

Acknowledgment guidelines



HOW DO I IDENTIFY THE CITY OF HOBART IN MY COMMUNICATIONS?

Please refer to the City of Hobart as a supporter of your project, not partner, sponsor or funder.



DO WE NEED TO INCLUDE A MESSAGE FROM THE LORD MAYOR?

It is optional and we would appreciate opportunity for the Lord Mayor to provide a message. Please note, your request for the message needs to be received no less than three (3) weeks prior to your deadline.

To arrange a message contact the Lord Mayor of ce on:
lord.mayor@hobartcity.com.au



DO I NEED TO SEND INVITATIONS TO ELECTED MEMBERS AND STAFF?

YES. Knowing your event is on and having the opportunity to attend gives the Lord Mayor, Elected Members and staff an opportunity to experience the work you do. You can find the Lord Mayor and Elected Members email addresses on our website: www.hobartcity.com.au/Council/Elected-Members/Current-Elected-Members



DO I NEED TO PROVIDE ELECTED MEMBERS AND STAFF WITH FREE TICKETS TO OUR EVENT?

NO. Free tickets are not required for this level of funding, but you may offer them if you wish



DO I NEED TO INVITE THE LORD MAYOR OR NOMINATED REPRESENTATIVE TO A MEDIA INTERVIEW?

It is optional and we would appreciate opportunities for the Lord Mayor or nominated representative to speak to the media if interviews are being pre-arranged.

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DO I NEED TO TAKE PHOTOS AT OUR EVENT?

YES. Our Acquittal Form will require you to provide 3 good quality images. If the photos contain images of children who are identifiable and you would like to use them in your Acquittal or for your own future promotion, you must use a Talent Release Form to receive permission to use the image and/or video.

We can provide you with a copy of our Talent Release Form to copy and use, or you may have one of your own you would prefer to use. Please email grants@hobartcity.com.au

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IS THE CITY OF HOBART ABLE TO ASSIST US WITH PROMOTION?

YES. Because we are investing in your project we would like to actively support you with promotion. To have your activity featured on the City of Hobart's Upcoming Events web page and our Facebook page, please complete the request for promotion form on your SmartyGrants account. We ask you to submit the form at least four (4) weeks before your activity starts. If you cannot find the form, please email grants@hobartcity.com.au

If you forward a copy of your finalised invitation or flyer to the Grants Officer, it will be forwarded to appropriate staff who can send it through their networks.

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WHO DO I CONTACT FOR HELP?

Please direct all questions to the Community Life Grants Officer: grants@hobartcity.com.au or phone **03 6238 2132**.



image: Alastair Bett

Acknowledgment checklist

ITEM	REQUIRED ACTIONS	COMPLETED
		YES
1.	Select the correct logo. If the grant you received from us is one of two or more received from other funders please select Version A logo. If we are providing the only funding support that requires acknowledgment please select Version B logo that includes the words "Supported By".	
2.	Place the correct logo on the bottom of all advertising, flyers, posters or programs. This includes flyers to be uploaded to Facebook and other online platforms.	
3.	Ensure the logo is placed on a white background. If this does not work for your design please contact the City of Hobart Communications Unit on communications@hobartcity.com.au	
4.	Send all material containing our logo to communications@hobartcity.com.au and grants@hobartcity.com.au for approval. You will need to seek approval before it can be printed or released to the public, so allow time for this process in your planning.	
5.	Obtain our event signage to use at your event: a pull up banner and/or teardrop banner. Email the City of Hobart's Communications Unit five (5) business days before your activity to make a booking and organise pick up email: communications@hobartcity.com.au	
6.	If you decided to invite the Lord Mayor and Elected Members go to the City of Hobart website to find their email addresses.	
7.	If you decide to include a message from the Lord Mayor, please contact their office no less than three (3) weeks before your deadline. Email: lord.mayor@hobartcity.com.au	
8.	Decide who will take photographs at your activity. If the photos will contain images of children who are identifiable make copies of a Talent Release Form to have on hand for an appropriate guardian or parent to sign.	
9.	Please complete the online promotion request form via SmartyGrants so your activity can be featured on the City's website and Facebook page.	
10.	If you would like us to promote your event through our networks please forward a copy of your finalised flyer to: grants@hobartcity.com.au	