

# Acknowledgement Guidelines

## Community Grants and Funding Programs

As a condition of funding you are required to acknowledge council's support. The following guidelines have been developed to help you do this.

**Funding Table** - The level of acknowledgement depends on the funding amount you receive from council. Please acknowledge council in the following ways:

Grant amount	Promotional Tool			
	Word acknowledgement	Logo appearance in promotions	Sticker	Signage
Up to \$5,000	✓	✓	✓	
\$5,000 and over	✓	✓	✓	✓
Community Partnership Funding* (all levels of funding)	✓	✓	✓	✓

### Logo Acknowledgement

Council's corporate logo must appear prominently in all promotional and publicity activity, material and publications directly relating to the project. Council will provide the applicant with electronic logo files for this purpose. All successful grant applicants will receive a copy of the logo and logo guidelines via email.

When using council's logo, please also use the words 'Proudly supported by Sunshine Coast Council's grants program'. The logo can be used in:

- Promotional videos and materials
- Websites
- Other digital applications

The logo should not be used in an organisation's own header, footer, under an email signature, or in any way that it may be perceived as a communication from Council.

### Word Acknowledgement

Please also acknowledge council's contribution to your project/activity by spoken or written word in:

- Media statements
- Speeches
- Newsletters\*
- Annual Reports
- Correspondence to supporters, members\*, participants, etc.
- Events – messages via Master of Ceremonies

\* In the case of multi year funding, this acknowledgement is required at least once per year.

### Stickers

Where applicable, a sticker provided by council is to be placed on any purchased equipment funded by the grant. Please email to request a sticker.

### Signage

A sign acknowledging Council's funding is required to be displayed prominently and neatly on or near the primary site of the project or on or in the building. To obtain a sign, simply call into one of council's customer service centres and ask for a sign. It is the responsibility of the applicant to arrange the installation of the sign.

### Acquittal

As part of your grant conditions you are required to demonstrate how council was acknowledged for the funding in your acquittal.

### Banners

If your funding is for an event, you can book a banner through the Grants Team. Please email to request a banner booking form.

### Email

To request a sticker or book a banner, email: [grants@sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)