Your agreement to accept an Australian Government capital grant carries with it the requirement that, where the project is of a major nature and an opening ceremony is to be held an Official Opening is to be held within seven months of the physical completion of the project. The Minister for Education, Employment and Workplace Relations MUST BE INVITED to the opening ceremony. Notification to the Minister’s Office must be sent at least two months in advance. There must be an official opening, construction sign and plaque erected for any capital project costing more than $75,000 to which the Australian Government contributes.

Therefore, when arranging the opening ceremony please ensure that the Minister (or her representative) is available and be prepared to have the Minister (or her representative) attend, and participate in a significant way in the official duties. Where the Federal Government has provided more than 50 percent of the value of the project it is a requirement of the funding that the Federal Government will have a representative that actually officiates at the opening. However, if less than 50 percent of the funding is provided by the Federal Government then the school or institution can invite the person it chooses to officiate at the opening. However, there is to be provision in the official proceedings for the Australian Government’s representative to speak if he or she desires.

If you are planning an opening ceremony on a weekday, please check on website www.aph.gov.au/house/info/sittings/index.htm in advance to ensure that the proposed date is not a parliamentary sitting day. If you invite the Minister and Local Member to an opening ceremony on a sitting day, the Minister’s office will ask you to arrange another date.

The Delegated Authority should invite the Minister directly by sending an invitation to:

The Hon. Julia Gillard MP
Minister for Education, Employment and Workplace Relations
Parliament House
CANBERRA ACT 2600

The N.S.W. Catholic Block Grant Authority must also be informed of the date of the opening ceremony. When your opening ceremony has been organised please complete the form below and return it to:

Executive Officer
Catholic Block Grant Authority
PO Box A169
SYDNEY SOUTH NSW 1235

Project Reference No: (Number From Facilities Group)

School: (NAME OF SCHOOL)

1. Date invitation was sent to the Minister: ________________________________

2. Opening ceremony date: ________________________________

Signed _________________________
(Delegated Approved Authority)

Date _____________
This Pro-Forma and any attachments for additional information is to be sent with your letter of invitation to the Minister’s Office

**INFORMATION FOR SCHOOL OPENINGS**

**NON GOVERNMENT SCHOOLS**

<table>
<thead>
<tr>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Principal:</td>
</tr>
<tr>
<td>Telephone/fax:</td>
</tr>
<tr>
<td>Date and Time of Opening:</td>
</tr>
<tr>
<td>Electorate (State):</td>
</tr>
<tr>
<td>Electorate (Australian Government):</td>
</tr>
<tr>
<td>Enrolments (approximate students):</td>
</tr>
</tbody>
</table>

**PROJECT DESCRIPTION:**

**COSTINGS:**

DEEWR Project No.: (e.g. 2000/1541/1)

<table>
<thead>
<tr>
<th>Project Cost:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Contribution:</td>
<td>$</td>
</tr>
<tr>
<td>State Grants:</td>
<td>$ (for NSW it will be Nil)</td>
</tr>
<tr>
<td>Interest Subsidy:</td>
<td>$</td>
</tr>
<tr>
<td>Australian Government Grant:</td>
<td>$</td>
</tr>
</tbody>
</table>

**BACKGROUND INFORMATION**

History/profile of the school:
Special features of the school:
Current curriculum emphasis/activities:
Full details of the opening ceremony (Starting time, speakers, refreshments, etc) including who is expected to open the new facilities

**WHO SHOULD WE CONTACT FOR FURTHER INFORMATION**

Name:
Telephone:
E-mail:
AUSTRALIAN GOVERNMENT CAPITAL GRANTS PROGRAM
SAMPLE PLAQUES

SAMPLE A (wholly Australian Government funded project)

[School Name]
The [Building Name] was solemnly blessed by [Name of Religious Leader] and officially opened by [Name of MP] on [Date].

The Building was wholly funded by the Australian Government.

SAMPLE B (principally Australian Government funded project)

[School Name] gives thanks to God for this building which was principally funded by the Australian Government and officially opened by [Name of MP] on [Date].

SAMPLE C (joint funding with partial Australian Government contribution)

The Refurbishment of the [Building Name or Description] was officially opened by [Name of Australian Government Representative] and [Name of State Representative] on [Date].

[School Name] acknowledges the generous financial assistance of the Australian Government, the State Government and the community of [Name of Community].

The text for plaques must be emailed to the Schools Liaison Officer in the Office of the Parliamentary Secretary to the Minister for Education, Employment and Workplace Relations schoolopenings@deewr.gov.au for approval prior to the official opening.