

Acknowledging Council Support



As a condition of funding, all grant recipients are required to publicly acknowledge Council's support in line with the level of funding received. Evidence of this acknowledgement will be required in the funding acquittal.



There are many ways to acknowledge Council's funding. These include:

- Display a Council banner at your event. Please contact your local Community Activation Officer to arrange use of these banners. Council has available:
 - Pull up banners suitable for indoor events.
 - Tear drop banners suitable for outdoor use.
 - Large fence banners suitable for events where a fence is available to attach the banner.
- Use Council's logo on print or digital materials. The Grants Team can email you the logo along with the Council Style Guide.
- Using social media to acknowledge and thank Council for their support.
- Articles in print media such as local newsletters or newspapers.
- Announcements on the day of the event over the PA system.
- Signs, stickers or plaques on equipment purchases.

Additional acknowledgement is required for larger funding amounts and is specifically set out in the guidelines for the **Major Events** and **Destination Events** programs. These additions include:

- Western Downs Regional Council branded signage placed in prominent position throughout event site.
- Verbal (and video if available) acknowledgement from MC .
- Online acknowledgement on social media platforms, event website with prominent placement of Western Downs Regional Council logo.
- A site provided free of charge within event zone for Western Downs Regional Council Tourism marquee.

Remember to take photos or keep copies (or screenshots) of your acknowledgement to include in your funding acquittal.

If you are unsure about how to acknowledge Council support, please reach out to the Grants Team to discuss your options.

**Please refer to the full Program Guidelines for further information. Need assistance?
Contact the Grants Team on 1300 COUNCIL (1300 268 624) or grants@wdrc.qld.gov.au**

