

Growing Communities Fund: Sign Guidelines

INTRODUCTION

The Growing Communities Fund (GCF) provides a one-time grant to all 188 local governments in B.C. to support the delivery of infrastructure projects necessary to enable community growth. More info can be found here:

<https://tinyurl.com/y67uxrfy>

Projects funded by the province are required to include a suitable acknowledgment sign (using the provided sign guidelines and template) to display in a public location.

ORDERING SIGNS

Signs must be ordered through the process outlined below.

There is a standard pre-designed sign template with a designated text area (with a character count) and a set sign size ratio of 3:2 (with minimum size and maximum size restrictions).

The local government is responsible for:

- » Determining the sign size they need — choice of size is largely dependent on sufficient available space where the sign will be located, with clear visibility and readability from a reasonable distance;
- » Organizing the printing and shipping;
- » Planning for and carrying out the installation of the sign (including procuring any contractors that might be required); and
- » All costs associated with printing, shipping and installation.

The GCF signage can stay up for as long as you like, including the infrastructure's lifespan. However, it must stay up for a minimum of 6 months after a project has been completed.

PROCESS

The process for requesting these GCF signs is shown below.

1. Local governments will submit their sign content (which includes the vector logo* for the local government and sign text limited to the character count) through the Growing Communities form process.
2. The GCPE Communication Shop, for the Ministry of Municipal Affairs, will collect all sign content for final review.
3. The GCPE Communication shop then then send the final approved content to GCPE Graphic Communications (via the graphics project request system).
4. GCPE Graphic Communications will then create the vector sign (as per template) and provide to the GCPE Communications Shop for final approvals. *(There will not be a charge for the design and the print-ready production file.)*
5. Once the sign is approved, GCPE Graphic Communications will provide the final vector sign print file to the GCPE Communication Shop, who will forward to the local government.
6. The local government will then send the design print files to a professional printer of their choice.

** Local governments MUST provide a VECTOR file no more than 75MB. Preferred submissions should be a full colour transparent version of logo for optimal quality. Acceptable file formats include: ai, eps, svg or pdf.*

MORE INFORMATION

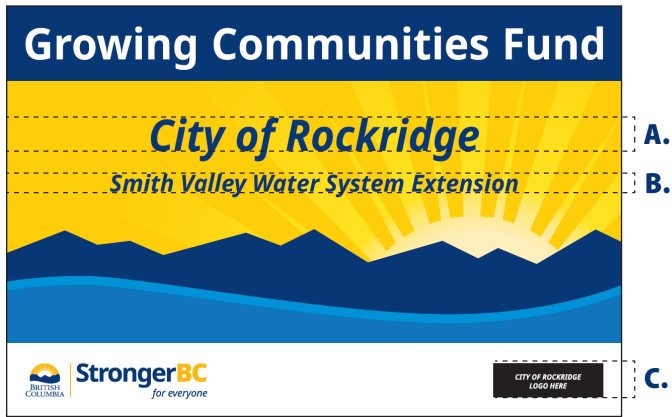
For additional details please email:

GCFcommunications@gov.bc.ca

SIGN CONTENT

The GCF sign template and standards include a few key editable components, which are listed below.

- A.** Local government name:
maximum character count is 28 (this includes spaces).
- B.** Project name:
maximum character count is 96 (this includes spaces).
Spacing can accommodate up to two lines of text.
- C.** Local government logo. Spacing can accommodate up to two logos if required and with approval.



PRINTING:

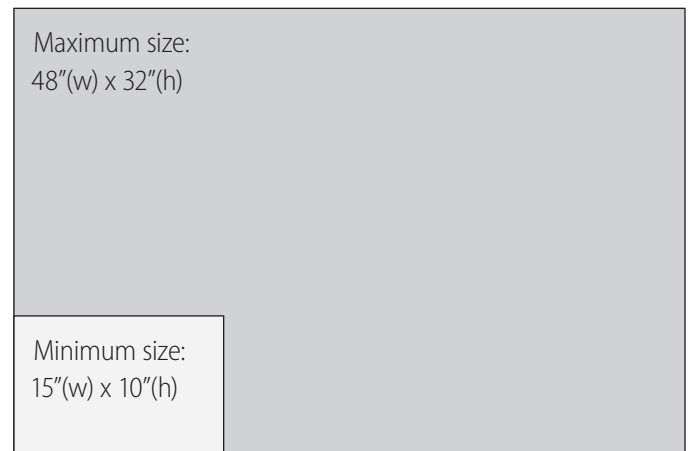
It is the responsibility of the local government to arrange printing of the signs with a professional sign printer of their choosing.

SIZES

The final print file that is provided is a vector file and can be scaled up or down by the printer to accommodate the requested size from the municipality/community. The local government may choose to print the sign at any size as long as it includes the following standards:

- » The size ratio of 3:2 does not change;
- » It is NOT SMALLER than the **minimum sign size of 15"(w) x 10"(h)**; and
- » It is NOT LARGER than the **maximum sign size of 48" (w) x 32"(h)**.

Size comparison chart:



Please note: the design and content on these signs must not be edited or changed in any way once a final print file has been approved and created.

PRINTING SUBSTRATE:

Various acceptable printing substrates include:

- » corrugated plastic (coroplast);
- » aluminum; and
- » wood.

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