



WWW.CFSJC.ORG • PH: (574) 232-0041 • P.O. BOX 837 • SOUTH BEND, IN 46624

Grant Recipient Recognition Guidelines

As a grant recipient, you are asked to include recognition of the Community Foundation in your print, electronic, and online publications and promotions in the following ways:

- 1) In your print, electronic, and online publications and promotions, please include the Community Foundation logo and the following text: "**This activity made possible, in part, with support from the Community Foundation of St. Joseph County.**" Please link the Foundation's name to www.cfsjc.org. You can download our logo from our website: www.cfsjc.org under the "Grants" tab. Color and black-and-white .jpg files are available for download. If you need other formats or sizes, please contact us. Please take care not to distort or crop the logo; also, the logo must be used against a white background (*not* placed over an image or a solid color, for example).
- 2) If you have event programs or other publications that include advertising space, please give the Foundation the opportunity to place a complimentary ad in them. Contact us with the dimensions of the available space at least two weeks prior to your deadline, and we'll provide you with a press ready .pdf.
- 3) Please provide at least one high-resolution digital photograph of the activity that the grant is supporting, the photographer's credit if applicable, and, when possible, the names of those individuals pictured. We ask for this to have the option of featuring your organization in our print and online Foundation communications.
- 4) If you have unique opportunities to feature recognition of the Community Foundation and/or the specific fund that is supporting your project (e.g., videos, performances, plaques or signage), please reach out to us—We would love the opportunity to work with you on this type of funding recognition.

If you have questions about these communication guidelines or anything related to them, please email or call **Aaron Helman, Director of Communications**, at aaron@cfsjc.org or 232-0041. Thank you!