

Acknowledging funding support

How to 'acknowledge' Bundaberg Regional Council

Firstly . . .



Congratulations

Secondly, please use . . .

2
or more

Acknowledgement tools

Your organisation now needs to **acknowledge** the financial support received from the **Bundaberg Regional Council's Community Grants Program**. In acknowledging this support, your organisation is informing the community how Council's funding is spent.

Please Note . . .

If you have received funding for your project from a number of organisations, acknowledgement of the Bundaberg Regional Council's Community Grants Program must be in proportion to the amount of funding received from other organisations. For instance, if the Bundaberg Regional Council provided the majority of funds, its acknowledgement should receive priority over other organisations.

Statement

Logo

Signage

Launch or event

Acknowledgement activity	Acknowledgement statement	Logo	Signage	Launch or event
Printed materials associated with the funded activity such as: brochures, posters, banners, invitations.	●	●		●
Printed material associated with your organisation such as: annual reports and newsletters.	●	●		
Media releases and speeches associated with the funded activity.	●			●
Multimedia material associated with the project including: websites, videos and CD ROMS.	●	●		
All material associated with the launch/event including: opening/closing speeches, invitations, registration programs, posters and signage.	●	●		●
TV and newspaper advertisements.	●			
Signage for equipment such as trailers, electrical items, office equipment.		●	●	
Plaques or signage for minor capital works projects such as: Building upgrades.	●	●	●	

Instructions . . . 1. Choose your two **acknowledgement tools**. **2.** Choose the application.

Example . . . Logo: Include Bundaberg Regional Council logo on posters and brochures. **Signage:** Include logo on signage.

Acknowledgement tools explained

Statement

Acknowledgement by statement

Projects funded solely by Bundaberg Regional Council's Community Grants Program.

Please use the following full acknowledgement statement in all print and publicity materials associated with the funded activity, such as newsletters articles, media statements and signage.

The full acknowledgement statement is:

"The Bundaberg Regional Council <insert name of grant program> provided <insert \$amount> to <insert the name of your organisation> for the <choose appropriate word: development, build or purchase> of/a/an <insert name of project/program or item purchased>."

Example: The Bundaberg Regional Council Community Grants Program provided \$1,000 to Our Community Inc. for a Community walking program.

Projects funded in partnership with other bodies:

In these circumstances, under the terms and conditions, your organisation is still required to acknowledge the Micro or Community Services Grants Programs.

Example: The Bundaberg Regional Council Micro Grants Program is proud to provide funding for the Community walking it program.

Logo

Please use the Bundaberg Regional Council Logo in a prominent position on all printed material or signage associated with the project or organisation. The Bundaberg Regional Council Logo is available in colour and mono format. The logo must be reproduced using original digital artwork.

To get a digital copy of the logo, please contact the Council's Community Development Support Officer on 1300 883 699.



Correct use:



White background only



Mono logo on coloured background



Incorrect use:



Pixelated



Stretched



Coloured background

Signage

If your organisation has received funding for minor capital works projects, a community event or equipment purchase, you can acknowledge funding support by displaying acknowledgement signage. Acknowledgement signage uses the acknowledgement statement and logo in a combined form. The signage can be in the form of a sign, plaque or decal on trailers etc.

Example:



Launch/Event

A launch or opening for your project is a good way of acknowledging the funding your organisation has received from the Bundaberg Regional Council's Community Grants Program. It is also a way of promoting your project to your local community. The launch event does not need to be extravagant. Simple and small is just as effective as the scale depending on your organisation's size and budget.

You are encouraged to submit your event at:

whatsonbundaberg.com.au

This will assist you with the advertising of your event by promoting the activity to a broad section of the community.

For further information please contact a Bundaberg Regional Council Community Development Support Officer on 1300 883 699.