FUNDING ACKNOWLEDGEMENT GUIDELINES

Environmental Farm Plan Program (EFP)

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.

Create material(s)	Submit for approval	Recieve approval
Create the material(s) with funding acknowledgement	Share materials with IAF for approval through the IAF Client Portal	Wait for IAF approval and then use materials as intended

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 a disclaimer.

1. **Logos**
   The funders' logo set must be included on all printed and electronic materials (publications, signage, presentations, promotional materials, publicity materials, etc.). When using the Province of BC logo, the province requires you to complete a 3rd party use form. Please submit this with your materials.

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 of pages or at the bottom of the item in an 'acknowledgment' section, along with any project funders. There are two available credit lines that you could use:

   - *Funding for this project has been provided by the Governments of Canada and British Columbia through the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative, under the Environmental Farm Plan Program. Additional funding has been provided by CleanBC and British Columbia's Climate Preparedness and Adaptation Strategy (CPAS). The program is delivered by the Investment Agriculture Foundation of BC.*

- *This project is supported by the Sustainable Canadian Agricultural Partnership, a federal-provincial-territorial initiative, under the Environmental Farm Plan Program. Additional funding has been provided by CleanBC. The program 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:

   > **Need help with IAF's Client Portal?**
   >
   > Watch our tutorial on how to submit materials!
   >
   > **Learn more**

"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), including 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 resubmit for approval.

4. **Receive Approval**

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

5. **Use Materials**

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

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.