



## CHILDREN'S FACILITIES CAPITAL PROGRAM ACKNOWLEDGEMENT AND PUBLICITY GUIDELINES

These guidelines should be used for any type of signage, publication, promotion, media, capital works signage and other publicity associated with a project funded by the Victorian Government through the Children's Facilities Capital Program

A common condition that Children's Facilities Capital Program grant recipients need to adhere to is acknowledgement of government funding support in publications, promotions, media, capital works signage and other forms of publicity.

### 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 the funding. If that applies to an activity for which your organisation has been funded, you will have been advised of this in writing at the time you were offered funding.

The Victorian School Building Authority (VSBA) is responsible for coordinating participation by the Minister or their representative for these announcements. You can expect that the VSBA 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 complete and send in the attached Event Opportunity Notification Form.

### GOVERNMENT REPRESENTATIVE OPPORTUNITIES

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

You must give the Minister for Early Childhood Education the opportunity to officially open the funded activity.

If your funding is for an Integrated Children's Centre or a New Early Learning Facility then you must also invite the Minister for Early Childhood Education to ground breaking events.

You will need to give advance notice of the official opening and/or ground breaking event three months prior to the proposed date. You can do this by using the attached Event Opportunity Notification Form.

The VSBA recommends providing several date/time options to ensure that the Minister for Early Childhood Education is available or can nominate a representative.

Once a date has been confirmed, the VSBA will work with you on the details of the event including logistics and proceedings.

## SIGNAGE

**For capital projects with funding greater than \$250,000 the government's funding support is to be acknowledged on signage.**

A community billboard should be erected within two weeks of works commencing on site and removed no later than three weeks after the project is completed.

The billboard should be the only free standing sign on the site, or can be wall mounted or secured to a perimeter fence.

### Specifications

The VSBA can provide a template in Encapsulated PostScript (EPS) format that can be edited in Adobe Illustrator.

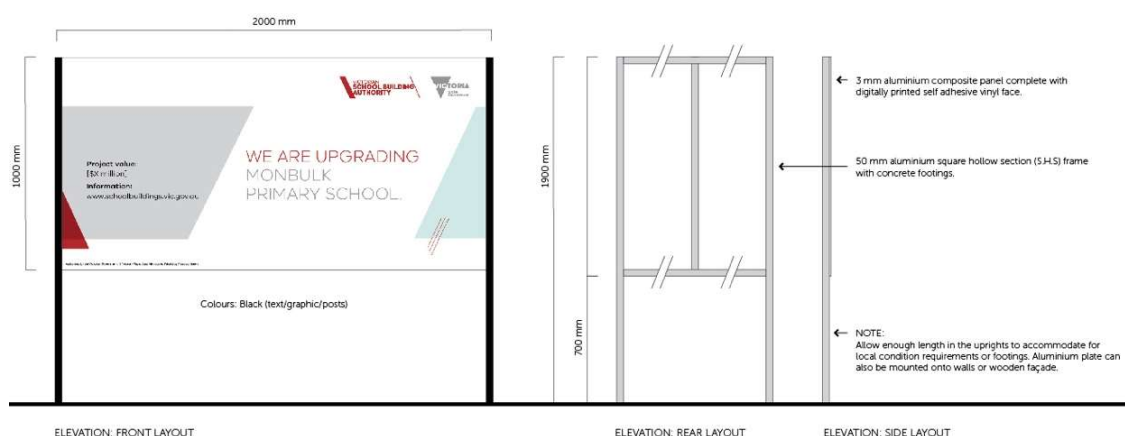


You can request this template by emailing [vsba.communications@edumail.vic.gov.au](mailto:vsba.communications@edumail.vic.gov.au).

The following specifications are provided as a guide to what is required to be on each sign.

<b>MAIN TEXT</b>	We are [building/upgrading] [name of facility]
<b>PROJECT VALUE</b>	[\$XXX,XXX or \$X.X million]
<b>INFORMATION</b>	www.schoolbuildings.vic.gov.au
<b>IMAGES</b>	Do not use images on these signs
<b>TEXT COLOUR</b>	Should not be adjusted from the template

<b>FONT SIZE</b>	Should not be adjusted from the template. VIC font is supplied with the template.
<b>CO-BRANDING</b>	An organisation that has contributed 10 per cent or more of the project cost may display its logo on the top right hand side alongside VSBA logo. This may be in addition to inclusion in the 'In partnership with' section.  Organisations contributing less than 10% of the project value may only be recognised in the 'In partnership with' section in text format.
<b>IN PARTNERSHIP WITH</b>	[Name of organisation that was awarded the grant funding]
<b>PRINTED BY</b>	[Business name and place of business for the company that printed the sign]
<b>SIGN SPECIFICATIONS</b>	Due to the large size of the sign and associated wind loads, timber framing is not suitable. Steel framing is required and must be manufactured and installed in accordance with Structural Engineers specifications.
<b>ELEVATION</b>	Billboard Height 1000 mm X Length 2000 mm



You may use alternate signage design and artwork provided that:

- The combined Victorian School Building Authority and the Victorian Government logo is prominently displayed on the sign.
- Use of the Victorian Government logo is consistent with the current Victorian Government branding guidelines, which are available at [www.dpc.vic.gov.au/index.php/communication/policies-and-guidelines](http://www.dpc.vic.gov.au/index.php/communication/policies-and-guidelines)

**You must obtain VSBA approval for artwork before printing.**

Email your final artwork to [vsba.communications@edumail.vic.gov.au](mailto:vsba.communications@edumail.vic.gov.au).

Please allow two working days for the VSBA to review the draft and provide approval.

### PRINTED AND VERBAL ACKNOWLEDGMENT

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

Examples of acknowledgement include:

- **Print and electronic documents, reports, brochures, etc.** – logo and written acknowledgement statement placed where appropriate.
- **Posters** – logo and written acknowledgement.

- **Videos** – logo and written acknowledgment in credits, end slides or another appropriate part of the production.
- **Websites** – logo and written acknowledgment where appropriate. The acknowledgment only needs to occur on relevant pages describing the funded activity. Pages describing the funded activity should also include a link to the VSBA website:  
[www.schoolbuildings.vic.gov.au](http://www.schoolbuildings.vic.gov.au)
- **Media releases** – written acknowledgement describing the Government's contribution and funding source.
- **Speeches/launches/conferences/events** – verbal acknowledgment, display of banners (where practical) and signs and logo acknowledgment in programs/invites/websites.

**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 brand in all published or printed materials or signage associated with the funded 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.



You can obtain a high-resolution version of the logo in the format required by emailing [vsba.communications@edumail.vic.gov.au](mailto:vsba.communications@edumail.vic.gov.au).

You need to ensure that the current Victorian Government branding guidelines are followed when using the Victorian Government logo on any signage. The guidelines are available at [www.dpc.vic.gov.au/index.php/communication/policies-and-guidelines](http://www.dpc.vic.gov.au/index.php/communication/policies-and-guidelines)

### 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 VSBA. Your organisation is responsible for organising their collection, display and prompt return. You should contact the VSBA if you are aware of any upcoming openings, launches or events where the Department's sign or banner should be displayed.

### FURTHER INFORMATION

For further guidance please contact the Children's Facilities Capital Program team by phone on (03) 9651 3399 or by emailing [childrens.capital.program@edumail.vic.gov.au](mailto:childrens.capital.program@edumail.vic.gov.au).

# CHILDREN'S FACILITIES CAPITAL PROGRAM EVENT OPPORTUNITY NOTIFICATION FORM

<b>EVENT</b>	[e.g. Sod turn or Official opening]
<b>PROJECT TITLE</b>	
<b>CFCP GRANT REFERENCE</b>	[e.g. NELF2017-18001]
<b>DESCRIPTION OF PROJECT</b>	
<b>GRANT TYPE</b>	
<b>FUNDING YEAR</b>	
<b>FUNDING AMOUNT</b>	
<b>OTHER FUNDING CONTRIBUTORS</b>	
<b>PROPOSED DATES/TIMES</b>	[VSBA recommends providing several date/time options]
<b>LOCATION OF EVENT</b>	
<b>MINISTER'S ROLE AT EVENT</b>	
<b>KEY VIPS BEING INVITED</b>	
<b>MEDIA OPPORTUNITIES</b>	
<b>AUDIENCE AT EVENT</b>	
<b>PROJECT CONTACT DETAILS</b>	[name of contact] [telephone number] [email address]
<b>EVENT ORGANISER DETAILS</b>	[provide name, phone and email if different to project contact]

Please complete this form and email to [vsba.communications@edumail.vic.gov.au](mailto:vsba.communications@edumail.vic.gov.au).