**Use of Department for Communities logo**

The logo of the Department for Communities should be included in all materials relating to activities and events that are receiving funding through the following programmes:

**Community Festivals Fund**

**Community Development Support Grant**

**Social Inclusion Grant**

The Policy under Department for Communities (DfC) is that all use of the logo must be cleared with Departmental Communications (marketing) staff beforehand.

Organisations should forward low resolution copies of any materials to DfC for approval. We are assured that this can be done quickly and that the marketing team can offer assistance on how to use the logo correctly to festivals if required.

Please note that the DfC logo replaces the DCAL logo that Community Festivals Fund organisers would previously have used.

The points of contact are:

Chris.McCotter@communities-ni.gov.uk  90829478

Trevor.Pinion@communities-ni.gov.uk  90829491

Terri-Leigh.Brown@communities-ni.gov.uk  90829463.

When using the logo, organisations should note that the colours/ typeface/ proportions of the logo should not be changed and it should not be distorted or placed on a background colour / image which obscures it or makes it difficult to read. Any of these would mean that materials would not be approved.

If in doubt, you should contact Communications contacts listed above for further guidance, who will be happy to help, or to advise if there is another format of the logo which would be more suitable (e.g. white text).

