



Winchester
City Council

Publicity protocol for grant recipients

Congratulations on receiving a grant from Winchester City Council. We want to help you get the most out of your grant and also ensure the Council receives appropriate recognition for its funding. The notes below set out what we expect you to do and how we can help you.

Logo: We can provide you with full colour or black-and-white logos for use in your publicity. The statement 'supported by' must be used in conjunction with the words Winchester City Council in any written publicity. You will also be sent the official 'supported by' logo which must be used on publications or where other logos appear. Please note this logo must not be used as part of a sentence.

Display of logo: If you receive regular capital or revenue funding from us you must display the Winchester City Council logo in your foyer, with any other funders' logos elsewhere in your building and on your literature.

Type of grant: In all publicity please indicate the type of grant you have received e.g. small grant scheme.

Website: We will include details of your grant and what it has enabled you to achieve on the grants pages of our website at www.winchester.gov.uk If you have your own website, news of the receipt of our grant and our logo should be included. Logos can be provided at suitable resolution for websites.

Publicity: The Council will publicise grants that have been awarded but will also expect publicity to be sought by recipients. Publicity about the activity/activities that have been achieved with grant-funding must mention both the City Council and the type of grant received. A quote from the City Council may also be included by agreement with the Communications Team.

Attendance at events: The Mayor of Winchester may be able to attend your event or photocall on some occasions. You can find out if the Mayor is available by contacting the Mayor's Secretary on 01962 848259.

For further communications questions please contact the Communications Team:
communications@winchester.gov.uk