



Heritage Grants Publicity Requirements

Congratulations on your recent grant award! This document will remind you of the importance of promoting your grant-funded project to your community, media, friends, and others. If at any time you have questions or need assistance with the publicity requirements for Heritage Grants, please call the Michigan Humanities Council at 517.372.7770.

As stated in your grant contract, by accepting these grant funds you agree to:

- Include Michigan Humanities Council logo in all publicity and programming materials intended for viewing by the general public.
- Mention MHC funding in speaking engagements and discussion with the media, as related to your grant project.
- If you deem it appropriate, contact your federal legislators regarding your award.

Why do we need your help to include Michigan Humanities Council Credit?

The Michigan Humanities Council relies on a combination of public and private funding to make grants available to nonprofit organizations like yours. By helping to promote MHC and your organization, you are not only assisting our mission of increasing our visibility and potential for new revenue sources, but also creating support for your organization.

Please submit information about public events, photos, and other details to:

Joe Cialdella (jcialdella@mihumanities.org)

Notification of Project Activities and Publicity

To ensure a strong partnership, it is vital that you keep MHC updated on grant activities. For events open to the general public, please notify us of dates and publicity materials that you would like us to share and include on our state-wide calendar. The MHC needs this information for a variety of purposes:

- MHC may invite its board members to attend project events
- So that MHC may fulfill reporting requirements to its national affiliate, state partners & funders
- Publicity efforts such as posting to MHC's online calendar of events, inclusion in newsletter, Enews, posting on social media and distribution of press releases

Photo Submission

Without our partners in the field, MHC could not be successful in fulfilling its mission of connecting people and communities through quality humanities and cultural programs. To assist in telling your story, we use your photos in newsletters, annual reports, postcards, social media and mailings to legislators.

Please submit photos you would like to share with a wider audience to Joe (contact information above) throughout the project and/or with the final report.

Providing Credit in Promotion, Publicity Opportunities (logos, credit line)

By accepting these grant funds, you agree to include the MHC logo on all promotional and programming materials, and to mention MHC funding at public events and in speaking with the media. The text credit line that should be used on materials (including websites) is:

[Insert project or event title] is made possible in part by a grant from the Michigan Humanities Council, an affiliate of the National Endowment for the Humanities.

The MHC logo is available for download in a variety of formats on the MHC website:

<http://www.michiganhumanities.org/publicity/>. If you need an additional version or require technical assistance, please contact Carol Taggart – ctaggart@mihumanities.org or 517.372.7770. **DO NOT CHANGE THE LOOK OF THE LOGO – DO NOT STRETCH IT OUT OR CHANGE ITS COLORS.**

When posting information about your project to Facebook or Twitter, please tag MHC. This will help your post reach a wider audience, allow us to connect you with our partners, and keep us up to date. Our official Facebook page is <https://www.facebook.com/MichiganHumanitiesCouncil> and our twitter handle is [@mihumanities](https://twitter.com/mihumanities).

Award Notification Letter to Federal Legislators

Depending on the nature of your project, you may wish to contact your federal elected officials indicating your grant award. This is to inform legislators of the value of MHC-funded projects, since our primary support comes from the federally-funded National Endowment for the Humanities. If you choose to do so, there will be three letters: one to your Congressperson, and one for each of our two U.S. Senators. If you need assistance with legislative addresses or contact information, please contact the Michigan Humanities Council at 517.372.7770. ***Please send a copy of your letter to MHC – these letters are presented to members of Congress in personal visits each year.***

A sample letter can be found on the next page.

Invitation to Legislators

MHC is a state affiliate of the National Endowment for the Humanities. As such, we encouraged that you invite your legislators to all grant-related events that are open to the general public. Whether you think they can attend or not, advising them of programs in their state and district is beneficial and noteworthy.

A template invite can be found on the next page.

Grant Award Notification for Legislators – SAMPLE LETTER

April 1, 2016

The Honorable Jane Doe
U.S. Senate
Washington, D.C. 20510

Dear Senator Doe,

I am writing you to inform you of a grant awarded by the Michigan Humanities Council to bring several cultural performances to Smith Elementary School this summer as part of the “Smithsville Oral History Project.” The school hosted performances that provided students an opportunity to work with humanities professionals and learn how to document oral histories. These histories were shared with parents, teachers, friends and other citizens of the community.

This program was made possible by a grant from the Michigan Humanities Council, a state affiliate of the National Endowment for the Humanities. It was a wonderful educational and community success as represented by the tremendous response and support at our school.

Smith Elementary school is very appreciative of your continued support to help enhance the cultural experiences of our youth.

Thank you for your time and attention.

Sincerely,

Invite Your Legislators – SAMPLE LETTER

April 1, 2016

The Honorable John Doe
U. S. House of Representatives
Washington, D.C. 20515

Dear Representative Doe,

I am writing you to invite you and your staff to the grand opening of the X Exhibit at the Smithsville Community Center on June 1, 2016. This cultural exhibit is being supported in part by a grant from the Michigan Humanities Council.

The X Exhibit features individuals and groups which help bring Michigan's rich cultural history to the public. The community has expressed its support of the program with great attendance each year.

Our event is scheduled to begin at 12:00 noon on June 1, 2016, at the Smithsville Community Center. The City of Smithsville and the Smithsville Community Center would love to share this performance with either you or a member of your staff. And, if you would like, we would be more than willing to include you in our ceremony.

Thank you for your time and attention. I look forward to your response.

Sincerely,