### Guide to assist with acknowledgement and publicity of

### Colac Otway Shire Grant funding

The following examples will assist you to acknowledge Council’s grants program funding support of your project or event.

### Printed and verbal acknowledgment

#### Acknowledge the Council’s funding support in published or printed materials, speeches, or other forms of presentations.

The Colac Otway Shire Council’s funding can be acknowledged:

* in media releases and social media posts
* in documents, publications, reports, brochures, posters, fliers and the like. The Colac Otway Shire Council should also be given the opportunity to contribute a sponsor’s message for any relevant publication.
* on websites. Websites developed with the Council’s funding support should also include a link to the Council’s website. You should contact the Council’s communications team for Council’s website URL.
* in speeches and presentations about the project activity or event
* The [insert Name of project or event] is/was supported by the Colac Otway Shire Grants Program.
* You can obtain a high-resolution version of the logo in the format required from Council’s grants officer or communications team on inq@colacotway.vic.gov.au
* Liaise with the communications team to provide a proof of artwork for publications or signage featuring the Colac Otway Shire Council brand for approval prior to final production.



*An example of the logo to use is shown here. There are variations on how the logo is to be used depending on what you are publishing or printing. It cannot be altered without permission.*

### Colac Otway Shire Council representative opportunities

**Invite Council’s representative/s to an opportunity to open or launch the funded project activity and invite them to significant events.**

Please give adequate notice (recommend at least two months’ lead time) and work with the Colac Otway Shire Council to coordinate the representative’s role in the opening or launch, or their attendance at events.

* Forward invitation to: ea-executiveoffice@colacotway.vic.gov.au

### Colac Otway Shire Council branding at events

#### The Colac Otway Shire Council’s flags or banners are to be prominently displayed at all openings, launches and events supported by or associated with Council’s funding support.

Council flags and banners can be borrowed from the Colac Otway Shire Council. Your organisation is responsible for their collection, display and prompt return.

* Contact Council’s Events Officer on [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

### Capital projects acknowledgement

#### For larger capital works projects, the Colac Otway Shire Council’s funding support is to be acknowledged on signage.

The Colac Otway Shire Council’s logo is to be displayed on:

* Temporary signs erected while the work is being done
* Permanent signage, such as a plaque.

Contact Council’s grants officer or communications team to obtain the current Colac Otway Shire Council logo.

### Reporting on acknowledgment of the Council’s funding support

**At the completion of the project or event, you will submit a grant Acquittal Report which includes details of how the Council’s funding support was acknowledged.**

Keep copies to upload in the Acquittal Report.

**For assistance**

Contact the Grants Officer or Communications team at Colac Otway Shire on [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) or

(03) 5232 9400.