



Quick Reference Guide

Capital Grants Program recognition requirements

Congratulations on your school's recent award of capital funding under the Australian Government's Capital Grants Program (CGP).

As a condition of receiving CGP funding, schools are required to recognise the Australian Government's contribution in accordance with the Capital Grants Program Guidelines 2025, (paragraph 167). These requirements will also form part of your legally binding funding agreement with your Block Grant Authority (BGA).

To ensure your school meets its recognition requirements, please:

- email schoolopenings@education.gov.au to notify us as soon as possible just prior to or after physical completion of your project. Make sure you also keep your BGA updated.
- **do not** book in a ceremony for your project until you have contacted us.

Recognition requirements for different projects

There are a range of recognition requirements that apply to CGP projects of different sizes and characteristics, which are summarised in the table below. The school openings team can confirm what requirements apply to your specific project.

	Masterplan	CGP funding under \$100,000	CGP funding of \$100,000 or more
<i>Acknowledgement</i>	Yes	Yes	Yes
<i>Plaque</i>	No	Yes	Yes
<i>Ceremony with Australian government representative in attendance</i>	No	No	Yes
<i>Opening by Australian government representative (as part of ceremony)</i>	No	No	Where CGP funding is 50% or more of total cost

Exemptions and deferrals

Some projects may be eligible for exemption from, or deferral of recognition requirements. Schools can make a written request for an exemption or deferral to schoolopenings@education.gov.au.

Summary

For all scenarios, first contact the team at schoolopenings@education.gov.au. Early engagement will help to ensure your school meets its requirements.