

Grant Recipients

Grantee Communications Kit

[Administration](#)

[Grantee Communications Kit](#)

- [Media Tips](#)
- [News Release and PSA Samples](#)
- [Fast Fact Sheets](#)
- [Dissemination](#)
- IMLS Acknowledgement
- [Submitting Photos](#)
- [Suggestions](#)
- [Logos](#)

Guidelines for IMLS Acknowledgement

The Institute of Museum and Library Services requires public acknowledgement of the activities it supports. The Institute has a logo and tag line that should be used in acknowledging our support. The guidelines for crediting the Institute are described below. You should use newspaper articles, op-ed pieces, radio interviews, and other media activities to extend the impact of your effort; our support should be mentioned in media activities related to your award. If you have any questions regarding the forms of acknowledgment, contact the Office of Public and Legislative Affairs at 202-653-4757.

Publicity Campaigns:

The Institute's Office of Public and Legislative Affairs must be notified of media and outreach efforts involving activities supported by our awards. Contact the office to discuss proper acknowledgment of funding, and please provide samples of publications, advertisements, press kits and press releases created as part of this outreach.

Use of the IMLS Logo:

Logos are available [on the Logos page](#). The logo may be used in a variety of ways: on Web sites, multimedia materials, annual reports, newsletters, posters, news releases and press kits, educational materials, signage, banners, invitations to events, and even on your stationery. The logo should be legible and no smaller than 1.75" wide. Please review the [Logo Standards Guide](#) (PDF) before using the logo.

Sample Tag Line:

The following acknowledgment may be used with or without the logo:

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas.

Guidelines for Activities Supported by your grant

PUBLIC EVENTS: At programs or public gatherings related to your award, acknowledge the Institute verbally. Display the logo on signage at events.

PRESS EVENTS: At press conferences acknowledge the Institute orally. Acknowledge IMLS on press kits and in press releases.

PRINTED MATERIALS: Acknowledge the Institute as follows: "This project is made possible by a grant from the U.S. Institute of Museum and Library Services." For posters, use a size for which the words "Institute of Museum and Library Services" are legible from a distance.

WEB SITES: Acknowledge the Institute on your Web site.

[back to top](#)