

Funding acknowledgement requirements

October 2025

The Department of State Development, Infrastructure and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

Copyright

This publication is protected by the Copyright Act 1968.

Creative Commons licence



This work, except as identified below, is licensed by the Department of State Development, Infrastructure and Planning under a Creative Commons Attribution (CC BY) 4.0 International license. To view a copy of this license, visit creativecommons.org.au

You are free to copy, communicate and adapt this publication as long as you attribute it as follows:

© State of Queensland, the Department of State Development, Infrastructure and Planning, October 2025.

Third party material that is not licensed under a Creative Commons licence is referenced within this document. All content not licensed under a Creative Commons licence is all rights reserved. Please contact the Department of State Development, Infrastructure and Planning/the copyright owner if you wish to use this material.

Translating and interpreting service



If you have difficulty understanding a document and need an interpreter, we provide access to a translating and interpreting service. You will not be charged for this service. To contact the Translating and Interpreting Service, telephone 131 450 and ask them to telephone the Department of State Development, Infrastructure and Planning on +61 7 3328 4811.

Disclaimer

While every care has been taken in preparing this publication, to the extent permitted by law, the State of Queensland accepts no responsibility and disclaims all liability (including without limitation, liability in negligence) for all expenses, losses (including direct and indirect loss), damages and costs incurred as a result of decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Contact us

☎ +61 7 3328 4811 or 13 QGOV (13 74 68)

@ info@dsdilgp.qld.gov.au

🌐 www.statedevelopment.qld.gov.au

✉ PO Box 15009, City East, Queensland 4002

🏠 1 William Street, Brisbane 4000

Source number: D25/144019

Contents

1. Introduction	4
1.1. Acknowledgements at a glance	4
2. Funding acknowledgements in project-related materials	5
2.1. When to acknowledge funding.....	5
2.2. Approval and notice requirements	5
2.3. Confidentiality and media announcements.....	6
3. How to acknowledge funding.....	6
3.1. Acknowledgement statement	6
3.2. Queensland Government Coat of Arms and wordmark	7
3.3. Social media	8
3.4. Signage.....	8
4. Project-related events	11
4.1. Event preparation process.....	12
5. More information	12
Appendix 1. Signage style guide and templates	13
Appendix 1.1. Construction signage	14
Appendix 1.2. Construction signage template – Joint Australian Government projects.....	17
Appendix 1.3. Construction hoarding template.....	19
Appendix 1.4. Plaque design specifications	21
Appendix 1.5. Signage manufacturing guidelines	22
Appendix 2. Social media	22

1. Introduction

These funding acknowledgement requirements are to be used by all recipients that receive funding from programs administered by the Department of State Development, Infrastructure and Planning (DSDIP).

This document should be read in conjunction with the funding instrument or contract the funding recipient has signed with the department.

The funding recipient must ensure they are using the most current version of this document when preparing any materials that require funding acknowledgement.

All funding acknowledgements must be approved prior to printing or publication.

Approvals can be sought through your departmental contact person.

1.1. Acknowledgements at a glance

The acknowledgement statement should be used for:

Media releases, related website content and other project marketing collateral and materials

- » Include on the inside front cover where reports are being funded under the project (e.g. if the development of a planning report is the funded project, acknowledgement statement will be placed on inside front cover of the final planning report).
- » Refer to section 3.1 for acknowledgement statement.

Events

- » Invite the Deputy Premier, Minister for State Development, Infrastructure and Planning to attend and speak at project opening ceremonies and events (plaque required if there is a formal project opening).
- » Refer to section 4 for more information.

Social media

- » Include the departmental social media handle on all project-related social media posts.
- » Refer to section 3.3 for further information about requirements and Appendix 2 for the department's social media handle.

Signage

- » Required for all infrastructure/construction projects.
- » Required for capital equipment projects over \$500,000.
- » Projects such as studies, reports, planning, research and development, and capital equipment under \$500,000 do not require signage unless specified by their funding agreement/instrument.
- » Refer to section 3.4 for further information about signage requirements and Appendix 1 for design specifications and templates.

Where appropriate, the Queensland Government Coat of Arms should be included on all project-related materials including signage, newsletters, websites, project marketing collateral and social media. Refer to section 3.2 for further information and Appendix 1 for design specifications. In select circumstances, the Coat of Arms may not be able to be included on, for example, a text-only social media post.

2. Funding acknowledgements in project-related materials

2.1. When to acknowledge funding

All project communication material must acknowledge Queensland Government funding through the inclusion of an acknowledgement statement, the Queensland Government Coat of Arms and/or other visual elements.

Communication material may include, but is not limited to:

- » media releases and speeches associated with the funded activity, launches or other official events
- » invitations, brochures, conference programs, newsletters, annual reports, posters, project and event signage
- » paid media coverage including TV, radio, online and newspaper and advertisements
- » multimedia material including websites, videos and other promotional items
- » social media.

Please contact the department if you have any questions about whether proposed material requires the inclusion of a funding acknowledgement.

2.2. Approval and notice requirements

The inclusion of funding acknowledgements in communication material requires approval from the Department of State Development, Infrastructure and Planning.

Copies of communication material that refer to the funded project must be provided to the department prior to the intended release date so approval can be arranged.

The following notice periods apply:

Activity / Material	Timeframe	Notes
Media release	At least 10 business days prior to scheduled release date	Any changes or amendments to the form, content or manner reasonably requested by the department must be made prior to distribution
Public events	At least 28 business days prior to the proposed event date	An invitation must be sent to the Deputy Premier's Office, and the department notified of event details
Social media posts	At least 3 business days prior to scheduled posting date	Content provided must include text and images
Signage and other materials	At least 5 business days prior to being produced/printed	If corrections need to be made to signage proofs or other printed materials, an amended version must be provided for approval. Signage or other materials should not be printed before receiving the department's approval
Plaques	At least 10 business days prior to being produced/printed	

Keep in mind the department or the Deputy Premier may wish to collaborate with other levels of government, agencies plus the recipient for a joint media announcement or statement.

Please contact the department to arrange approval or to clarify if approvals are needed.

2.3. Confidentiality and media announcements

Confidentiality obligations are specified in the funding agreement/instrument. These obligations include restrictions on commenting publicly, issuing media releases or making other announcements relating to the project without the department's approval.

Approval will not usually be given to announcements or releases about the project by the recipient prior to any government announcement. An announcement by the government/department can be by:

- » media statement by the Deputy Premier or the department
- » approved response to a media request for comment
- » address to Parliament
- » speech by the Deputy Premier of the Queensland Government
- » Ministerial social media updates
- » departmental annual report.

Please contact the department to discuss the proposed timing of an announcement or for further clarification.

3. How to acknowledge funding

3.1. Acknowledgement statement

Infrastructure projects

Materials outlined in section 2.1 prepared for a Queensland Government-funded infrastructure project must include a funding acknowledgement statement.

Financial contributors	Funding acknowledgement statement
Queensland Government funding only	"Proudly funded by the Queensland Government." OR "Proudly funded by the Queensland Government's <insert program name>."
Queensland Government and other contributors (including local governments) (excluding the Australian Government)	"This <activity/project> funded with the support of the Queensland Government in association with <other contributor name> and <other contributor name>." OR "This <activity/project> funded with the support of the Queensland Government's <insert program name> in association with <other contributor name> and <other contributor name>."
Australian Government and Queensland Government only	"Jointly funded by the Australian Government and Queensland Government."
Australian Government, Queensland Government and other contributors (including local governments)	"Jointly funded by the Australian Government and Queensland Government in association with <other contributor name> and <other contributor name>."

For information about how acknowledgement statements to appear on signage please refer to Appendix 1 for signage templates and design specifications.

Non-infrastructure projects

Non-infrastructure projects such as reports, studies, planning, research and development, and capital equipment also require acknowledgement. Materials outlined in section 2.1 that are prepared for a Queensland Government-funded non-infrastructure project must include the funding acknowledgement statement:

Financial contributors	Funding acknowledgement statement
Queensland Government only	"This <activity/document type> was developed with the support of the Queensland Government."
Queensland Government and other contributors (excluding the Australian Government)	"This <activity/document type> was developed with the support of the Queensland Government in association with <other contributor name> and <other contributor name>." OR "This <activity/document type> was developed with the support of the Queensland Government's <insert program name> in association with <other contributor name> and <other contributor name>."
Australian Government and Queensland Government only	"This <activity/document type> was developed with the joint support of the Australian Government and Queensland Government."
Australian Government, Queensland Government, and other contributors	"This <activity/document type> was developed with the joint support of the Australian Government and Queensland Government in association with <other contributor name> and <other contributor name>."

3.2. Queensland Government Coat of Arms and wordmark

The Queensland Government Coat of Arms and *Delivering for Queensland* wordmark should be included on most project-related materials where the proponent is promoting the project. This includes signage, newsletters, websites, videos or other project marketing material. In select circumstances, the Coat of Arms may not be appropriate – for example, it should not be used on social media images, or internal documents not intended for public distribution.

The Coat of Arms is protected by law, and use must be authorised by the department for funding acknowledgement.

On all materials, the Coat of Arms and wordmark must be applied per the guidelines to ensure they are balanced in terms of size and position and are legible and clear.

For materials that are intended to be tangible or physical, such as signage, posters or physical invitations, the general advice is to place the Coat of Arms in the bottom right corner. The exception to this is on event plaques – see Appendix 1.

For digital only materials, like presentations, multimedia displays, videos and websites, the general advice is to use the Coat of Arms selectively and where relevant to the acknowledgement of funding – for example:

- » in a single slide of a presentation recognising funding, not in the bottom right of every slide
- » on the end screen of a video as part of the funding acknowledgement statement, not as a feature of the video without that context.

- » on a single webpage with the funding acknowledgement statement, not as part of the footer of a website or on every page.

Please contact your Departmental contact to access the required image files and to arrange approval of all assets. Refer to Appendix 1 for design specifications and examples.

3.3. Social media

Acknowledgement of the Queensland Government's support must be included in all relevant social media posts (including project updates, openings etc). This should include the departmental handle listed in Appendix 2.

Recipients are requested to provide materials relating to the project, including photos, videos, case studies, or other suitable content to the department for use on social media. Where possible, social media promotion will be undertaken jointly.

The department must be provided with the social media post (including text and images/video) at least three business days in advance of the proposed publication date to enable approval, collaboration and sharing. Please contact the department to discuss social media opportunities or for clarification of requirements.

Specifications for social media content

Images

Provide images as high-quality JPEGs, ensuring all images are clear and in focus. Try to ensure there are no issues with lighting (e.g. too dark or too over exposed). The Queensland Government Coat of Arms should **not** be used on images for social media.

Video

Video content should be high-quality and ensure sound is clear with no background distractions. The Queensland Government Coat of Arms should be used as appropriate on video content to acknowledge funding where the proponent is promoting the project via social media. Refer to Appendix 2 for more tips and guidance about content for social media posts.

3.4. Signage

Signage has different requirements depending on the size and nature of the project being funded.

Type of funded project	Funding amount (excluding GST)	Signage required	Minimum size required
Tier 1 – Major infrastructure (for example, buildings, community facilities, roads)	\$200,000 - \$500,000	Construction^ Permanent~	841mm x 594mm (A1)
	\$500,000 - \$2 million	Construction^ Permanent~	1200mm x 900mm
	Over \$2 million	Construction^ Permanent~	2000mm wide x 1500mm high
Tier 2 – Minor infrastructure (for example, kerb and channelling, upgrades to kitchens and toilet blocks)	Up to \$200,000	Construction^	400mm x 800mm

Type of funded project	Funding amount (excluding GST)	Signage required	Minimum size required
Tier 3 – Non-infrastructure projects (for example, studies, reports, research and development projects)	Any amount	Nil *	
	Under \$500,000	Nil *	
Capital equipment	Over \$500,000	Construction [^] (Note: Tier 2 rules apply)	400mm x 800mm

Note:

[^] Construction signage must be installed at the project site from commencement until completion of construction.

~ Permanent signage must remain on the project site for at least 12 months following construction completion.

* Unless otherwise specified by the relevant program guidelines or funding agreement/instrument.

On-site signs can include entry signs, electronic and print billboards, crane banners, hoarding or promotional banners, among others. When planning for signage, consider:

- » the size of the signage must be proportional to the size of the site
- » the integration of the sign with other on-site signage and associated marketing
- » the sign to face the most public aspect of the site to allow for maximum visibility
- » signs must include the Coat of Arms and *Delivering for Queensland* wordmark, whenever the project contractor or partner logo appears.

3.4.1. Construction signage

Tier 1 and Tier 2 funded projects must acknowledge Queensland Government funding support with on-site construction signage.

Recipients must ensure **approved construction signage** is installed at the project site:

- » at least 30 days before construction starts (for Tier 1 projects) or
- » at commencement of construction (for Tier 2 projects).

The construction signage must remain in place until construction is complete or the sign replaced with permanent signage (required for Tier 1 projects only).

Construction sign requirements:

Signs must include:

- » the project name
- » the funding acknowledgement statement
- » the Coat of Arms
- » the *Delivering for Queensland* wordmark in the top right of the sign
- » partner logos if required.

Other information such as the project deadline, cost or builder are not required but can be included if needed. Department names and department-specific taglines must not be included, as acknowledgements should reflect a unified, whole-of-government voice.

Construction hoarding (fencing signage) template

Construction hoarding may be used instead of the construction sign template if:

- » it is a Tier 2 project or
- » there are practical reasons not to install a construction sign – for example, the project site has multiple street frontages or is in a high traffic area where a construction sign would be unsafe.

Construction hoarding may also be used in addition to the construction sign.

Refer to Appendix 1 for more details and design specifications.

Please contact the department to discuss the use of construction hoarding instead of the construction sign.

3.4.2. Permanent signage

In addition to construction signage, Tier 1 funding recipients must acknowledge Queensland Government support with permanent signage once construction is complete.

Permanent signage must be in place within 30 days of construction being completed, or at the time of an official opening (whichever is sooner) and must remain in place for at least one year after the project is complete.

All permanent signage must be made of durable, long-life material (not corflute or paper/cardboard-based products) and must be maintained (if needed) during the required period.

Recipients have three options for permanent signage:

1. Use the construction sign

The construction sign can be used as the permanent sign provided it is made from durable, long-life materials, is located appropriately, and is in good condition at the end of construction. Recipients must advise the department if they are using this option.

2. Create a new permanent sign

If the construction sign is not able to be used because it does not meet the criteria outlined in option one, then recipients will need to create a new sign. A new permanent sign must be no smaller than 841mm x 594mm (A1).

3. Create a plaque

Plaques can be used as an alternative to the options outlined above. This is the preferred option if the project will be officially opened by the Premier, Deputy Premier or a Minister.

All permanent signs must be produced in accordance with the process outlined in section 3.4.3. below and must be approved by the department before it is produced and installed. Please refer to Appendix 1 for templates and design specifications.

3.4.3. Signage approvals

For both construction and permanent signage, recipient responsibilities regarding the production and approvals are outlined below.

- » Completing the signage artwork in accordance with the design specifications set out in Appendix 1. This may be undertaken by the recipient's in-house design staff or outsourced to a professional graphic designer.
- » Seeking endorsement from other contributors (if any). Note: If a project has multiple funding contributors, the recipient is responsible for meeting the requirements of all contributors. For example, if the Australian Government is a co-contributor and requires their prescribed signage to be used, the recipient must consider both the Australian Government's requirements and the guidance outlined in this document.
- » **Submitting the artwork proofs to the department for approval at least 5 business days before the signage is to be produced.**
- » Ensuring the signage is made with appropriate, durable materials and displayed in a format that best suits the project site (see Appendix 1 for manufacturing guidelines) and weather conditions.
- » Installing the signage onsite in the most visible area where it will:
 - be clearly seen by the general public
 - not be obscured by any roadside signage or other objects (including any other information signs and vegetation)

- not pose a safety hazard.
- » Providing a photograph of the signage to the department as soon as possible after the sign has been installed.
- » Any costs associated with producing, installing, and maintaining signage required by this document (unless otherwise specified by the relevant program guidelines or funding agreement).

If there is not an appropriate physical location to install a sign or plaque, or if there are multiple construction sites as part of the project, discuss this with the department prior to seeking signage approval.

Please contact the department for further clarification of signage requirements.

3.4.4. Projects that receive multiple rounds of funding from the same program

Where a project receives support over multiple funding rounds from the same program, the recipient can use the signage that has been used for an earlier round provided that the:

- » name of the project is the same
- » existing signage is made from durable, long-life materials and is in good condition.

Alternatively, if the project receives funding for a subsequent stage (for example Stage 2 of the project), the recipient has the option to replace the existing signage and incorporate both stage names on the new signage to reduce the number of signs required on the project site.

For permanent signage, the sign must remain in place for at least one year after the last funded project has been completed.

3.4.5. Aboriginal peoples and Torres Strait Islander peoples and community-focused artwork inclusion for local government grant recipients

Local governments who receive funding support from the department have the option to include suitable Aboriginal and Torres Strait Islander peoples' artwork or community-focused artwork that reflects the local community's culture and people on their construction signage and hoarding.

Examples of artwork that could be included are artwork created by a local artist which depicts the local community, or an artwork created by a local school.

If a local government chooses to include artwork from Aboriginal and Torres Strait Islander peoples or community-focused artwork in their signage, they can either engage a suitable local artist or source an appropriate image.

Local governments are responsible for:

- » identifying a suitable artist/source and sourcing an artwork that is appropriate to include on the project signage
- » managing any licencing matters including seeking written consent from the artist/creator to use their artwork on the project signage
- » any graphic design work required to incorporate acknowledgement of the artist and the title of the artwork on the signage
- » any graphic design work required to incorporate the artwork onto the signage
- » ensuring the overall signage design is in accordance with the specifications set out in Appendix 1
- » following the signage production and approval process outlined above
- » any costs associated with this process.

Please contact the department to discuss the inclusion of additional artwork or clarify requirements.

4. Project-related events

Recipients may host a project-related event or be asked to participate in such an event. Recipients must participate in media events and/or announcements if requested by the department with reasonable notice.

Such events may include, but are not limited to:

- » ceremonies and events connected with the funded project, e.g. sod turnings, official openings, media walk throughs, etc
- » opportunities to speak at opening ceremonies and all other events connected with the project.

4.1. Event preparation process

- » Recipients/organisations should officially invite the Deputy Premier at least 28 in advance of the event/proposed event dates.
- » Send the email to deputy.premier@ministerial.qld.gov.au. This acts as a formal invitation. Details should include:
 - title of the event
 - proposed date (and identify if there is flexibility or not)
 - location of the event (venue, address)
 - details about the event (what it's all about, including theme if there is one)
 - details about other attendees (particularly VIPs) proposed or confirmed to be invited
 - role of the Deputy Premier at the event (e.g., is he requested to speak, attendance only, unveil a plaque, etc).
 - information about how the event is relevant to our department, such as the grant program funding was received under.
- » Recipients should be advised directly whether the Deputy Premier is able to attend or not, or whether a representative (such as a local member) will attend on their behalf.
- » Once you have received confirmation of attendance, you must notify your departmental contact.
- » You are responsible for working with the department to ensure Queensland Government funding is acknowledged at the event on banners and signage. Some events will require a plaque.

Please contact the department for clarification of requirements.

5. More information

To access the Queensland Government Coat of Arms artwork files, signage templates and style guides, please contact your departmental representative.

Please contact the department if you require assistance or have any questions about these funding acknowledgement requirements.

Appendix 1. Signage style guide and templates

Colour palette, typography and Coat of Arms

COLOUR PALETTE – COLOUR CODES



Queensland BLUE

C: 93 R: 0
M: 64 G: 94
Y: 0 B: 184
K: 0
HEX: # 005EB8



WHITE

0 255
0 255
0 255
0
HEX: #FFFFFF
PANTONE WHITE



BLACK

C: 60 R: 0
M: 40 G: 0
Y: 40 B: 0
K: 100
HEX: #000000
PANTONE BLACK

TYPOGRAPHY

The Queensland Government preferred typeface is Noto Sans. For project signage, use any of the Noto Sans styles below. Noto Sans is available for free in Adobe Creative Cloud or with Google Fonts.

Noto Sans Bold
Noto Sans Bold Italic

Noto Sans Medium
Noto Medium Italic

COAT OF ARMS

The Queensland Government Coat of Arms is the sole identifier for all our communication and marketing materials. The mono black stylised two-line side-stacked logo on a white background is preferred. Preferred placement is the lower right-hand side of any materials.



**Queensland
Government**

Minimum size
15 mm

Coat of arms - Option 1
Stylised two-line side-stacked logo
Mono black



Coat of arms - Option 1
Minimum clearance zone
Width of the shield

COAT OF ARMS – JOINT AUSTRALIAN GOVERNMENT PROJECT

For all joint Australian Government projects, the mono black stylised one-line stacked logo on a white background is preferred. Preferred placement is the lower right-hand side of any materials.



Queensland Government

Minimum size
18 mm

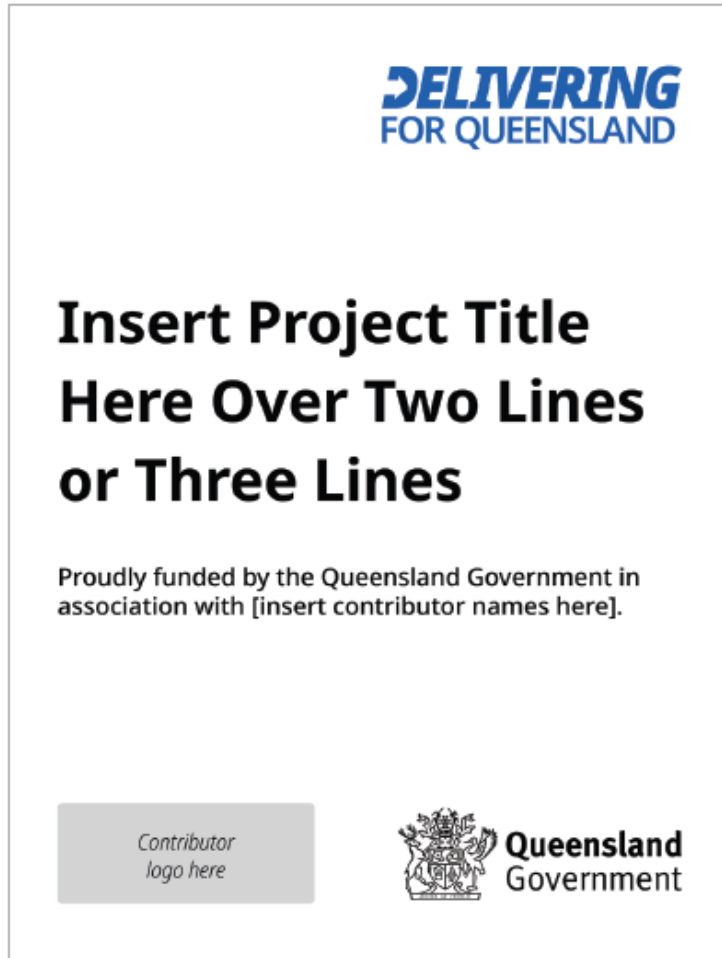
Coat of arms - Option 4
Stylised one-line stacked logo
Mono black



Coat of arms - Option 4
Minimum clearance zone
Width of the shield

Appendix 1.1. Construction signage

To be used when the project is funded by the Queensland Government and the funding recipient.



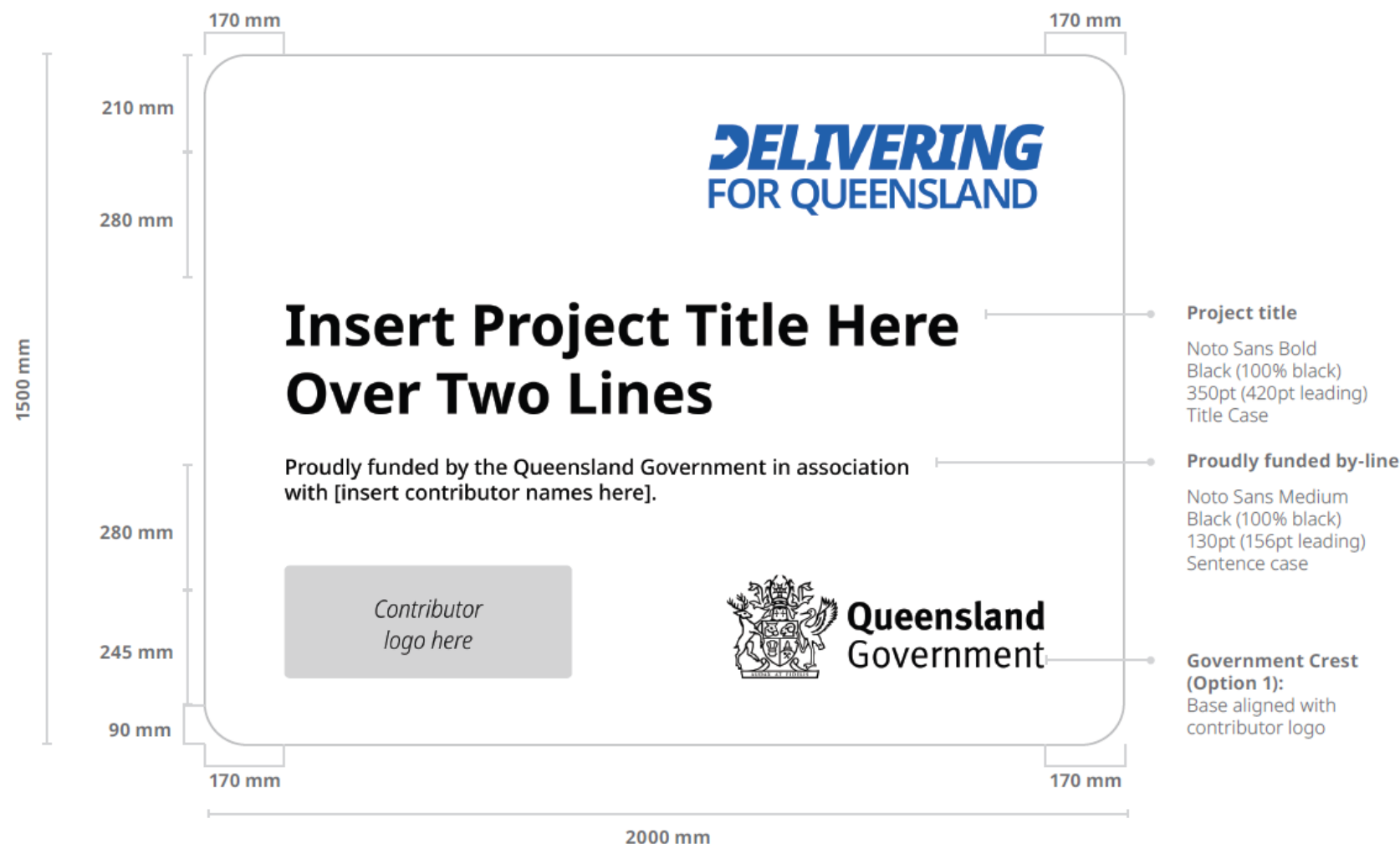
Signage sample 1

The example below relates to measurements of **2000mm (wide) x 1500mm (high)**.



Signage sample 2 – Road project signage application

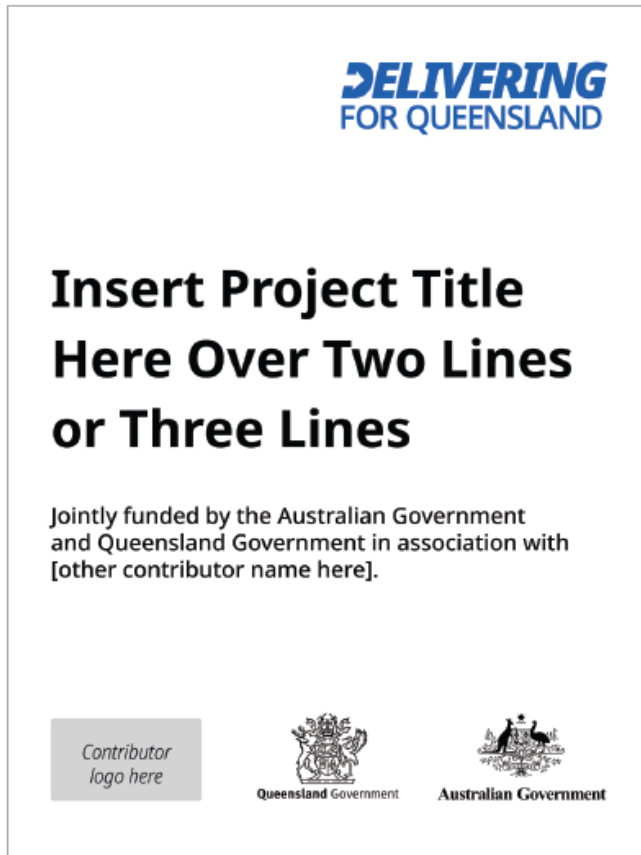
The example below relates to measurements of **2000mm (wide) x 1500mm (high)**.



Appendix 1.2. Construction signage template – Joint Australian Government projects

To be used when the project has a combination of funding from the Australian Government, Queensland Government and the funding recipient.

If the Australian Government requires their prescribed signage to be used, the recipient must consider both the Australian Government's requirements and the guidance outlined in this document.



Signage sample 3 – Joint Australian Government project

The example below relates to measurements of **2000mm (wide) x 1500mm (high)**.



Appendix 1.3. Construction hoarding template

Hoarding sample 1 – Projects that are solely Queensland Government funded



Hoarding sample 2 – Projects with other financial partners

Various templates are available, including for projects with one partner, one primary partner, and multiple partners.



Appendix 1.4. Plaque design specifications

Logo(s) must be included along the top of the plaque — the Queensland Government crest should sit top right

Note: Image files of the Queensland Government crest are available on the [funding acknowledgement information page](#)

Please note, if the Australian Government is co-funding the project:

- Logos should be positioned with Australian Government top left, council top middle, and Queensland Government top right.
- The Queensland Government crest changes to the single line stack version (rather than the standard two-line stack version).

Text must be in Noto Serif SemiCondensed

Basic text:

[Project Name]
was officially opened by
The Honourable [...] MP
Premier/Deputy Premier/Minister for [...]
on
[date]
This project was proudly funded by the
Queensland Government and [... Council]

EXAMPLES OF PROJECT PLAQUES



State and council funding



Federal, council and state funding

Note: the Queensland Government crest changes to the single line stack version when used alongside the Australian Government logo

Appendix 1.5. Signage manufacturing guidelines

The following standards are a guide only but are recommended for the manufacturing of signage, particularly permanent signage.

These standards have been developed to ensure any prepared signage is durable and can be easily cleaned if vandalised. Other options may be chosen based on advice from the signage manufacturer / printer.

- » Aluminium thickness: 1.6mm aluminium (standard for signage)
- » Mounting: RTA RIB (standard RTA mount)
- » Stock: Non-Reflective (non-reflective vinyl that does not take in any light) Finishing: Digital Print Over Lamination – clear (durability)
- » Coating: Anti-Graffiti (allows for graffiti to be removed with alcohol)

Appendix 2. Social media

Facebook	@GrowingQld
Instagram	@GrowingQld
LinkedIn:	Department of State Development, Infrastructure and Planning

Department of State Development,
Infrastructure and Planning
PO Box 15009 City East Qld 4002 Australia
Tel 13 QGOV (13 74 68)
info@dsdilgp.qld.gov.au
www.statedevelopment.qld.gov.au

DELIVERING
FOR QUEENSLAND



Queensland
Government