

Acknowledging Arts Foundation of Cape Cod Support

The following section is in addition to the Grant Acceptance Form required by the Arts Foundation of Cape Cod. It explains the requirements for crediting the AFCC. The Arts Foundation of Cape Cod is referred to as AFCC; your organization is the Grantee. Compliance with these requirements will be reviewed in grant reports and as part of future grant requests made by your organization. Failure to comply with these requirements as outlined below will render the recipient ineligible for future funding from the AFCC.

CREDIT

- **AFCC Credit Logo.** AFCC must be credited by using the current credit logo. Logos are supplied to all grant Grantees on a CD and include PC, MAC & eps images in color and black & white. The logo must be produced as a unit without alteration. The logo is also available online at www.artsfoundation.org
- **Promotional Materials.** Credit must be given by using the AFCC logo in printed materials (including season and subscription brochures, newsletters, press releases, advertisements, and announcements) as well as in films or video tapes. Any promotional material (regardless of size or length) prepared by the Grantee, that credits another funding source, must also credit the AFCC.
- **Online Materials.** Use the credit logo prominently in online materials (including web sites, listservs, electronically distributed releases and intranets.) The electronic logo should link to the AFCC web site, www.artsfoundation.org.
- **Programs/Playbills.** Credit must be given on the title page of all programs printed by a grant Grantee in a type size not smaller than 10 point.
- **Exhibition Signage.** For any exhibition presented with funding from the AFCC, the wall text must include the AFCC listed with other major public, private and corporate sponsors, in proportional order of the size of contribution. If there is no sponsor list in the wall text, a placard must be placed at the entrance to the exhibit crediting the AFCC. Non-written announcements apply to such situations as radio broadcasts and audio descriptions for people who are hearing impaired.
- **Educational Materials.** Credit must be given to the AFCC in all educational materials distributed in association with any AFCC-funded program/exhibition, such as brochures, pamphlets, flyers, etc.
- **Verbal Credit.** When written credit is not applicable, such as when there is no printed program, verbal credit shall be given prior to each performance. If an announcement is not feasible, a sign must be placed in the lobby crediting the AFCC.
- **Donor Recognition.** Any wall plaques or advertisements that acknowledge the Grantee's annual or ongoing support from corporations and/or foundations must also acknowledge the AFCC.
- **Collaborators.** Organizations that are official collaborators with the primary grant Grantee must comply with these requirements. The Grantee is responsible for informing said collaborators of this policy and ensuring they fulfill these obligations.
- **Co-sponsorship.** Those programs that are "co-sponsored" will have additional, specific publicity requirements, dependent on the program at the time of negotiation. Under no circumstances may a Grantee state or imply that its programs and/or activities are "sponsored," "co-sponsored" or "presented" by the AFCC without expressed, written consent from the AFCC.

The AFCC reserves the right to negotiate additional requirements regarding credit and publicity on a case by case basis. Failure to comply with these requirements will render the recipient ineligible for future funding from the AFCC.