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## ArtsEverywhere Grant Recipient Recognition Guidelines

**Please note:** *Now that the Community Foundation no longer operates ArtsEverywhere.com, please make sure that you remove any links to the ArtsEverywhere.com website on your own sites. Also, please use the Community Foundation's logo, rather than the ArtsEverywhere logo, when recognizing us.*

As a grant recipient, you are asked to recognize 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's ArtsEverywhere initiative."** You can download the logo from our website: [www.cfsjc.org](http://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 Laura Moran Walton. 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 programs or other publications that include advertising space, please give the Foundation the opportunity to place a complimentary ad in them. Contact Laura Moran Walton with the dimensions of the available space at least two weeks prior to your deadline, and she'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. (If you have questions about what type of image to provide or how to best showcase the activity, please contact Laura Moran Walton at the Foundation.) We ask for this in order to have the option of featuring your organization in our print and online Foundation communications.

If you have questions about these communication guidelines or anything related to them, please email or call **Laura Moran Walton, Director of Public Relations and Communication**, at [laura@cfsjc.org](mailto:laura@cfsjc.org) or 232-0041. Thank you!