

Local History Grants Program

Acknowledgment Advice

As indicated in your application, you are required to acknowledge the support of the Victorian Government in making your project possible by displaying or printing the Victorian Government and Public Record Office Victoria logos, and including a written acknowledgement provided in this document.

GENERAL LOGO AND ACKNOWLEDGEMENT GUIDELINES

1. The acknowledgment text must follow the words provided in this document (see page 2).
2. The logos can be downloaded from prov.vic.gov.au/community-programs/grants-awards/local-history-grants

If you require assistance with the Government acknowledgement, please contact the Grants Administrator at grants@prov.vic.gov.au

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| Book | The acknowledgment text and logos should appear on the copyright page (which gives details of the book's publication). If a page of acknowledgments appears, the text should be reproduced at the start of this page. |
| CD, DVD | The acknowledgment text and logos should appear on the inner sleeve of the CD/DVD case, and on the CD/DVD if labels are included. |
| Conservation, Cataloguing, Microfilm | The acknowledgment text and logos should be included in any promotional publications such as flyers, newsletters etc. |
| Exhibition or Display | The acknowledgment text and logos should appear on a display board that includes exhibition production details (usually at the beginning or end of the exhibition). |
| Heritage Trail or Walk | The acknowledgment text and logos should appear on a display board that includes production details of the trail (usually at the beginning or end) and any published supporting material. |
| Oral History and Training | The acknowledgment text and logos should appear on any reproduction ie. CD or website and any training material produced. |
| Photographic reproduction or restoration | The acknowledgment text and logos should appear on any website, promotional publications such as flyers, newsletters etc. |
| Film | The acknowledgement text and logo should appear on the final shot following the credits and remain on screen as a still until fade out. |
| Website | The acknowledgement text and logo should appear along the footer of the master webpage |
| Promotional Materials | If you are promoting your grant or project via media releases, newsletters, posters or other means, please ensure you also include the acknowledgement text. If distributing a media release please also notify our Communications Team via media@prov.vic.gov.au . |

Acknowledgment text

[Insert your Organisation Name] gratefully acknowledges the support of the Victorian Government and Public Record Office Victoria for making this project possible.

Use of Victorian Government Logo and Guidelines



Guidelines for Use

This logo must be used on all public materials relating to your funded project or activity. Its size and placement should be commensurate with the level of support provided by the Victorian Government and relative to other supporters or sponsors. Minimum size, clear space and other requirements are outlined below.

Minimum size

When used in **print**, the logo must not be any smaller than 11mm (h) x 19.36mm (w). *Please note the images provided are not actual size and is for reference only.*



When used **on screen**, the logo must not be any smaller than 50px (h) x 88px (w). *Please note the images provided are not actual size and is for reference only.*



Clear space

Above, below and to each side of the logo there must be clear space equal to the height of the "V" in Victoria contained within the logo.



Other Requirements

- The logo elements cannot be split, resized or coloured individually.
- No alterations or distortions can be made to the logo device.
- The logo is not to be redrawn or hand-duplicated.

Public Record Office Victoria Logo and Guidelines



The Public Record Office Victoria logo must be used in proportion, and to the left, of the Vic Gov logo.

- The logo elements cannot be split, resized or coloured individually.
- No alterations or distortions can be made to the logo device.
- The logo is not to be redrawn or hand-duplicated.

An example of how the logos should be placed:

