

Terms and Conditions for Communications and Media Requirements for Grant Recipients from the Community Foundation for Northern Ireland

The Foundations Communications and Public Affairs team are available to support you and answer any questions in relations to these requirements. Contact details can be found at the end of this section.

1. Acknowledgment and Branding Requirements

1.1 Referencing support from the Community Foundation for Northern Ireland

Publicity material and publications relating to projects funded by through the Foundation should acknowledge the source of the funding by using the following statement where applicable:

“This project has been supported by the Community Foundation for Northern Ireland through (name of Fund)”.

1.2 Logo Usage

Grant recipients are required to display the Community Foundation for Northern Ireland’s (CFNI) logo on all public-facing materials related to the funded project. This includes, but is not limited to, websites, social media posts, printed publications, event invitations, and reports. The CFNI logo must not be altered or edited in any way.

You can download the CFNI logo here: <https://flic.kr/s/aHBqjC2WRv>

1.3 Specific Project Support

If the grant supports a specific project, the CFNI logo must be prominently displayed on all relevant materials, including online and offline communications, such as:

- Websites and landing pages
- Event invitations, reports, and promotional content
- Social media posts, videos, and photos related to the project

1.4 General Support/ Core Funding

For grants supporting general operational costs or core activities, the recipient must include the CFNI logo and a reference to CFNI as a key funder on their website and other public-facing materials.

2. Media Engagement and Press Requirements

2.1 Press Releases

Grant recipients are encouraged to issue press releases about their project or initiative. In such cases, CFNI's name must be included, along with a quote from CFNI that may be provided upon request. The recipient agrees to work with CFNI on any media engagement, ensuring that CFNI's funding is properly highlighted.

2.2 Media Visits and Interviews

CFNI may request to visit the funded project for communication purposes, such as media interviews, seeing is believing visits, filming, or photography. Recipients must provide reasonable assistance during these visits, ensuring that all appropriate safeguarding measures are in place for the safety and well-being of all involved.

2.3 Press Contact

Recipients are encouraged to engage local media outlets such as newspapers, radio stations, and online publications to raise awareness about their project. If there are any significant media interactions, CFNI should be informed so that it can assist in leveraging broader media outreach.

3. Social Media and Digital Communication

3.1 Social Media Guidelines

Recipients must promote the CFNI-funded project on social media platforms. They should:

- Include the CFNI logo and mention the Foundation and the specific fund as a key funder in social media posts.
- Use the hashtag #CommunityFoundationNI when sharing news and updates on social platforms.
- Tag CFNI's official social media accounts (Facebook, Twitter, Instagram, LinkedIn) where applicable.

3.2 Content Submission

Recipients are encouraged to share photos, videos, and stories showcasing the impact of the project. These should be submitted to CFNI for possible use across CFNI's own digital platforms. All content should comply with any necessary permissions and consents, including consent from individuals featured in the materials.

4. Research and Publications

4.1 Research and Findings

If any research is conducted with the grant funding, recipients agree to publish the results in a manner that is publicly accessible, within a reasonable time frame. CFNI must be acknowledged in all publications or findings resulting from such research.

4.2 Prior Approval of Publications

If the recipient intends to publish research, reports, or findings related to the grant, these materials must be submitted to CFNI for prior approval. CFNI reserves the right to use any published research or findings in promotional or public relations materials.

5. Intellectual Property and Media Use

5.1 Use of Media

Any photos, videos, or media created through CFNI funding must not feature individuals without their consent. Recipients are required to obtain appropriate permissions before submitting or sharing media with CFNI.

5.2 Commercial Use Restrictions

Recipients may not use CFNI's logo, name, or any associated trademarks in any commercial context without prior written approval from CFNI. This includes using CFNI branding for advertising purposes.

6. Contact and Support

6.1 Point of Contact

For any inquiries, or if further clarification is needed regarding the use of CFNI branding or communication requirements, recipients should contact the CFNI Communications and Public Affairs team:

Name	Contact email
David Kennedy	dkennedy@communityfoundationni.org
Louise Cahoon	lcagoon@communityfoundationni.org