seek any other information deemed necessary to assess applications. The sector bodies will determine the stage at which the above information and any further information is required to be submitted.

7. School accountability for use of funding

7.1. Recipients of grants under the Program will:

7.1.1. be expected to spend the grant on the project as specified in the approval

7.1.2. provide a funding contribution to the project at a level determined as appropriate by the relevant sector body

7.1.3. enter into an agreement with their sector body to proceed with the project no later than eight weeks following official notification of a successful grant application

7.1.4. enter into a construction contract within 12 months of announcement of funding

7.1.5. ensure that the project is completed to a satisfactory standard no later than 12 months after the beginning of construction. Approval must be sought from the Department for all changes in scope that alter the functionality of the final product or the description of the project supplied in the business case. Additionally, approval must also be sought from the Department for changes in the project’s timeline resulting in an extension of the end date by more than two months. If such changes are not approved, the Department reserves the right to cancel the grant and, if applicable, to recover any payments that have already been provided

7.1.6. ensure the project complies with the Building Code of Australia or the Code of Practice for the Construction Industry and all applicable local, State or Commonwealth legislation or regulations

7.1.7. provide accountability information to the relevant sector body or the Department, directly or via the sector body, as required within specified timelines

7.1.8. use the facilities funded for the purposes described in the application and funding agreement to provide school level education services as outlined in the school’s registration through the VRQA. Facilities funded under the Program must continue to deliver educational services for no less than 10 years following completion of the project

7.1.9. acknowledge the State Government’s assistance in publicity issued by the school concerning the facilities

7.1.10. comply with any other conditions on which the grant is made

7.1.11. repay the relevant sector body as much of the grant as is determined by the Department if the school fails to comply with the conditions on which the grant is made.

7.2. Acknowledgement requirements

7.2.1. All projects funded under the Program must comply with the State Government’s guidelines on acknowledgement and publicity (see Attachment 2)

7.2.2. As part of their application, schools must include an indicative timeline for the following aspects of their project, as applicable:

7.2.2.1. completion of architect’s drawings

7.2.2.2. ground-breaking

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2 Approval may be sought from the Department to alter these timelines and justification for any such request should be outlined in the application and in the Sector bodies’ business case. Projects approved for forward committed funds may also wish to apply for an extension of these timelines subsequent to the application process and prior to signing of the funding agreement.
7.2.2.3. roof-on
7.2.2.4. official opening.

7.3. The Government has the right to issue media releases in relation to and/or attend all of the events above if the State Government has provided the majority of funding issued through grants to the project. The Office of the Minister for Education will advise schools if invitations are required to be extended to Government representatives in relation to these events.

8. Agreement between schools and the sector body

8.1. The relevant sector body will enter into a legally binding agreement with each school in their sector receiving funding, before funding is distributed. The Department will provide a list of the minimum clauses to be included in the agreement. Sector bodies may insert additional clauses provided they are consistent with these guidelines and the clauses stipulated by the Department. Signed copies of these agreements will be provided back to the Department through the nominated reporting platform. The agreement will include:

- 8.1.1. the conditions outlined in School accountability for use of funding
- 8.1.2. provisions to allow a person nominated by the Department the right to inspect the facilities for which capital assistance was provided
- 8.1.3. return of all funds to the sector body in the event of the cessation of the project, or return of unexpended funds in the event that final expenditure amounts to less than that estimated
- 8.1.4. implementation of projects in accordance with requirement of all relevant legislation
- 8.1.5. specific commencement and completion dates for the project
- 8.1.6. appropriate accountability procedures consistent with the requirements of these guidelines
- 8.1.7. acknowledgement that any costs on the project in excess of the approved grant amount will be met by the school from other sources.

9. Accountability of sector bodies

9.1. Funding agreements will be established between the Department and each sector body stipulating each party’s responsibilities for the duration of the Program.

9.2. The Department reserves the right to complete a detailed audit of projects funded under the Program.

9.3. Payments and acquittals

- 9.3.1. Each sector body must establish a separately identifiable account for the Program at an approved bank or other institution into which it pays:
  - 9.3.1.1. all grant amounts received from the Program (payments for projects are also to be made from this account)
  - 9.3.1.2. interest earned on these funds
  - 9.3.1.3. grant funding returned by schools from discontinued projects or under-expenditure.
- 9.3.2. Any interest earned by the sector body on the capital funds must be used in the Program.
- 9.3.3. Each sector body may use 3 per cent of the Program funds to meet the cost of administering the Program. Funds allocated for this purpose that remain unspent are available for capital projects. These funds will be paid into a separate account to that established for grant monies under the Program.
- 9.3.4. If the sector body or the Department becomes aware of a school breaching any of the conditions of funding under the Program, the sector body must stop all payments to that school and take all reasonable steps to recover the grant except legal proceedings in
court. In the case of non-recovery the Department will decide whether the legal proceedings should be initiated.

9.3.5. Any recovered funds under the Program must be used by the sector body for the Program or returned to the Department.

9.3.6. Payment will be provided to sector bodies based on milestones as outlined in the tables below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Milestone</th>
<th>Milestone Payment Amount</th>
<th>Supporting Evidence</th>
<th>Evidence Must Demonstrate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Funding Agreement</td>
<td>5%</td>
<td>• Executed Funding Agreement</td>
<td>The project has been officially announced and a Funding Agreement has been executed between parties.</td>
</tr>
</tbody>
</table>
| 2.  | Construction contract executed          | 40%                      | • Executed construction contract  
• Planning and building permits  
• Construction program, including forecast cash flows | The project has an executed contract with a contractor.                                                                   |
| 3.  | Construction 50% mid-point              | 50%                      | • Progress photographs  
• Updated construction program  
• Site meeting minutes  
• Payment schedule / certificate | The project is well underway and evidence confirms that the project is 50% complete based on the program of works.     |
| 4.  | Construction complete                   | 5%                       | • Completion photographs  
• As-built drawings (plans)  
• Occupancy permit  
• Practical completion certificate  
• Certificate of final completion  
• Final payment schedule  
• Defects list | All building works are complete and the facility is able to be occupied and commence operations.                     |

9.3.7. As part of monthly reports submitted to the Department (see Reporting below), sector bodies will submit evidence of all milestones reached by projects in that reporting period. The Department will make the appropriate payment to sector bodies if evidence suitably demonstrates the milestone being reached.

9.3.8. Administration allowance

9.3.8.1. The Department will pay the sector body 3% of all milestone payments, with the exception of payments for milestone 4. Construction complete.

9.3.8.2. The 3% administration fee for milestone 4. Construction complete will be paid to the sector body once the defect liability period has been closed and a final certificate has been issued.

9.4. Payment to Schools by sector bodies

9.4.1. The sector bodies will determine the mechanism and timing for distributing funding to schools in their sector.

9.5. Acquittal requirements

9.5.1. Upon completion of the project, the sector bodies will be required to supply evidence that the facility is fully operational. The following evidence will be required:

9.5.1.1. Project Certificate of Expenditure Acquittal Form.
10. Reporting

10.1. The principal method of reporting by the sector bodies to the Department will be via the Department's nominated reporting platform.

10.2. Monthly Reporting

10.2.1. Schools will be required to report on their progress to their relevant sector body which is responsible for reporting updates to the Department on a monthly basis. The information required by the Department will include, but is not limited to, information on the progress, schedule, scope, financial status, and risks and issues of each project.

10.3. Annual reporting

10.4. Sector bodies must provide annual reports to the Department by 30 July in each year of the Program. The annual report must include:

10.4.1. an audited statement of income and expenditure in relation to all grants distributed through the Program during the accounting period and total expenditure by the sector body. The qualified accountant, who must be independent of the sector body, must certify as to the fairness and accuracy of this statement and show any qualifications to this certification

10.4.2. details of all accounts operated by the sector body in which funds for the Program are held, including a copy of the full, unedited bank statements for the account into and out of which grants payments are made

10.4.3. a list of payment made to schools including the source of payment (general program funding interest, reclaimed funds)

10.4.4. a schedule of completed projects

10.4.5. confirmation by the sector body that for each completed project the school has provided a declaration by the project supervisor or architect that the project is completed in accordance with the approved scope

10.4.6. a reconciliation of undisbursed funds

10.4.7. an explanation of the status of un-acquitted projects

10.4.8. a certificate by a Qualified Accountant stating whether an amount equal to the amount of the grant paid to the sector body by the State Government for that program year has been spent (or committed to be spent) for that program year and for the purposes for which it was granted. The certificate may be supplemented by a more comprehensive Accountant's report

10.4.9. a procedural accountability return.

10.5. Final annual report

10.6. Reporting requirements will be applicable until grant monies have been paid to recipients and the defect and liability period has closed for all projects from all years of the Program. The final annual report will include a summary of all projects funded through the Program and provide:

10.6.1. the number of schools funded

10.6.2. the number funded in comparison to the number of applications received

10.6.3. an assessment of the degree to which the funding has contributed to the aims of the Program to expand capacity in response to enrolment demand and upgrade facilities at existing schools

10.6.4. an assessment of the degree to which the funding has improved student outcomes

10.6.5. an assessment of the degree to which the funding has delivered flexible and environmentally sustainable facilities
10.6.6. an assessment of the degree to which the funding has delivered educational and community benefits.

10.7. Records of all applications, assessment, contracts, payments and accountability processes and other documents associated with the Program must be kept by the sector body for at least four years after completion of each project.

11. **General Enquiries**

11.1. For all general enquiries regarding the Program, contact the Department's Infrastructure and Sustainability Division at ifsd@edumail.vic.gov.au.

11.2. Schools enquiring about the program should contact their relevant sector body.
Attachment 1

Applicant financial details

Sector bodies may request such information from applicants as is deemed necessary to assess applications. The applicant must be able to satisfy the sector body of their financial viability.

The sector bodies will determine the stage at which the various financial details are required to be submitted.

A list of suggested documents that may be requested by the sector body as evidence of financial viability is below:

- latest financial statements (last 3 years if possible) including profit and loss, balance sheets, statement of cash flows and notes to the accounts. Where statements are audited include the auditor’s statement and the name, qualifications and address of the Auditor. Attach the most appropriate documents according to the nature of the organisation
- if the organisation is newly created they may include financial details for previous entities that have formed the new organisation
- evidence of secured funds, for example:
  - a letter from a financial institution (e.g. bank or credit union) certifying an existing or proposed line of credit
  - a copy of guarantee or cross deed of indemnity from the organisation’s ultimate holding entity.
ACKNOWLEDGEMENT AND PUBLICITY GUIDELINES

A common condition of Victorian Government funding for services or project activity is that recipients must agree to follow the Department’s guidelines for acknowledging the government’s funding. Aligning with the Victorian Government Branding Policy, funding acknowledgement guidelines are provided as follows.

Keeping the funding confidential

You may be required to keep the funding confidential until a public announcement is made.

Once approved, many grants remain highly confidential until the relevant Minister or their representative has publicly announced that funding has been approved. If this applies to your service or project activity, you will have been advised of this in writing at the time you were directly notified that funding had been approved.

The Department is responsible for coordinating participation by the Minister or representative. You can expect that the Department and/or the Minister’s office will contact you to make arrangements for the announcement. If you are aware of any upcoming events that might provide a good opportunity to make the announcement, you should contact the Department.

Government representative opportunities

You must give the government's representative an opportunity to open or launch the funded service or project activity, and invite them to events.

If you will launch or open the funded service or project activity at a public event or similar, you must give the relevant Minister the opportunity to officially open or launch the service or project activity. You must also invite the Department and the Minister to all significant events associated with the service or project activity.

You will need to give adequate notice (the Department recommends at least two months’ lead time) and work with the Department to coordinate the Minister’s and his or her representative’s role in the opening or launch, or their attendance at events.

Printed and verbal acknowledgement

You must acknowledge the government’s funding support in published or printed materials, speeches, or other forms of presentations.

The Victorian Government's funding support and key messages about the Department or funding program (if there are any) should be acknowledged:

- In speeches and presentations about the service or project activity
- In press releases
In relevant job advertisements
> On documents, publications, reports, brochures, posters, fliers and the like. The government should also be given the opportunity to contribute a sponsor’s message for any relevant publication
> On websites; websites developed with the government’s funding support should also include a link to the Department website. You should contact the Department for the Department Guidance on Victorian Government logo use and key statements to use are included in these Guidelines.

**Capital projects acknowledgement**

For capital projects, the government’s funding support is to be acknowledged on signage. The Victorian Government logo is to be displayed on:

> Temporary signs erected while the work is being done
> Permanent signage, such as a plaque.

You will need to ensure that the *Victorian Government Branding Policy* is adhered to when using the Victorian Government logo for capital works signage. You should contact the Department for assistance.

**Victorian Government key statement for publishing or printing**

You must use the following funding acknowledgment statement in published or printed materials associated with the funded service or project activity.

“The [Name of service/project] was/were supported by the Victorian Government.”

**Victorian Government logo for publishing, printing and signage**

You must use the Victorian Government’s logo in all published or printed materials or signage associated with the funding service or project activity.

The logo to use is shown below. There are variations on how the logo is to be used depending on what you are publishing or printing. It cannot be altered without permission.

![Victorian Government Logo](image)

You should contact the Department for a high-resolution version of the logo in the format required, and provide drafts of publications or signage featuring the Victorian Government logo for approval prior to final production.

**Department signage at events**

The Department’s signs or banners are to be prominently display at all openings, launches and events supported by or associated with government funding support. Department signs and banners can be borrowed from the Department. Your organisation is responsible for organising their collection, display and prompt return. If you are aware of any upcoming openings, launches or events where the Department’s sign or banner should be displayed, you should contact the Department.
Reporting on acknowledgement of the government’s funding support

You may need to provide details of how the government’s funding support was/is being acknowledged. The Department will request this information as part of your reporting template or instructions in relation to the funded project or service activity.

Further information

If you have any questions or need to clarify details please contact the Department officer named in your service or funding agreement.