

## COMMUNICATIONS POLICY – FUNDING ACKNOWLEDGEMENT

Unless otherwise directed by the Province, funding recipients are required to acknowledge the financial support for their Project as follows:

- For capital infrastructure projects the Ministry may require a permanent sign or plaque to acknowledge the funding contribution of the partners based on the following:
  1. Grant contribution covering the majority of overall project costs;
  2. Sign/plaque location will be publicly accessible and/or visible; and,
  3. The majority of the works is in a single location and not distributed at multiple sites throughout the community.
- For publications related to Asset Management/Design & Planning studies, recipients should clearly recognize funding contributions for the project. The specific requirements for funding acknowledgement are provided below.

Final decision on the need for funding acknowledgement remains with the Province.

### **PERMANENT SIGN OR PLAQUE**

The ministry will determine whether your capital infrastructure project will require a permanent sign or plaque based on the criteria above. If you are unsure about the need for a permanent sign for your project please email [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca) to confirm.

You are required to submit a layout of the permanent sign or plaque prior to final production via email to ministry staff which will coordinate provincial and federal government approval.

The wording of the permanent sign or plaque must be in both official languages. It shall also recognize the federal and provincial contribution.

Suggested phrase:

The [insert your project name] was [built/upgraded/improved – choose appropriate wording] thanks to financial contributions from Canada, British Columbia and [insert your community name].

Or

The [insert your project name] was [built/upgraded/improved – choose appropriate wording] thanks to financial contributions from Canada and British Columbia.

Le/La/L'[nom de votre projet] a été [construit(e)/rénové(e)/amélioré(e) – choisissez le terme qui convient] grâce aux contributions financières du Canada, de la Colombie-Britannique et de [insérez le nom de votre collectivité].

Or

Le/La/L'[nom de votre projet] a été [construit(e)/rénové(e)/amélioré(e) – choisissez le terme qui convient] grâce aux contributions financières du Canada et de la Colombie-Britannique.

*(The highlighted parts should be changed according to the project's name as in French there are masculine and feminine nouns.)*

You are not required to use the Canada word mark logo and provincial crest logo if you use the above phrasing. If you do not use this phrasing, you must include the logos.

When using the logos, you must obtain an approval from the Communication Department. Please contact the Ministry of Municipal Affairs and Housing at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca)

The cost of Project permanent signs or plaques is an eligible project cost.

## **PROJECT PUBLICATIONS**

In the case of Asset Management/Design & Planning Projects where the deliverable is a document, such as but not limited to plans, reports, studies, strategies, training material, webinars, and workshops, the recipient will acknowledge the following:

Clearly recognize Canada and the Province's contribution and/or the total financial assistance received for the Project(s) and state that the views and findings expressed in the publication are the views of the Recipient and do not necessarily reflect those of Canada or the Province. The Government of Canada and Province of British Columbia logos are not to be included in the publication or implication that the findings of the report are supported by Canada or the Province.

## **COMMUNICATIONS COSTS**

The eligibility of expenditures related to communication activities will be subject to eligible and ineligible costs listed below.

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> <li>• Any costs reasonably incurred to undertake communication activities, such as, but not limited to:               <ul style="list-style-type: none"> <li>- federal or provincial funding</li> <li>recognition signage</li> <li>- permanent commemorative plaques</li> <li>- A/V rental and set up costs</li> <li>- event equipment rental and set up costs, such as stage and podium for joint events</li> <li>- event photography</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Media consultant</li> <li>• Event planners</li> <li>• Gifts</li> <li>• Hospitality costs, such as, but not limited to:               <ul style="list-style-type: none"> <li>- food/beverages</li> <li>- liquor</li> <li>- entertainment</li> </ul> </li> </ul>

**Date Posted:** January 10, 2018