

# ACKNOWLEDGING FUNDING & GUIDELINES

for grantees of the **Shire of Harvey** Community Grants Program

*Community  
Grants*



SHIRE OF  
**HARVEY**

# CONGRATULATIONS ON YOUR SUCCESSFUL APPLICATION TO THE SHIRE OF HARVEY COMMUNITY GRANTS PROGRAM.

We look forward to the successful roll out of your project during the months ahead.

Acknowledgement of Shire of Harvey funding is something you need to consider from the moment you receive your grant offer right through to when your project is completed.

You must show examples of where you have acknowledged the Shire of Harvey funding when submitting your final report for payment of your grant, so remember to keep a record of the acknowledgements as you go.

Depending on the size of your organisation and what you may have in place, you can acknowledge the funding across your social media platforms, with your local newspaper and/or radio station.

By acknowledging Shire of Harvey funding, you are helping to improve public understanding of how we are all working together to develop our communities for future generations.

We have prepared this short guide and toolbox to assist you with the acknowledgement process.

# WHERE TO ACKNOWLEDGE SHIRE OF HARVEY FUNDING.

## ON WEBSITES

If the Shire of Harvey is funding a specific website or a part of an existing website, our logo must appear in the footer of the site.

## ON REPORTS & PRESENTATIONS

All publications and documents relating to the project must include the Shire of Harvey logo on the cover.

## ON VIDEOS

If you produce any video materials related to a project which was supported by the Shire of Harvey, we ask that you include our logo on screen at the end or beginning of the video. The logo should appear along the base of the video, ideally on the bottom right of the screen.

## ON APPS

If Shire of Harvey funding has helped to support the development of an app, this must be acknowledged by ensuring our logo is visible in a prominent place on the home page of the app.

## SIGNAGE ON SITE

For projects where physical works are taking place, we will forward you signage to place at the site.

## EQUIPMENT

If you are receiving a grant for the purchase of specialised equipment e.g. display cases, we will forward you an A5/A6 sign to place on/at the equipment.

# WHERE TO ACKNOWLEDGE SHIRE OF HARVEY FUNDING.

## RADIO / PODCASTING

Some grantees may engage in radio advertising to promote their project. In instances where this project was supported by the Shire of Harvey, the advertisement should include the following tagline at the end of the recording This project has been funded by the Shire of Harvey Community Grants Program

\* Please amend this line depending on whether the project was supported/co-funded/ in partnership with the Shire of Harvey and whether it is a project/programme/ publication etc.

## SOCIAL MEDIA / PRESS

Let people know about your project and the work which has been made possible through Shire of Harvey funding across your social media platforms if you have them.

Share the good news of your grant also with your local newspaper, radio station or through your newsletter. Keep people updated on how the project is progressing and let people know when the project has been completed.

Don't forget to tag us on your social media channels [@ShireofHarvey](#) for Facebook and Instagram and use the hashtag [#ShireofHarvey](#).

Remember to acknowledge Shire of Harvey funding in any press releases or launch materials. If you require a quote for your press release from the Shire of Harvey, please contact [marketing@harvey.wa.gov.au](mailto:marketing@harvey.wa.gov.au).

Remember to take lots of photos and share your project outcomes with the public.

# USE OF SHIRE OF HARVEY LOGO.

The Shire of Harvey acknowledgement logo should be used in full colour where possible, however it is available in black or white for when this is not possible.

Give the logo space to breathe. Do not place another logo or image too close to its edges.

Please do not change the layout or scale of the logo and ensure it is not distorted, squashed or cropped.

Do not to use the logo at an angle or on a busy image where it is difficult to read.

[Download](#) the Shire of Harvey acknowledgement logo.

Any questions? Contact us at [marketing@harvey.wa.gov.au](mailto:marketing@harvey.wa.gov.au) if you need any assistance.



Here the logo is presented in its full correct colours, has plenty of breathing room, isn't stretched and contrasts well with the background colour.

# USING THE SOCIAL MEDIA TEMPLATES.

Social media templates for Facebook have been provided to support grant recipients with promoting their project.

## Acknowledgement:

Please use the following acknowledgement statement on social media:

“This project/event is proudly supported by the Shire of Harvey.”

[Download](#) social media tiles to acknowledge the Shire’s contribution to your organisation.

[Download](#) social media tiles to acknowledge the Shire’s contribution to your event.

Any questions? Contact us at [marketing@harvey.wa.gov.au](mailto:marketing@harvey.wa.gov.au) if you need any assistance.



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# THANK YOU.

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if you need any assistance.