

FUNDING ACKNOWLEDGEMENT REQUIREMENT

Upon award of an Indiana Office of Community and Rural Affairs (OCRA) grant award, the grantee serves as the responsible party for recognizing the funder(s) on the final product and to include OCRA in any celebratory event relating to the project. These events may include but not limited to a ground breaking or ribbon cutting ceremony. Details for each are included below.

- There is a minimum of (1) one kick off or completion celebration event required per project award of which OCRA is invited to attend.
 - Please include an acknowledgement of the Office of Community and Rural Affairs' contribution into the design of your construction or quality of life project.
1. **GENERAL GUIDELINES:**
 - a. Proposed design plan shall be submitted along with a description for its reasoning to the Project Manager for final approval prior to installing, sending to print or anything considered a final product.
 - b. Up to 2% of total local match not exceeding \$1,500 can be allocated to the implementation of this requirement.
 2. **SIZE:**
 - a. The width of the logo should be proportionate to the height, and the logo should not appear distorted. The size at which the logo is used must be proportionate to the size of the materials you are producing, to make sure it's clear and easy to read.
 3. **MATERIAL:**
 - a. May be raised, engraved or etched panel of stone, wood, glass or metal (other materials to be approved by OCRA prior to construction)
 - b. Should be mounted on prominent vertical surface or eye-level horizontal surface
 - c. Should be mounted surface or flush mount on walls, and flush on walkways
 - d. Should be incorporated into or attached to a permanent surface within the project
 - e. Each plaque shall exhibit consistency with and reflect the architectural integrity of the project/building
 - f. Complimentary mediums created in a manner that is complementary to the finished design may be approved by the OCRA contact as indicated by your grant agreement.
 4. **ELEMENTS:**
 - a. Minimum 1" text height
 - b. Include an image of the OCRA logo and outline of the State of Indiana or State of Indiana Seal
 - c. The inclusion of the following approved language:
 - i. Brought to you by the Office of Community of Rural Affairs (OCRA)
 - ii. Thank you to the Office of Community and Rural Affairs (OCRA)
 - iii. Brought to you in partnership with the Office of Community and Rural Affairs (OCRA)
 - d. Other partners may be listed or noted
 5. **EXCEPTIONS:**
 - a. NON-PERMANENT PROJECTS (murals, etc.): may incorporate acknowledgement into the design of the project at the same dimensions and other requirements.
 - b. NON-VISIBLE INFRASTRUCTURE PROJECTS (wastewater, stormwater, etc.): Please include reference to award in mailing or billing.
 - i. EX: "You are saving \$5.91 per month on your water bill thanks to funding provided by the Office of Community and Rural Affairs (OCRA)."
 6. **MAINTENANCE:**
 - a. The maintenance of the approved funding acknowledgement is the obligation of the community. The community must ensure the funding acknowledgement is legible.

7. DISCLAIMER:

- a. OCRA has the option to require the removal of the signage at any time. Written notice will be provided by OCRA for its removal.

8. EVENT:

- a. An event to celebrate and promote the project should be conducted. The event may be to kick off, complete, engage the community, etc.
- b. This event should be scheduled with OCRA. OCRA will agree to have a representative there barring any unforeseen circumstances. These events are often referred to as ground breaking or ribbon cutting ceremonies or something of similar nature.
- c. A minimum of one month notice of the event should be provided to your Community Liaison at which time they will provide you with an Event Sheet. You will be notified of the name or names of the OCRA staff who will be present.
- d. Any necessary quotes needed for local media will be coordinated through our office.
- e. Photos taken during the event should be shared with OCRA.