

## PROGRAM RECOGNITION GUIDELINES

Kaulunani's Community Partnership Grants Program is funded by USDA Forest Service Region 5, the Hawai'i DLNR Division of Forestry and Wildlife. 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. The recipient may decide how best to provide that acknowledgment. Examples are as follows:

- *Funded by a grant from the Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife, and State and Private Forestry, branch of the U.S. Forest Service, Region 5*
- *This project was made possible by the support of the Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife, and State and Private Forestry, branch of the U.S. Forest Service, Region 5.*

### LOGO USE

**The USDA and Forest Service logo is required on every public deliverable funded by a grant.** However, permission to use U.S. Forest Service insignia on any published media, such as a webpage, printed publication, or audiovisual production must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted, and approval granted in writing by the Office of Communications prior to use of the insignia.

**To request permission, send an email to [heather.l.mcmillen@hawaii.gov](mailto:heather.l.mcmillen@hawaii.gov).** Include a brief description of Forest Service involvement (e.g., received a grant) and full description of how the logo will be used (e.g., on the cover of the attached publication, on a Power Point slide). If possible, attach an example of how it will be used. Heather will request permission and reply back to you when granted (usually within one week).

While not required, Kaulunani, DOFAW and DLNR would appreciate their logo being displayed on materials. Please note the following order of display if all logos are used:

USDA    USFS    DLNR    DOFAW    Kaulunani

Please contact Kaulunani at [info@kaulunani.org](mailto:info@kaulunani.org) to request logo files.

## CIVIL RIGHTS COMPLIANCE

Grant and sub grant recipients of the USDA Forest Service have responsibilities to conduct their programs according to USDA's Civil Rights requirements. Highlighted below is information on how to prepare material for public information, public education or public distribution. This is not an inclusive list of all civil right responsibilities.

The USDA non-discrimination statement is to be posted in all agency material prepared for public information, public education or public distribution. For very short materials, such as a bookmark or a very small brochure, the short version is acceptable.

### Short Version

*USDA is an equal opportunity provider, employer, and lender.*

### Full USDA Non-Discrimination Policy Statement

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.*

## 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.

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**I acknowledge the USDA Program Acknowledgement and Recognition Requirements.**

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*Authorized Signatory*

