

Section 2: Logos

Getting the image right

In successfully securing a grant from Community Spaces you must use both Groundwork UK and Big Lottery Fund logos on all publicity about your project. Below are some guidelines on how and when the logos should be used.

- Use the **Groundwork** logo and **Big Lottery Fund** logo on all paperwork and publicity materials relating to your project.
- Use the **Community Spaces trademark** on any literature so that the programme has a standard national identity.
- If you wish to add **your community group's logo** you must ensure that your logo and both the Groundwork and Big Lottery Fund logos are the same size and are positioned in line.
- If your project has received match funding and you need to include **other logos**, ensure that all logos are the same size. Try not to overload your materials with logos.
- Include the following statement in all literature and materials relating to your Community Spaces project, to acknowledge that your funding has come from Groundwork UK and the Big Lottery Fund.

"The {name of your project} project has been funded through the Community Spaces programme. The Community Spaces grants programme is being managed by Groundwork UK as an Award Partner to the Big Lottery Fund. Community Spaces is part of the Big Lottery Fund's Changing Spaces initiative."

Logos and trademarks can be downloaded from the Community Spaces website at: www.community-spaces.org.uk/logos.

All projects must acknowledge Community Spaces funding by displaying some form of signage with the Big Lottery Fund beneficiary logo and Groundwork logo. Groundwork UK will supply each project with a plaque that can be fixed to a wall. It will be the responsibility of the group to install this in a place that is visible to people using the project site.

The size of your sign should be proportionate to the grant size you have been awarded. Large and flagship grant sizes are expected to include in the budget, capital expenditure for a sign/plaque to acknowledge the funding. All signage must comply with the logo and branding guidance provided, and must be maintained for the life of your project. If you need help with what type of sign to use, please discuss with your Facilitator.

When you are designing the artwork for the signage, you must pay special attention to the colour and alignment of our logos and trademark as well as the size requirements. You can find this information in the [Acknowledging Your Grant Guidance Notes](#).

Examples of where our logos should be used are:

- Interpretation boards / information boards
- Banners
- Site hoardings
- Equipment or machinery funded by Community Spaces
- Printed materials, such as stationery, press releases etc
- Publicity materials, such as posters or leaflets
- Website homepage if it is dedicated to your Community Spaces project, and all website articles relating to your project.

Groundwork UK will monitor how the logos are being used on a quarterly basis. Individual projects will be asked to supply examples of how logos have been used to ensure that the terms and conditions of grant are being met.