

# Recognition

# Guidelines

**RECOGNITION**

Promoting the fact that your project is funded by Hamilton Community Foundation helps to demonstrate the impact of the work and inspire donors. Accordingly, the Foundation requests that you use all available opportunities to:

1. Publicize receipt of your grant (e.g., newsletters, brochures, financial statements, community /daily newspapers, Board and committee meetings, donor lists, annual reports, etc.). We would welcome copies of any said materials.
2. Highlight the support your organization has received by recognizing Hamilton Community Foundation on all promotional and resource materials developed for and by the funded activity.

Suggested wording: **“Funding for this project is provided by:**

***(insert Fund name) at* Hamilton Community Foundation”.**

1. Use the Hamilton Community Foundation NEW logo in print and electronic materials wherever possible. The logo is available in electronic format (colour, black & white and reversed versions) on the Foundation’s website, along with the guidelines for its proper use. A removable/reusable decal acknowledging support is also available and is distributed to new grantees quarterly.

4. Include a disclaimer on all resource material developed for and by the funded activity.

Suggested wording: “The views and opinions expressed in this publication/website

do not necessarily reflect those of Hamilton Community

Foundation”.

5. If you are unsure, please don’t hesitate to contact us.

The Foundation’s website contains a number of suggestions for publicizing the impact of your work, including a sample media release, and other ways HCF can support you in this. **Please visit “logo and recognition guidelines” in the *Grants & Loans* section.**

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