

ACKNOWLEDGING COUNCIL'S SUPPORT FOR COMMUNITY GRANTS AND FUNDING

If you receive grant or sponsorship funding from Kempsey Shire Council, it's essential to acknowledge Council's support. This guide outlines how to do so.

Please Note: You must provide evidence of this acknowledgment when you submit your project completion report.

Logo Acknowledgement

Council's logo must appear on all promotional materials, media, and signage related to your funded activity throughout the funding period. This includes:

- Flyers, posters, advertisements, videos, websites, and digital applications
- Signage for infrastructure projects, which should acknowledge Council for the life of the infrastructure



- Use the **stacked logo** if possible. (Other versions are available if the stacked logo isn't suitable.)
- Place the logo to the **right** of partner logos and ensure it's the **same size** as other logos.
- Don't alter or copy the logo from a website or publication—use the correct file linked below.

To clarify that the activity is supported by Council funding but is not run by Council, please include one of the suggested statements below.

Download the logo here: ksc.pub/ksclogo

For questions about logo use, contact the Communications Team:

Email: communications@kempsey.nsw.gov.au

Word Acknowledgement

In all media statements, speeches, newsletters, and other materials, please acknowledge Council's support. Suggested statements include:

- "This event/project is supported by a Community Grant from Kempsey Shire Council."
- "Proudly supported by Kempsey Shire Council."

If multiple funders contributed to your project, list them in order of the amount contributed.

Kempsey Shire Council acknowledges the land of the Thunggutti/Dunghutti Nation. We pay respect to Elders past and present. We acknowledge the role of emerging leaders to continue to guide us in the future. We acknowledge the Stolen Generations and the need to change practices to be inclusive. This land always was and always will be Thunggutti/Dunghutti land.



Inviting the Mayor and Councillors to Events, Project Launches & Media Opportunities

We encourage you to invite the Mayor and Councillors to attend any events or launches associated with the funded activity.

How to Send an Invitation:

Send an email at least two weeks before the event with the following information:

- **Date, time, and location** of the event
- **Who will be attending** (e.g., community members, officials)
- What the event is, how Council was involved, and what the funding supported
- Any formal roles or duties you'd like the Mayor or Councillors to perform
- **Your contact details** for follow-up

Contact the Mayor's Office:

Email: ksc@kempsey.nsw.gov.au (ATTN: Mayor's Office)

Phone: 02 6566 3200

Approval for Permanent Signage with Council's Logo

If your project includes permanent signage featuring Council's logo, please send the design to Council for approval before production. Allow at least five business days for feedback.

For More Information:

- **Community Grants Program:**
Contact the Community Development Team:
Email: community@kempsey.nsw.gov.au
Phone: 02 6566 3200
- **Logo Use:**
Contact Communications:
Email: communications@kempsey.nsw.gov.au
- **Mayor/Councillor Availability:**
Email: ksc@kempsey.nsw.gov.au (ATTN: Mayor's Office)
Phone: 02 6566 3200

