



**Art & Science Funding**  
**July 1, 2015 – June 30, 2016**  
**GRANT CREDIT AND PUBLICITY**  
**EXHIBIT E**

**Credit Language** - As a grantee, you are required to credit (with logos and credit lines) the City of Flagstaff BBB Revenues, Flagstaff Arts Council and Flagstaff365.com (online only for 365) in all printed materials and publicity, whether for a specific project or for your overall operation. You should also list the funders in the appropriate financial category in any printed or installed donor recognition lists. See the reverse side for approved language and instructions.

**Logos** - Please incorporate the logos of the City of Flagstaff BBB Revenues, Flagstaff Arts Council and Flagstaff365.com (online only) in your publicity and informational materials. Including this information in as many places as possible helps our community understand the impact of the BBB Revenues and public funding of the arts, science and culture. Place the Flagstaff Arts Council and Flagstaff365 logo on your website, linking them to the corresponding pages. All of the funders' logos are available for download in a printable formats, in color and black/white, on Flagstaff Arts Council's website at <http://flagartscouncil.org/the-arts-council/grants/resources-grant-recipients/>. See the reverse side for additional information.


### **Where and How to Use Credit Language and Logos**

1. **Promotional Materials:** Credit "City of Flagstaff BBB Revenues" and "Flagstaff Arts Council", and promote "Flagstaff365.com" or use available logos in printed materials (including newsletters, press releases, announcements, catalogs, educational materials and invitations), films/video tapes, electronic transmissions (including your organization or event website), and announcements (such as radio or television announcements or pre-show announcements) regarding all activities under this Agreement.
2. **Promotional Appearances and Print Interviews:** On television and radio appearances by your representative(s), verbally acknowledge, at least once during a broadcast, the support your organization received from City of Flagstaff BBB Revenues and Flagstaff Arts Council toward your project or for your overall operations. Also, you should acknowledge the funders support in any newspaper, magazine or online interviews about your organization's program(s).
3. **Programs:** Credit "City of Flagstaff BBB Revenues", "Flagstaff Arts Council" and "Flagstaff365.com" on the title page of printed programs in a type size no smaller than **7 point**. Also, list the funders in the donor category most appropriate to the level of financial support that your organization is receiving.
4. **Verbal Credit:** When written credit is not applicable - such as when there is not a printed program - give verbal credit prior to each performance for activity.
5. **Advertising:** Credit the funders in all project-related print advertising that is 10 column inches or larger. Billboard advertising should also include funder credit.

### **Above and Beyond**

1. Write a letter-to-the editor about your funded programs thanking the funders and Flagstaff residents for supporting the BBB Revenues.
2. Invite funders, particularly city elected officials, to your programs and/or activities.

**Please second page for more--**


**FLAGSTAFF  
ARTS  
COUNCIL**  
 Art & Science Funding  
 July 1, 2015 – June 30, 2016  
**GRANT CREDIT AND PUBLICITY  
EXHIBIT E Cont.**

**PLEASE READ CAREFULLY. NEW INSTRUCTIONS. Failure to follow these instructions can result in disqualification of your application in future grant years!**

**Logos MUST be used on the following for all grant-funded activities:**

- Websites  
(linked to <http://flagstaffaz.gov> and <http://flagartscouncil.org> and <http://flagstaff365.com> respectively)
- Promotion emails  
(linked to <http://flagstaffaz.gov> and <http://flagartscouncil.org> and <http://flagstaff365.com> respectively)
- Posters and/or flyers
- Postcards and/or printed invitations
- Brochures and/or any other print publication for funded programs

When logos do not fit due to size constraints, please use text (this language should also be used for pre-show announcements, or on radio announcements, whenever possible):

“City of Flagstaff / BBB Revenues”  
and “Flagstaff Arts Council”

or:

“Supported by BBB Revenues from the City of Flagstaff and Flagstaff Arts Council”

or:

“Funding provided by BBB Revenues from the City of Flagstaff and Flagstaff Arts Council”

**Use of Logos and Credit Language**

Logo examples are shown below. Color and black/white versions are available for download at: <http://flagartscouncil.org/the-arts-council/grants/resources-grant-recipients/>.

Use **ONLY** the approved logos on this website when crediting support from these grants. The BBB logo should not be smaller than .75” wide and the Flagstaff Arts Council logo should not be smaller than .75” wide for horizontal version and .75” tall for vertical version.

**Ideal size:**



1.5” width



1.75” width



1.5” width (website only)

**Minimum size:**



.75” width



.75” width



.75” Height



.75” width (website only)