

# **NEH Acknowledgment & Publicity Requirements**

NEH requires public acknowledgment of the projects it supports, as outlined in the terms and conditions of your award. Unless advised to the contrary, an acknowledgment of NEH support and the policy statement must appear on all materials publicizing or resulting from award activities. The NEH logo and credit line should also be used in acknowledging NEH support whenever possible.

An acknowledgment must be contained in any materials resulting from or related to the NEH award, such as articles, books, films, radio programs, databases, reports, Web resources, as well as exhibits, events, and publicity related to the award. The prominence of the acknowledgment should be in direct relationship to the level of NEH funding provided for the project relative to any other sources of funding. Where possible, NEH support should be mentioned in newspaper articles, radio interviews, and other media activities to extend the effects of your project. If you have any questions regarding the forms of acknowledgment for your project, please contact the NEH program officer named in the award document.

See sample credit lines below for a special requirement associated with grant products and activities.

## Logo

The logo can be downloaded electronically from the NEH website at <u>this link</u>. Please note that NEH released a revised version of its logo in 2024. Previous versions should not be used.

## Policy Statement

The acknowledgment of NEH support must also include the following statement: "Any views, findings, conclusions, or recommendations expressed in this {article, book, exhibition, film, program, database, report, Web resource}, do not necessarily represent those of the National Endowment for the Humanities"

The statement does not need to be in the same size font as that of the NEH logo and tag line, nor must it be located immediately adjacent to the logo. The policy statement requirement will be waived in instances when it is not feasible or appropriate to include it, such as on acknowledgment plaques for buildings or objects.

## Sample Credit Lines

For projects whose products, programs, and/or activities will occur in any calendar year:

The National Endowment for the Humanities.

The National Endowment for the Humanities and (funded institution) together.

The {title of project} has been made possible in part by a major grant from the National Endowment for the Humanities.

This {database, Web resource, etc.} has been made possible in part by the National Endowment for the Humanities.

### State Humanities Council Notification

State humanities council must be notified of the award. Each council must also be notified of screenings and other public events in their state. A list of state humanities councils is available at this link.

### Printed Materials

Printed acknowledgments and publicity materials are expected to carry the NEH logo. The type in the logo must be legible and no smaller than 5 points. If the logo is not appropriate for the design, the full Endowment name (no abbreviations) may be substituted in an appropriate type size. For large posters, etc., the point size should be correspondingly larger.

### Films & Videos

Acknowledgment of NEH support must appear in the film whenever the film is shown or distributed to the public, regardless of the platform or venue. If the NEH is a major funder, it must be acknowledged wherever funders are acknowledged. The NEH acknowledgment must remain on the full screen for at least five seconds. You may download the NEH logo from the link on this page. For audio, you may use one of the sample credit lines provided above or you may request approval from NEH to use other audio.

If the film is distributed via public television or another entity that permits funder credit reels or credit beds, the NEH credit reel must appear at the beginning and the end of the program. Use the ten-second credit from the credit reel.

NEH recommends consulting on the credit with your program officer while the film is in production.

Failure to properly credit the NEH would potentially violate your grant terms and conditions.

### Audio & Radio

An acknowledgment of support must be contained at the beginning and end of each program and in all non-broadcast materials related to the project. The NEH should be credited for radio programs, as well as for recorded audio tours of exhibitions.

## Exhibitions & Workshops

The acknowledgment of support, the NEH logo and the disclaimer language should appear on signage at the entrance to the exhibition or workshop, on brochures and catalogs, and on exhibition or workshop video materials and websites. These requirements apply to the host site

for the exhibition or workshop and to all participating venues. It is the grantee's responsibility to convey this requirement to all venues as part of the contract.

### **Digital Projects**

When possible, hyperlinks must be made between the project and the NEH website (www.neh.gov). All digital projects (including games and apps) released via a third party are also expected to include an acknowledgment of NEH support in the promotional description of the project (for example: in the 'Description' section of the Google Play or Apple App stores).

Additionally, all digital projects must incorporate the following NEH-specific keywords:

- National Endowment for the Humanities
- NEH

### Websites

Hyperlinks must be made between the project's website and that of the NEH (www.neh.gov).

### Public Events

At programs or public gatherings related to the project, NEH must be acknowledged orally as sponsor. Signage at the event must acknowledge Endowment support. Please let your program officer know the schedule of all opening events at least three months in advance, so that, if possible, a member of the Chair's or division's staff can attend.

### **Promotion & Advertising**

The design for all print, promotion, and advertising related to the project is your responsibility as the award recipient, and when required by the terms and conditions of the award, must be submitted to your program officer for approval prior to implementation. All promotion must include the acknowledgment of NEH support, the policy statement and the NEH logo; the credit line should be used whenever possible. This includes publicity campaign materials, publications, advertisements, press kits, press releases, wall panels, educational programs, special events, and receptions. While press releases do not need to be submitted for approval beforehand, please keep your program officer informed via email and the "Products and Prizes" tab in <a href="eGMS">eGMS</a> about press releases and press coverage.

### **Press Events**

At press conferences, the Endowment must be acknowledged orally as a sponsor. Endowment support must be acknowledged on all press kits, preferably on the cover, and in all press releases

### Print & Electronic Use

Excerpts from NEH-funded exhibition catalogs, small sections of audio and/or film clips (such as trailers), and screenshots taken from websites, games or apps must be made available to the Endowment for use in its publications and on the NEH websites.