**Anzac Square Memorial Galleries**

**Plaques application form**

**Please complete the form below to request a new plaque to be installed in Anzac Square Memorial Galleries.**

A copy of Anzac Square Memorial Galleries’ Plaques Policy can be found [here](https://www.anzacsquare.qld.gov.au/sites/default/files/Plaques%20Policy.pdf).

**Before completing this form, please ensure:**

I have received notification that my Expression of Interest for a new plaque to be installed in Anzac Square Memorial Galleries’ Plaques Policy has been successful.

**APPLICANT DETAILS**

**Title:...…….. First name: ………………………………….. Last name: ……………………………………………**

**Organisation name: ………………………………………………………………………………………………………….**

**Street address: …………………………………………………………………………………………………………………**

**Postal address (if different to above): ………………………………………………………………………………**

**…………………………………………………………………………………………………………………………………………**

**Phone number during business hours: ……………………………………………………………………………..**

**Email address: ………………………………………………………………………………………………………………….**

1. **MY PROPOSAL/MY ORGANISATION’S PROPOSAL** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **LOCATION:**

The location for my proposed plaque is:

 World War 1 Gallery

 World War 2 Gallery

 Post-World War 2 Gallery

1. **COMMUNITY SUPPORT**

I/we believe that the subject that this proposed plaque is the only one in Anzac Square Memorial Galleries Yes

This proposal is significant to the military history of Queensland for the following reasons: (Refer to the Plaques Policy) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This proposal is of interest to the following communities within Queensland: (Refer to the Plaques Policy)

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I/my organisation can demonstrate the support of these communities in the following ways: (Refer to the Plaques Policy. Include evidence of support from other relevant stakeholders and authorities such as RSL, Department of Veterans Affairs, e.g. letters of support, minutes of community consultation meetings)

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I/we believe the factual content associated with this plaque has been thoroughly researched and understand the facts may require community and Steering Group endorsement for the proposal to proceed Yes

Every effort should be made by the applicant to compile the stories and meanings associated with the new plaque for submission to the State Library of Queensland’s collection.

1. **PROPOSED WORDING FOR THE PLAQUE**

Final wording for the plaque will be subject to {Steering Group/Trustee?] approval.

The wording I would like to be included on the plaque is:

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1. **DESIGN**

I/my organisation will collaborate with the Steering Group on my proposal as required. I understand that plaques require collaboration on texts, design, durability, environmental sustainability and maintenance Yes

Please provide information on the dimensions (height, length, width), concept, design, inscribed text and materials of the plaque.  Proposed plaques should be of durable material and a size commensurate with the object they are to be attached to. The maximum size of the plaque is to be typically 150mm x 100mm, however, exceptions will be considered.

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Please provide detailed drawings and/or photographs of proposed plaque components, including brands and mixes of pigment, colour samples, material finishes, types of bolts, and other materials. (Please attach)

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I/my organisation gives permission for the plaque to maintained and treatment to be undertaken by Anzac Square if required Yes

Please provide a detailed description of the methods of fabrication, as well as any uncommon or unusual details regarding the approach to creating the plaque. Plaques should have reasonable maintenance requirements, compatible with the [Anzac Square Conservation Management Plan](https://statelibraryqld.sharepoint.com/%3Ab%3A/s/BTS-VIS/EdgLOb2riTBDhV6yD9zm1YQBszoR_EqlWgEOjzufQcttAQ).

Please note:

* plaques should be of a standardised size to preserve space and provide equity
* plaques should be constructed of robust materials that are both aesthetic and durable to assist with long term maintenance
* plaques should not have any unsafe conditions or factors that may affect public safety (consideration should be given to sharp or protruding edges that may pose a danger)
* no vinyl lettering
* use gilding and not gold paint
* aesthetics - unnaturally shiny polyurethane finish to wood is discouraged; plaques should be in keeping with the appearance of surrounding plaques - curatorially appropriate colours (e.g. a fluorescent green plaque would be distracting!)
* specify legibility of lettering - ensure that any lettering paint contrasts sufficiently to surrounding plaque material, and that the lettering type is easy to read
* mortars - not silicone
* timber - seasoned, not plantation quick growth timber
* specify location for timber plaques away from doors
* no surface treatment of stone such as siloxanes, silicones, or fluoropolymers that change moisture permeability
* type of metal to be specified - i.e. wrought or cast iron, type of bronze alloy
* stone - if there are armatures, these are best made from inert materials such as ceramic or carbon fibre. Stainless steel can be used but is best kept back from the surface to avoid future staining.
* bronze - recommend patina, not lacquers and dyes to produce surface patina. Patina recipe to be supplied - which chemicals were used to produce the patina? Which brand and proportions?
* wood - artist/manufacturer to not use beeswax or oils, only microcrystalline wax
* any proposed anti-graffiti coatings should be sacrificial and not permanent

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Details of plaque designer/s and manufacturer/s including organisation, address and contact numbers.

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**8. RELOCATION OF PLAQUE**

I/my organisation acknowledges that, if circumstances require it, Anzac Square Memorial Galleries may need to relocate plaques Yes

**9. APPLICANT DECLARATION**

I declare that the information I have provided is true and correct and that I am familiar with the information relevant to my application.

Applicant signature Date

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**HOW TO APPLY**

Please submit the completed application form and attachments by:

Email: anzacsquare@slq.qld.gov.au

Or by mail: Anzac Square Steering Group, c/- State Library of Queensland, PO Box 3488, South Brisbane QLD 4101

Please keep attachments under 25MB.