



Australian Government



Planting Trees for The Queen's Jubilee Program Funding Recognition Guidelines – February 2022 (updated May 2023)



The Australian Government developed these guidelines to help grant recipients meet their funding recognition responsibilities under the Planting Trees for The Queen's Jubilee Program.

It complements, but does not override, the grant acknowledgement requirements set out under section 11.8 of the program grant opportunity guidelines and the terms and conditions of the grant agreement.

Funding recognition is a contractual requirement. As projects are made possible through provision of Australian Government funding, it is appropriate to acknowledge this contribution.

Section 11.8 of the program grant opportunity guidelines sets out the funding recognition requirements applicable to projects funded through the program (business.gov.au/ptqj). In addition, the terms and conditions of your grant agreement require you to acknowledge your project received a grant from the Australian Government. The form of that acknowledgment is set out in more detail in these funding recognition guidelines. In some cases, special conditions relating to funding recognition may also apply to your project.

Contents

1.	When must I acknowledge the Australian Government funding?	1
2.	When must I notify the Australian Government of events?.....	2
3.	How do I notify the Australian Government Minister of my event(s)?	2
4.	How do I acknowledge the Australian Government's funding?	3
5.	What are the requirements for durable signage and plaques?.....	4
6.	When should I use the Australian Platinum Jubilee 2022 Emblem or The Queen's Platinum Jubilee 2022 Emblem?	5
7.	When must I use the Australian Government logo?	5
8.	What if I'm using social media?.....	6
8.1.	Twitter.....	6
8.2.	Facebook.....	6
8.3.	Instagram	6
	Attachment 1: Notification Template	7
	Attachment 2: Plaque and Signage Template.....	8

1. When must I acknowledge the Australian Government funding?

You must acknowledge the Australian Government's investment in project-related promotional activities and materials. If you make a public statement about a project funded under the program, including at public project-related events, you must acknowledge the grant. You must also acknowledge the grant in all materials, publications, websites, social media and signage/plaques related to grants under the program. This applies whether the project is fully or partly funded by the grant.

Examples of project-related promotional activities and materials include (but are not limited to):

- events, such as commemorative events, site preparation/tree planting events, or similar
- announcements, such as media releases (at all project stages/phases)
- interviews, such as on radio and television
- project/commemorative signage and plaques
- event or display materials, such as event posters and banners
- project publications and information resources, such as event flyers and fact sheets
- project websites or web pages
- social media content.

2. When must I notify the Australian Government of events?

Section 11.1 of the grant opportunity guidelines requires you to notify the department of events relating to your project and provide an opportunity for the Minister or their representative to attend. You must also notify your local member of parliament. The intent of this requirement is that notification be provided for your significant project event(s), rather than all minor events (e.g. a working bee, monitoring of plantings). Significant project event(s) include your formal commemorative event(s) and major community tree planting events.

Notification must be provided in writing via email or the [online upcoming event notification form \(Step 1\)](#), as far in advance as is reasonably possible, and at least 2 weeks in advance. This is to provide adequate time for the Minister and/or their representative(s) to prepare for and confirm event arrangements, clarify roles and arrange travel. If no response is received from the Minister or their representative, or they decline the invitation, you should proceed with your event as planned.

Where requested, you will be expected to assist with, and facilitate, the inclusion of the Minister and/or their representative(s), the department, and/or other dignitaries or representatives in the commemorative event (or an alternate event) and its proceedings, being arranged as part of your project.

3. How do I notify the Australian Government Minister of my event(s)?

To notify the Minister of your upcoming event(s), you must complete the [online upcoming event notification form \(Step 1\)](#) or complete the notification template at Attachment 1 and email it to jubilee@dceew.gov.au. Completing the online form is our preferred way of receiving this information and is equivalent to emailing your event notification to us using the notification template at Attachment 1.

4. How do I acknowledge the Australian Government's funding?

To acknowledge the Australian Government's funding, you must use one of the following funding acknowledgement statements:

Standard statement

This project received funding from the Australian Government's Planting Trees for The Queen's Jubilee Program.

Where funding is being contributed by other parties, the following alternative funding acknowledgement statements may be used.

- a. Where the grant recipient has also provided funding:

This project is jointly funded through [grant recipient's name] and the Australian Government's Planting Trees for The Queen's Jubilee Program.

- b. Where there is more than one funding body:

This project is supported by [grant recipient's name], through funding from the Australian Government's Planting Trees for The Queen's Jubilee Program and [other funding body's name].

- c. Where the grant recipient and more than one funding body have provided funding:

This project is jointly funded through [grant recipient's name], the Australian Government's Planting Trees for The Queen's Jubilee Program and [other funding bodies names].

5. What are the requirements for durable signage and plaques?

Grant recipients are required to put in place durable signage or plaque(s) identifying the tree(s) planted as part of The Queen's Jubilee commemorations. The signage or plaque(s) must:

- [meet relevant disability accessibility standards](#)
- be free standing and not be fixed to trees or tree guards (permission from local authorities may be required prior to installation in public places)
- include the headline statement "Trees planted to commemorate the Platinum Jubilee of Her Majesty, Queen Elizabeth II"
- include the funding recognition statement from section 4 of these funding recognition guidelines.

Signage and plaques must follow the funding recognition and design guidance in the plaque and signage template in Attachment 2.

The template and text for the signage and plaques are of standard design and cannot be altered. Plaque/signage size and colour can be altered provided they meet accessibility requirements such as minimum size, font size, line spacing and colour contrast (see Attachment 2 for more information). The addition of personal messages, images or other logos to feature alongside the signage or plaque, is not permitted.

6. When should I use the Australian Platinum Jubilee 2022 Emblem or The Queen's Platinum Jubilee 2022 Emblem?

Either the Australian Platinum Jubilee 2022 Emblem or The Queen's Platinum Jubilee 2022 Emblem (official emblems) will be prominent during commemorative events and other activities marking Her Majesty's 70 years as Monarch.

- The Australian Platinum Jubilee 2022 Emblem is available on the [business.gov.au website](https://www.business.gov.au) for download and its use is governed by The Queen's Platinum Jubilee Australia 2022 guidelines available on that website.
- The Queen's Platinum Jubilee 2022 Emblem is available on [The Royal Family website](https://www.royal.gov.au) for download and its use is governed by the Emblem Usage Guidelines available on that website. The relevant guidelines must be complied with whenever the emblem is used.

Either of the official emblems is to be included on all project-related promotional materials, publications and websites, except where this is not practicable (e.g. plaques that are not colour printed do not need to use the emblem as they would not be able to meet the emblem usage guidelines).

Whenever either emblem is used it must be accompanied by the appropriate acknowledgement statement in section 4 of these funding recognition guidelines.

7. When must I use the Australian Government logo?

All project-related promotional materials, publications and websites must include the Australian Government's logo, except where these guidelines or the department indicate otherwise (see section 5 of these funding recognition guidelines for plaque/signage requirements and section 8 of these funding recognition guidelines for social media requirements).

In addition, whenever the logo (available on the [business.gov.au website](https://www.business.gov.au)) is used, it must be accompanied by the appropriate acknowledgement statement in section 4 of these funding recognition guidelines.

The Australian Government's logo can only be used to show recognition of the Australian Government's support or funding for a project. It must not be used:

- to give the impression the Australian Government is endorsing a particular private business
- on any communication materials that do not relate directly to the approved project.

The Australian Government logo must not be included on media releases issued by your organisation. This is to avoid the impression the media release is a joint statement between your organisation and the Australian Government. However, one of the funding acknowledgement statements in section 4 of these funding recognition guidelines (without the logo) must be included in your media releases and other media activities, including print, television and radio interviews.

When using the Australian Government logo, you must ensure use of the logo complies with the Australian Government's branding guidelines.

- [Australian Government Branding - Guidelines on the use of the Australian Government logo](#)

8. What if I'm using social media?

Due to the character limits on Twitter, Facebook and Instagram, it may not be possible to use the Australian Government logo or the funding acknowledgement statements in section 4 of these funding recognition guidelines word for word. In these circumstances, you can acknowledge the program in your tweets and Facebook posts using the following specific wording and tags.

"This project received funding from the Australian Government's Planting Trees for The Queen's Jubilee Program", or if characters are limited you can use, *"Funded by the Australian Government"* and/or tag.

8.1. Twitter

Follow the Twitter accounts for the Department of Climate Change, Energy, the Environment and Water – **@DCCEEW** and tag them where appropriate.

8.2. Facebook

Follow the Facebook accounts for the Department of Climate Change, Energy, the Environment and Water – **@DCCEEW** and tag them where appropriate.

8.3. Instagram

Follow the Instagram accounts for the Department of Climate Change, Energy, the Environment and Water – **@DCCEEW** and tag them where appropriate.

Planting Trees for The Queen's Jubilee Program

Funding Recognition Guidelines – February 2022 (updated May 2023)

Attachment 1: Notification Template

Planting Trees for The Queen's Jubilee Program

Notification of Upcoming Event

PROJECT DETAILS	
Grant recipient name:	[Organisation name]
Project title and ID:	[Project name] (ID: [QJ000123])
Grant \$ (GST exclusive):	\$X
Electorate and state/territory:	[Electorate], [state/territory]
EVENT DETAILS	
Type of event:	[Formal commemorative event, community tree planting event, other (please specify)]
Purpose/description of event:	To
Date of event:	[Day] [Month] 2022
Start time:	[X] am/pm
Duration:	[X] hrs
Event location:	[landmark, park or reserve name (if relevant)] [Number and street name] [SUBURB] [STATE/TERRITORY] [Postcode]
Notable representatives expected to be in attendance:	[Title] [First name] [Last name], [Position], [Organisation]
Planned event speakers:	[Title] [First name] [Last name], [Position], [Organisation]
Parking arrangement:	Is parking able to be set aside for the Minister? If not, where is suitable parking available nearby?
Planned media attendance:	If known, what media has been invited or is expected to be present?
Planned dietary arrangements:	Are you planning to provide light refreshments/morning tea/non-alcoholic drinks/tea/coffee? If so, provide details of what is planned and the process for advising our dietary requirements. Otherwise, write 'Not applicable'.
Event contact's name:	[Title] [First name] [Last name]
Event contact's position:	[Position], [Organisation]
Event contact's phone:	[(0X) XXXX XXXX / 04XX XXX XXX]
Event contact's email:	[myemail@example.com.au]

Attachment 2: Plaque and Signage Template

- Plaques and signage must be no smaller than 150 mm wide and 50 mm tall; the dimensions can be altered and overall size increased to suit the intended location of the plaque/signage.
- The headline statement text must be in Arial font, bold, left aligned, and no smaller than 20-point type size. The headline statement text must be above the funding recognition statement text, with spacing between lines of text of at least 30% of the headline statement text point size. The funding recognition statement text must be in Arial font, left aligned, and no smaller than 12-point type size. Use of UPPER CASE, underlining, or *italics* should be avoided for all text.
- The plaque may include a statement recognising the Traditional Place name for the land on which the project takes place. This Traditional Place name statement must be placed after the funding recognition statement and take the form of 'This project takes place on [Traditional Place name] Country'. The Traditional Place name statement text must be in Arial font, left aligned, and no smaller than 12-point type size. Use of UPPER CASE, underlining, or *italics* should be avoided for all text. To find Traditional Place names, check your local Aboriginal and Torres Strait Islander Land Council or check the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS).
- Plaques and signage must use matte or non-reflective materials, with sufficient colour contrast between the background and the text.

Standard template:

**Trees planted to commemorate
the Platinum Jubilee of
Her Majesty, Queen Elizabeth II**

*This project received funding from the Australian Government's Planting
Trees for The Queen's Jubilee Program.*

Standard template with Traditional Place name statement:

**Trees planted to commemorate
the Platinum Jubilee of
Her Majesty, Queen Elizabeth II**

*This project received funding from the Australian Government's Planting
Trees for The Queen's Jubilee Program. This project takes place on
[Traditional Place name] Country.*

Where funding is being contributed by other parties, the following alternative templates may be used. These alternative templates may also include the Traditional Place name statement after the funding recognition statement as shown.

- a. Where the grant recipient has also provided funding:

**Trees planted to commemorate
the Platinum Jubilee of
Her Majesty, Queen Elizabeth II**

This project is jointly funded through [grant recipient's name] and the Australian Government's Planting Trees for The Queen's Jubilee Program. This project takes place on [Traditional Place name] Country.

- b. Where there is more than one funding body:

**Trees planted to commemorate
the Platinum Jubilee of
Her Majesty, Queen Elizabeth II**

This project is supported by [grant recipient's name], through funding from the Australian Government's Planting Trees for The Queen's Jubilee Program and [other funding body's name]. This project takes place on [Traditional Place name] Country.

- c. Where the grant recipient and more than one funding body have provided funding:

**Trees planted to commemorate
the Platinum Jubilee of
Her Majesty, Queen Elizabeth II**

This project is jointly funded through [grant recipient's name], the Australian Government's Planting Trees for The Queen's Jubilee Program and [other funding bodies names]. This project takes place on [Traditional Place name] Country.

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