

The Nova Scotia Department of Communities, Culture and Heritage requires that funding recipients adhere to the following communications guidelines:

- A. **Public Announcements:** Please contact the department to obtain approval prior to releasing funding information or making public announcements and allow two weeks for this purpose. The Department of Communities, Culture & Heritage may make an initial public announcement of the project. All funding information is considered confidential until such time as a public announcement has been made.
- B. **Acknowledgment and Logo:** Support for this project must be acknowledged through the inclusion of the Province of Nova Scotia logo in all electronic and print communications material, i.e. brochures and advertising. The logo can be downloaded from <http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>

The following is an example of text which may be used in press releases or anywhere a written acknowledgment of funding partners is used:

“XYZ Organization recognizes the support of the Province of Nova Scotia. We are pleased to work in partnership with the Department of Communities, Culture and Heritage to develop and promote our cultural resources for all Nova Scotians.”

- C. **Public Events:** Should you be planning a public event where funding announcements will be made, it is required that the Minister of Communities, Culture and Heritage or his/her designate be contacted for potential participation and a mutually agreed upon time be arranged. In order to make necessary arrangements, 30 days notice is recommended.

Please feel free to contact your program officer should you require any further assistance.

Title: Requirements for Acknowledging Funding
Date: 28 May 2015
Contact: Communities, Culture and Heritage
1741 Brunswick Street, 3rd Floor
P.O. Box 456, STN Central
Halifax, Nova Scotia B3J 2R5
Tel: 902 424-2170