



Quick and Planning Grant 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, legislators, media and friends. If at any time you need assistance while fulfilling the publicity requirements for our 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 and National Endowment for the Humanities logos in all publicity and programming materials
- Mention MHC funding in speaking engagements and discussion with the media, as related to your grant project
- Contact your state and 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.

NOTE: Failure to comply with the publicity requirements could result in forfeiture of grant payments and affect review of your organization's future grant applications.

You may submit event information, photos and other requirements to either:

Karen Rhodes, Grants Manager – krhodes@mihumanities.org

Carol Taggart, Communications and Development Manager – ctaggart@mihumanities.org

Notification of Project Activities and Publicity

To ensure a strong partnership, it is vital that you keep MHC updated on grant activity – including notification of event dates and publicity. 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 a newsletter, 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 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 your photos to Karen or Carol (contact information above) throughout the project or with the final report.

Providing Credit in Promotion, Publicity Opportunities (Logos, Credit Line)

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

_____ is made possible in part by a grant from the Michigan Humanities Council, an affiliate of the National Endowment for the Humanities.

Both logos are available for download in a variety of formats on the MHC website – **Publicity** tab. 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.**

Award Notification Letter to Federal and State Legislators

A letter to your federal and state elected officials indicating your grant award is REQUIRED. This is to inform legislators where taxpayer dollars are going, their purpose and to inform them of the value of MHC-funded projects. There will be five letters required: one to your Congressperson, one for each of our two U.S. Senators and one each to your State Representative and State Senator. 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 and receives state funding through the state arts council, and as such, it is STRONGLY ENCOURAGED that you invite your legislators to all grant-related events. 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, 2015

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 "Smithville Oral History Project." The school will host performances that provided students an opportunity to work with humanities professionals and learn how to document oral histories. These histories will be shared with parents, teachers, friends and other citizens of the community.

This program is made possible by a grant from the Michigan Humanities Council, a state affiliate of the National Endowment for the Humanities. This is a wonderful educational and community success as represented by the tremendous response and support we will receive 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, 2015

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 Smithville Community Center on June 1, 2015. 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, 2015, at the Smithville Community Center. The City of Smithville and the Smithville 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,