

# Credit and Publicity Statement

To our Non-Profit Partners:

We are proud to work with you to help improve the quality of life for Clark County residents. When we enter into a grant agreement with a non-profit organization, we become partners, working toward a mutual goal. As your program progresses, we welcome updates from you, including newsletters, brochures and photos. We encourage you to publicize awards from the Springfield Foundation so the community can learn about the ways we are working together.

Credit is expected from all funded organizations, regardless of the dollar amount of the grant, or whether the funding supports a program, a project, general operations, or a capital campaign.

## Printed Materials:

For the duration of the funding period for your program, you must give logo credit to the Foundation in **printed materials** including newsletters, brochures, postcard announcements, invitations, registration forms, films and videotapes, and electronic transmissions, **including internet sites**, regarding all activities for which the Foundation's funds are used.

Credit must be given on all applicable **grant-related program materials**. In annual reports, the Foundation must be listed in the donor category most appropriate to the level of financial support received from the Foundation.

Logo credit must be given to the Foundation in all **educational materials** distributed in association with any Foundation-funded program or exhibition, including brochures, pamphlets, flyers, postcards, etc.

Please use the Springfield Foundation logo in one of three versions: black and white, 3-color, or full color. You may use the version that works best with the rest of your printed piece.

Black & White



3-Color



Full Color



The logo size should be large enough for the text to be legible, and no smaller than the logo of any other sponsoring organization.

The logo is available on our web site, under the Grants tab with the "Grant Recipient Resources". If you prefer, you may request the logo to be **e-mailed** or mailed to you. If you need the logo in a different format, please contact the Springfield Foundation at [www.springfieldfoundation.org](http://www.springfieldfoundation.org) or 937/324-8773.

### Audio Announcements:

The grant recipient must acknowledge the Foundation's support in any **newspaper, television or radio interviews** about the grantee's programs.

### Displays/Exhibits:

For any **exhibition** presented with funding from the Foundation, exhibition wall text must include the Foundation listed with other major public, private and corporate sponsors. If there is no sponsors' list on the wall text, a placard must be displayed crediting the Springfield Foundation.

### Buildings/Structures:

When Springfield Foundation funds are used to provide support for **permanent structures and physical elements**, appropriate credit must be given. For example, installed park benches, water fountains, and other objects should include a placard or other signage with the following or similar language: *"Provided by (X organization) with support from the Springfield Foundation."*

Recognition of permanent structures resulting from capital campaign commitments should be discussed directly with Springfield Foundation staff. Staff should also be contacted to discuss the inclusion of the Springfield Foundation in other recognition opportunities including donor walls, plaques, etc.

### Events/Performances:

When written credit is not applicable, oral credit should be given before an **event or performance**. Non-written announcements apply to radio broadcasts and audio descriptions for people who are hearing impaired. If an announcement is not feasible, a sign must be placed at the entrance to the event crediting the Foundation.

### Collaborations:

Organizations that are official **collaborators** of the grantee for the funded project must comply with the requirements mentioned above. The grant recipient is responsible for informing said collaborators of this policy and seeing that they fulfill these obligations.

If you need more information, please contact the Springfield Foundation at [www.springfieldfoundation.org](http://www.springfieldfoundation.org) or 937/324-8773.