

Australian Government's Capital Grants Program - Opening and Blessing Ceremony Protocols

Invitation to the Australian Government Education Minister

The Australian Government Minister for Education or the Minister's representative **must** be [invited](#) to:

- deliver the **opening address** at the official Opening and Blessing Ceremony where the Australian Government has contributed more than **50 percent** of the **total project cost**; and
- be invited to **speak** at official Opening and Blessing Ceremonies where the Australian Government has contributed funding.

Invitations must be [emailed](#) to the Department of Education office:

- at least **two months** in **advance** of the opening; and
- **three dates** for the Opening and Blessing Ceremony should be included in the invitation in **order of preference** that do not coincide with Australian Government Parliamentary [sitting dates](#).

Opening and Blessing Ceremony Protocols

Joint Funding

In the case of a project that has received other sources of funding, e.g. the State Government contributed to the project:

- the Australian Government Minister for Education or his/her representative **must be invited to open** projects to which the Australian Government **contribution is greater than 50 percent** of the **project cost**.
- school communities are welcome to elect the attending Australian Government representative to **open facilities** where the Australian Government has **contributed less than 50 percent** of the **project cost**.

Commemorative and Recognition

- where a facility is opened by an **Australian Government representative**, the **name of the representative** opening the facility **must be included** on the commemorative **plaque**.
- the commemorative **plaque** must be **affixed** to the **new** or **refurbished** building/s or **displayed** in an appropriate position.
- If the Australian Government Minister for Education or his representative attends an opening and blessing, they may issue media release.

Exemptions

- schools may receive an **exemption** from an Opening and Blessing Ceremony depending on the type of upgrade, e.g.:
 - **intangible improvements** such as the **replacement** of an **electrical system** or a **simple refurbishment** of an amenities block may be considered an exemption.
 - schools **must** obtain the Australian Government Minister for Education's **agreement** for an **exemption** from holding an official Opening and Blessing Ceremony or for deferment of an Opening and Blessing Ceremony.

If you require further information pertaining to your Opening and Blessing Ceremony regarding any aspects of Capital Grants Program requirements for recognition, please contact a school liaison [officer](#).