

## Program Recognition Guidelines

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Kaulunani's Small Grants Program is funded by USDA Forest Service Region 5, the Hawai'i DLNR Division of Forestry and Wildlife, and each project is also required to provide 1:1 match (cash or in kind) support. As such, this program carries certain legal requirements; your cooperation will help provide visibility and good publicity for all.

### ACKNOWLEDGING YOUR GRANT

Grantees are encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include the following statement:

*"This work is being funded [entirely/in part by] the Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife; and State and Private Forestry, branch of the USDA Forest Service, Region 5"*

### NONDISCRIMINATION STATEMENT

**PROGRAM MATERIALS.** The following statement MUST be included on all materials for programs that are supported by or match Forest Service funding. This includes materials for public information, public education, and public distribution, including program announcements, program flyers, program application forms, program handbooks, etc. Statement to be included in all materials:

*"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, marital status, or disability.*

*To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."*

If the material is too small to permit the full statement to be included, at least the following statement must be included, in print size no smaller than the text:

*"This institution is an equal opportunity provider."*

## REQUEST

As one of our reporting recommendations, we ask our grantees to report on all marketing and public relations. We ask you to send us:

- Photos and other multimedia documentation,
- Press releases,
- Copies of publications,
- Media coverage,
- Webpages
- Any other press or outputs covering your grant project.

**\*Reporting Tip\*** Consider creating an online folder to compile all of your marketing outputs throughout the duration of your project, so you are able to retrieve them easily for your final report. We also want to showcase your work; therefore, we encourage you to send us releases and updates as they happen!

## PROGRAM DESCRIPTION

Please always refer to our program as:

- *“Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife”*
- You may use *“Kaulunani UCF Program”* and/or *“Kaulunani”* on the second reference.

If you need a description of our program, please use the following:

*“Founded in 1991, Kaulunani Urban and Community Forestry Program works to improve the understanding of the benefits of trees in urban areas and communities in Hawai‘i.”*

When referring to the USDA Forest Service please use the following:

- *“USDA Forest Service”*
- You may use *“USFS”* on the second reference.

**KAULUNANI Logo:**



Downloadable PNG File available at [www.Kaulunani.org](http://www.Kaulunani.org)

**DOFAW Logo:**



Downloadable PNG File available at [www.Kaulunani.org](http://www.Kaulunani.org)

**USFS Logo\*:**

**\*USFS Logo Approval Required:** *Using the Forest Service logo requires prior approval. When acknowledging the USDA Forest Service Region 5 by using their logo, please first submit your materials to Kaulunani Program Coordinator at [heather.l.mcmillen@hawaii.gov](mailto:heather.l.mcmillen@hawaii.gov) prior to publishing. We will work to expedite that approval process with the USDA Forest Service. Prior approval is not required when acknowledging USFS solely through text.*

*\*Contact staff for downloadable file for USDA Forest service*

For any questions, email Kaulunani's non-profit partner Smart Trees Pacific at  
**[info@SmartTreesPacific.org](mailto:info@SmartTreesPacific.org)**