



General funding recipients tool kit

Introduction

Congratulations on securing WA Government funding for your organisation.

The WA Government is committed to helping not for profit organisations and local governments deliver improvements to their local community to ensure that WA is the best place to live, work and play.

As part of your funding agreement, you are required to acknowledge the funding you received in a particular way. We want to make this process as easy as possible for you, so we have developed this tool kit to help you.

Make sure you check in regularly with your project or grants manager to keep them updated on key project milestones so we can let the public know about your project's progress and share your success stories.

Acknowledgement guidelines

Review the [acknowledgement guidelines](#) to learn about your obligations for recognising the funding you have received.

Please note: All media opportunities should be offered to the responsible Minister in the first instance. Contact the CITS Communications team at commsapprovals@cits.wa.gov.au to discuss the media and promotional opportunities.

Logo

Download the WA Government logo from our [website](#). Remember, you need to send any items with the WA Government logo to commsapprovals@cits.wa.gov.au for approval before you send them out. Please give us 3 - 4 working days to get back to you.

Acknowledgement statement

An easy way to acknowledge your WA Government funding is by using our acknowledgement statement on your social media posts, on invites and on any promotional materials related to your funding:

- With support from the WA Government; or
- Proudly supported by the WA Government.

Social media

You can download our [approved social media tiles](#) to post on your channels with the funding acknowledgement statement.

You also have the option of adding your own image to our [Canva templates](#) to create social media tiles for your channels. These templates come with WA Government branding already set up.

Our handy guide walks you through [how to use the Canva templates](#).

We'd love for you to tag us in your posts. You can use the handles below:

- Facebook
@wagovernment and @CITSWA
- Instagram
@wagovernment and @CITS_WA
- LinkedIn
@Department of Creative Industries,
Tourism and Sport

Events

Do you want to hold an event to promote the start of your project or hold an official opening?

Contact us via commsapprovals@cits.wa.gov.au first to discuss your timings so we can check if the relevant Minister can attend. The sooner you let us know the better!

Signage

Any signage you develop for your project needs to have the WA Government logo on it. Once you have a design ready, please send it through to us via commsapprovals@cits.wa.gov.au for review and approval.

Photos and video

Photos can help tell your story.

We would love to share your photos and videos on our social media channels and website so please send them to us at commsapprovals@cits.wa.gov.au.

Make sure you have completed our [permission form](#) to gain consent from everyone who is identifiable in the photos/videos before you send anything to us. Let us know who took the photo or video and we will acknowledge them when we use it.

Questions?

If you have any questions we are happy to help. Send us an email via commsapprovals@cits.wa.gov.au and let us know how we can assist.

Funding recipient checklist

Use this checklist to recognise WA Government funding support as per your acknowledgement guidelines.

Acknowledgements

You must acknowledge the WA Government in all material linked to the project.

Acknowledgement must be:

- With support from the WA Government; or
- Proudly supported by the WA Government.

Events

If you're hosting an event associated with your grant, please contact:

Department of Creative Industries, Tourism and Sport
commsapprovals@cits.wa.gov.au

Invitation wording and logo recognition should be sent to
commsapprovals@cits.wa.gov.au

Logo and branding

Download and include a WA Government logo on all promotional material.

WA Government branding is visible on all external promotional materials both during and after construction.

Email commsapprovals@cits.wa.gov.au before proceeding to discuss external promotions relating to your funding.

Social media

Acknowledge on social media that your project is thanks to the WA Government.

Handles

- Facebook
@wagovernment and @CITSWA
- Instagram
@wagovernment and @CITS_WA
- LinkedIn
@Department of Creative Industries, Tourism and Sport

You can use the [approved social media tiles and Canva templates](#) to use on your channels.

You also have the option of adding your own image to the [Canva templates](#).

Note: A Canva account is required to use these templates. You can sign up for a free account at canva.com

Questions?

Email commsapprovals@cits.wa.gov.au