

Guidelines for acknowledging Victorian Government and Commonwealth Government funding support in promotions, media and other forms of publicity

A common condition of Bushfire Recovery Victoria's (BRV) grants is that grant recipients must agree to follow BRV guidelines for acknowledging Victorian Government and Commonwealth Government funding support. A breach of these guidelines is considered a breach of your funding agreement with BRV. The guidelines are as follows:

You may be required to keep any funding decisions confidential until a public announcement is made.

Once a grant is approved, many grants remain highly confidential until the relevant Minister or their representative has publicly announced that funding has been approved. If that applies to an activity your organisation has been funded for, you will have been advised of this in writing at the time that you were offered funding.

BRV is responsible for coordinating participation by the Minister or their representative.

You can expect that BRV and/or the Minister's office will contact your organisation to make arrangements for an announcement. If you are aware of any upcoming events that might provide a good opportunity to make the announcement, you should contact BRV.

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

If your organisation will launch the activity at a public event or similar, you must give the relevant Minister the opportunity to officially open or launch the activity.

You must also invite BRV and the Minister to all significant events associated with the activity.

You will need to give adequate notice (BRV recommends at least four weeks lead time) and work with your BRV contact to coordinate the Minister's and his or her representative's role in an opening or launch, or their attendance at events.

At all openings, launches and events supported by or associated with government funding support, you must prominently display BRV's signs or banners.

BRV signs and banners can be borrowed from BRV. Your organisation is responsible for organising for their collection and their return.

You must acknowledge the government's funding support on written materials and in speeches and other forms of presentations.

It should be acknowledged that the projects are jointly funded by the Victorian Government and Commonwealth Government under the Commonwealth-State Disaster Recovery Funding Arrangements (DRFA). Key messages about the funding program should be acknowledged:

- in speeches and presentations about the activity
- in press releases
- in relevant job advertisements

- on documents, publications, reports, brochures, posters, fliers and the like. The government should also be given the opportunity to contribute a sponsor's message for any relevant publication.
- on websites; websites developed with the government's funding support should also include a link to the BRV web site at brv.vic.gov.au

You must use the Victorian Government's logo.



The logo shown to the left must be included on all published or printed materials – please contact your BRV contact for a high-resolution version of the Victorian Government logo. Under no circumstances may this logo be altered without permission.

You must use the Commonwealth Government's logo.



The logo shown to the left must be included on all published or printed materials. Please contact BRV for a high-resolution version of the Commonwealth Government logo. Under no circumstances may this logo be altered without permission.

The use of Bushfire Recovery Victoria's logo is encouraged.



The use of logo shown to the left is encouraged but optional. Please contact BRV for a high-resolution version of the BRV logo. Under no circumstances may this logo be altered without permission.

For capital works projects, it is expected that the government's funding support is acknowledged, by displaying the Victorian Government and Commonwealth Government logos on:

- temporary signs erected while the work is being done.
- permanent signage, such as a plaque.

The grantee must cover the cost of temporary signage, billboards and permanent signage or plaques

Approved projects must contain project signs to acknowledge the Victorian Government and the Commonwealth Government and other funding partners. It is the responsibility of the grant recipient to develop the project sign. The most recent version of the Victorian Government and Commonwealth Government signage guidelines can be obtained from the BRV office or by emailing connect@brv.vic.gov.au.

Reporting on how you have acknowledged the government's funding support

You may be asked to provide details of how the Victorian Government and Commonwealth Government funding support was or is being acknowledged in reports to BRV. If this is the case this will be part of your reporting template or instructions.

Further Information

The word 'bushfire' must be included in the title of any grant and/or initiative.

Your BRV contact has access to Victorian Government and Commonwealth Government logos, key messages and other communication tools and templates that will help you promote your Victorian Government and Commonwealth Government funded program or project.

If you have any questions or need to clarify details, please contact the BRV officer named in your funding agreement.