

Acknowledgement Requirements for Grant Recipients

Congratulations on being recommended for funding from Broward Cultural Division. Acknowledgment of the Division's support is a contractual obligation of receiving County funds and helps to ensure recognition of the County's support of arts and culture. This supplemental packet reviews the acknowledgment guidelines required for grant recipients, which are also listed with logos available to download on the Cultural Division's [website here](#).

Grant recipient requirements:

1. Acknowledge the Cultural Division
2. Submit content to ArtsCalendar.com
3. Place ArtsCalendar.com logo on your website

Grant recipients are required to acknowledge the County's support in all online and print materials related to the funded organization, program, or project. In general, recognition is required for the duration of the project (for Artists Support and Program Support grants) or for the entirety of the grant period (for General Operating Support).

If notified by Broward Cultural Division, some support recipients may also be required to acknowledge the Greater Fort Lauderdale Convention and Visitors Bureau.

Additionally, grant recipients are required to submit program and event listings to ArtsCalendar.com, the Division's primary outlet for promoting arts and culture in Broward County. When possible, we also ask that the ArtsCalendar logo be placed on grantee websites to help promote the site as a county-wide resource.

Cultural Division Logo Guidelines

Grant recipients are required to place the Cultural Division logo on all printed and online materials as described below:

General Operating Support (GOS) – for organizations receiving major support through GOS, the Cultural Division logo is required for the duration of the project period in which the support is given (Oct. 1-Sept. 30). The logo should be placed in a manner consistent with the level of support given.

Program and Artist Support Grants – for organizations and individuals receiving project-specific grants through our Program Support and Artist Support Grants, the Cultural Division logo is required on all materials related to the specific program or project being funded, for the duration of project.

General Use Guidelines

The logo may be resized to accommodate your needs. When resizing, please ensure the logo's aspect ratio is not changed. For black and white treatments, you may convert the logo to appear in black and white. The logo size and placement should be consistent with your organization's recognition of similar levels of support.

Recognition Statements

When crediting the support of the County in a printed program, radio advertisement, on stage before an event, or in another way that does not involve a logo, please refer to the following guidance. Please note that these crediting statements are not required to be used in conjunction with a logo.

General Operating Support (GOS) – *Major support for [insert organization name] provided by the Broward County Cultural Division, the Cultural Council, and the Broward County Board of County Commissioners.*

Program and Artist Support Grants – *Made possible with support from the Broward County Cultural Division.*

ArtsCalendar.com

As a grant recipient, you are required to create and maintain a current profile listing on the site (as an artist or institution). Additionally, all programming or events available for the public are required to be submitted as calendar event listings on the site. Ensuring your content is listed on the site allows the Cultural Division's marketing team to assist in promoting your work and projects with our audiences via eblasts, social media, articles, etc.

When possible, we ask that the ArtsCalendar.com logo be placed on grantee websites to help promote the site as a county-wide resource.

Submitting to ArtsCalendar.com

To submit your project or program listing and/or update your profile, you will need to log in to your account: [ArtsCalendar.com/login](https://www.ArtsCalendar.com/login). You can find directions and guidance regarding this process on [ArtsCalendar.com](https://www.ArtsCalendar.com) [here](#).

For questions or support submitting content to ArtsCalendar.com, please contact Madelyn Smith at mjsmith@broward.org or 954-357-6023

Social Media

In addition to its two websites, the Cultural Division also promotes events and opportunities through Facebook, Twitter, and Instagram. Tagging the Division provides us with content to promote and helps us boost grantee advertising.

When you tag us in your social media content, it helps us to support and promote your work more effectively.

Follow the Division and ArtsCalendar.com to interact with our accounts so we can cross-promote arts and culture in Broward County.

Tag Broward Cultural Division (@BrowardArts)

- Facebook: [@BrowardArts](#)
- Instagram: [@BrowardArts](#)
- Twitter: [@BrowardArts](#)
- YouTube: [@BrowardArts](#)

Tag ArtsCalendar.com (@ArtsCalendar)

- Facebook: [@ArtsCalendar](#)
- Twitter: [@BrowardArtsCal](#)

For additional information or review of your funding acknowledgement, contact the grants department or Cultural Division Marketing Manager Meredith Clements at mclements@broward.org at least 48 hours prior to release of materials to a third party.

Note: Advanced approval is not mandatory but because crediting is required to receive funding, we suggest you seek approval for any acknowledgement in question.