

FUNDING ACKNOWLEDGEMENT GUIDELINES

Workforce Analysis and Planning Program (WAPP)

What is Funding Acknowledgement

Funding acknowledgement is exactly what it sounds like, acknowledging the funder(s) making your project possible. It's important to the program funder(s) that their contribution is appropriately acknowledged, and credit is given on any public communications.

If you make a social media post, newsletter update, media release, or other public project communications, the material must be submitted in advance of publication for review and approval. This includes any reports or publications.

You must submit material(s) and receive approval of all communications material(s) in advance of being made public to IAF's Communications Team. Funding Acknowledgment approval must be received before your expense can be produced, used, or reimbursed.



How to Acknowledge Funding

If you want to publicly share any communications materials that relate to your project you will need to acknowledge the program funders, this includes for:

- Social Media Posts
- Videos
- Presentations
- Websites/Webpages
- Brochures
- Posters/signage
- Newsletters
- Media Releases
- Reports/Publications
- Event materials
- And more

Announcing Project Funding

If you'd like to announce your project funding publicly (i.e. via media release, at an event or in a newsletter), you must reach out to IAF with your proposed announcement at least four weeks in advance. The IAF team will help facilitate the approval process. If the program funder(s) haven't announced their investment in your project (i.e. through a media release), they may request that you wait to announce your project publicly until they have made an announcement, but generally they are open to clients announcing project details.

What to Include

Generally, all project-related materials, activities, or events need to have a combination of logos, a credit statement, and disclaimer.

1. Logos

The funders logo set must be included on all printed and electronic materials (publications, signage, presentations, promotional materials, publicity materials etc.).



This program is funded by the Government of Canada
and the Province of British Columbia.

Visit the [Project Resource Hub](#) to download the logos and guidelines.

2. Credit Statement

A credit statement must be used in cases where the logo can't be used such as in articles or publications. This statement can be placed within the first couple pages or at the bottom of the item in an 'acknowledgment' section along with any project funders.

"This [Project, Report, Presentation] was funded by the Government of Canada and the Province of British Columbia through the Agriculture Workforce Development Initiative. The initiative is delivered by the Investment Agriculture Foundation of BC."

3. Disclaimer

A disclaimer is required in reports and other publications, especially when they contain recommendations and opinions. Please include the following disclaimer with the acknowledgement statement:

"Opinions expressed in this [report, publication, etc.] are those of [organization name, the authors, etc.] and not necessarily those of the Government of Canada and the Province of British Columbia."

How to get Approval

1. Design Materials

Design material(s), include appropriate logos, credit line and/or disclaimer

2. Submit Materials

Submit the material(s) on the [IAF Client Portal](#). Please submit material(s) at least 10 days in advance. IAF will facilitate the approval process with the program funders.

3. Address Feedback

IAF will provide you with the feedback received from the funders. If required, you may need to edit the material(s) and re-submit for approval.

4. Receive Approval

Once the materials have been approved by the funder IAF will notify you to confirm that the material(s) is approved for use.

5. Use Materials

Once approval has been given, you're free to use the material(s).

Need help with IAF's Client Portal?

Watch our tutorial on how to submit materials!

[Learn more](#)

Questions?

Not sure where to put the logo and credit line? We're here to help! Reach out to the Communications team at communications@iafbc.ca or give us a call at 250-940-6150.