

Guidance Note on Information and Publicity

1. General

Fermanagh and Omagh District Council supports the local community with financial assistance through the Grant Aid system for community development and non-profit organisations. It is a requirement that groups and organisations which have received funding for initiatives and projects, as well as capital development, acknowledge this support on all publicity.

2. Recognition of Fermanagh and Omagh District Council funding.

Every project, initiative and development which is financially assisted by Fermanagh and Omagh District Council through grant aid is required to recognise this financial contribution through the use of the Council brand on all publicity material and by acknowledgement in press releases and other media information.

3. Use of the Council brand

All printed material, such as leaflets, posters, plaques, workbooks, manuals etc., developed in connection with a project or initiative which receives grant assistance from Fermanagh and Omagh District Council must carry the Council's brand. These guidance notes should be read in conjunction with the *Fermanagh and Omagh District Council logo guidelines* document which can be downloaded from the Council's website, www.fermanaghomagh.com

- The Council brand must be used in full, with the logo mark and the words Fermanagh and Omagh District Council and Comhairle Ceantair Fhear Manach agus na hÓmaí retained.
- The Council brand must be set horizontally on the page and not placed at an angle.
- The logo mark and the words may not be split up, distorted or stretched.
- The font may not be changed or the words edited.
- Do not frame the logo or create a box around it.
- The Council's logo may be printed either in black and white or in colour.
- In reproducing the Council logo in colour, only the corporate colour, purple, should be used.
- The Pantone reference number for the Council's corporate colour is **2603c**, and the RGB reference is **R=90, G=40, B= 127**.

4. Press releases and other media

The support of Fermanagh and Omagh District Council must be acknowledged in all press and media material issued in connection with a project or initiative which receives grant assistance.

All press releases should include the phrase “**This project has been funded/ part-funded by Fermanagh and Omagh District Council**” as applicable.

The support of Fermanagh and Omagh District Council must be acknowledged in all radio/television interviews in connection with a project or initiative which receives grant assistance.

All press releases, and publicity material including posters, leaflets, workbooks, etc., should be forwarded in draft format to the Council’s PR service by emailing info@fermanaghomagh.com prior to publication.

5. Community Festivals Fund – Use of Logo

All grants must be acknowledged on all printed material associated with the project/event. The Council’s logo can be obtained on the Council’s website :- <http://www.fermanaghomagh.com/residential-services/funding-and-grants-2/publicity-2/>.

In respect for **Festivals and Events – Large**, applicants must **also** include the **Department for Communities (DfC) logo** on all publicity and printed material relating to the event. **Festival organisers should forward low resolution copies of all materials to the Funding & Investment Unit of the Council for approval prior to publication: Email: grants@fermanaghomagh.com** The DfC logo can be obtained from the Funding & Investment Unit of the Council or downloaded from the Publicity Guidelines section of the Council website.

When using the logo, festival organisers should note that the colours / typeface / proportions of the logo should not be changed and it should not be distorted or placed on a background colour / image which obscures it or makes it difficult to read. Any of these would mean that materials would not be approved. If you require any further guidance, please contact the Funding & Investment Unit of the Council at the email address above.

6. Good Relations Funding – Use of Logo

In respect of **Good Relations**, applicants must **also** include the **Executive Office logo** on all publicity and printed material relating to the project/event. The logo can be obtained from the Funding & Investment Unit of the Council (when required).