



## Scottish Natural Heritage grant programme

### How to acknowledge our support for your project

We, Scottish Natural Heritage, are a publicly funded organisation. It is important that we provide information about the grants we make and what they are used for. We do this in our 'Facts and figures' publication. We also have the right to produce press releases and to promote individual grant offers.

One of the conditions of receiving a grant is that you acknowledge the contribution we have made to your project. We will ask you in your application how you will acknowledge our grant. For grants of £10,000 and over, we will agree plans for acknowledgment with you and we will monitor what you do. If a grant relates to work at a specific site or sites, we will expect you to acknowledge our support on the site (where this is appropriate).

You must also acknowledge the grant in all relevant publicity material, for example, leaflets, posters, exhibition catalogues, guidebooks, adverts (including adverts for posts supported by us), reports and press releases. If your organisation has a website or web pages that give details of your project, this is an ideal place to acknowledge us. The grant offer letter will confirm arrangements for acknowledging our grant.

We can provide a plaque that you can use to acknowledge our grant. There are also many ways that you can produce your own acknowledgement materials. However, if you plan to produce your own materials, you will need to send your final designs to your nominated grant officer for approval.

#### Using logos

We will encourage you to use our bilingual logo, where appropriate, particularly in the Highlands and Western Isles. The logos are available from our publications staff ([pubs@snh.gov.uk](mailto:pubs@snh.gov.uk)), along with guidance on use of the logo and colours.

#### Appropriate phrasing

As well as our logo, you will need to include a statement to acknowledge our support, such as:

'This project is supported by Scottish Natural Heritage. Working with Scotland's people to care for our natural heritage.'

#### Correct positioning

If you are producing a horizontal list of your funders and we have made the greatest contribution, our logo should appear to the left. If the list is vertical, our logo should appear at the top.

## Media attention

If you do receive a grant from us, you may want to tell your local media about it. Our press and public relations staff ([snhpressoffice@snh.gov.uk](mailto:snhpressoffice@snh.gov.uk)) can offer you advice on the best way to do this.

Write to:

### **Scottish Natural Heritage**

Funding Group

Battleby

Redgorton

Perth PE1 3EW

Phone: 01738 458677

Fax: 01738 458627

E-mail: [grants@snh.gov.uk](mailto:grants@snh.gov.uk)

