

## PROGRAM RECOGNITION GUIDELINES

Kaulunani's Community Partnership Grants Program is funded by the U.S. Department of Agriculture, Forest Service, and the State of 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. Note that guidelines are subject to change and Forest Service logo use requires written approval before publication.

### ACKNOWLEDGING YOUR GRANT

**Community partners are *encouraged* to acknowledge the Forest Service's involvement in public-facing and outreach materials related to your grant** (for example, websites, videos, social media posts, signs, brochures, etc). ([Source](#))

If community partners would like to acknowledge the Forest Service's involvement, the product will need approval.

*Example of an acknowledgement for a project funded by the State of Hawai'i and U.S. Department of Agriculture, Forest Service:*

- *This project is supported by the Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife, and the U.S. Department of Agriculture, Forest Service.*

*For projects solely State-funded, disregard U.S. Forest Service recognition requirements. Example of state of Hawai'i funding acknowledgment:*

- *Funded by a grant from the Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife.*

*For projects with other/multiple funding sources (use as applicable):*

- *Funding provided, in part, by the U.S. Department of Agriculture, Forest Service, Urban and Community Forestry Program.*

### LOGO USE

**The Forest Service logo is also *not required* on public deliverables funded by a grant. However, it is encouraged if you are using logos of other organizations.** Like the funding acknowledgement, if community partners choose to use the logo, you must receive approval before publishing the final product.

**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 PowerPoint 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, DLNR, DOFAW, and Kaulunani would also appreciate their logos being displayed on materials. Logos of Forest Service-funded partners should be displayed first (to the left or on top) of the Forest Service insignia. Please note the following order of display, including acknowledgement, if all logos are used:

[your logo]

DLNR

DOFAW

Kaulunani

Forest Service



*This project is supported by the Kaulunani Urban and Community Forestry Program of the DLNR Division of Forestry and Wildlife, and the U.S. Department of Agriculture, Forest Service.*

For further guidance on Forest Service logo use, and to download logos, please refer to the [USFS Insignia Approval for Communication Products | US Forest Service \(usda.gov\)](#) or the [Forest Service Branding Standards](#).

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

## CIVIL RIGHTS COMPLIANCE

Grant and sub grant recipients of the Forest Service have responsibilities to conduct their programs according to U.S. Department of Agriculture'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 rights responsibilities.

**Optional:** The U.S. Department of Agriculture's non-discrimination statement *may* be posted in 10 pt. font 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 Versions

"This institution [or name of grant recipient] is an equal opportunity provider." (This institution is referring to the partner.)

"[Partner name] and [partner name] are equal opportunity providers." (If multiple funded partners are named.)

"USDA and [partner name(s)] are equal opportunity providers and employers."

"These institutions are equal opportunity providers." (If placed after logos of all USDA-funded partners.)

[Full USDA Non-Discrimination Policy Statement](#)

## **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 works to support all of Hawaii’s communities with a focus on equity to cultivate well-being and resilience through restorative and environmental justice, planting, caring for, and growing relationships with the trees and forests where we live, work, learn and play.”

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

“the U.S. Department of Agriculture, Forest Service”

You may use “Forest Service” on the second reference. Do not use “USFS” or “FS.”

**Mahalo for your attention to these funding requirements. Contact us at [info@kaulunani.org](mailto:info@kaulunani.org) with any questions or to request logo files.**