Many of our grantees have been confused because our grants require you to acknowledge Forest Service funding, but forbid you to use the Forest Service logo without permission.

Some excellent and high-profile projects have not even mentioned the Forest Service's generous financial assistance. It is hard to justify Forest Service S&PF budgets if Congress and the public don't see that the funding is resulting in projects. However, the Forest Service keeps control over use of its logo because the logo implies that the Forest Service approves of the content. That is not possible if the Forest Service has not even reviewed the content. (In the past some cooperators have used our logo on materials promoting invasive species without our knowledge.) We pledge not to use your organizations' logos without your permission.

Recent grants have spelled this out in the grant award documents: always read them and circle requirements and deadlines!

FUNDING

U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. "[Grantee' shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award."

PUBLIC NOTICES. "It is the U. S. Forest Service's policy to inform the public as filly as possible of its programs and activities. [Grantee] is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:

> ***'This work is being funded entirely or in part by the [name of program] of State & Private Forestry, branch of the U.S. Forest Service, Department of Agriculture, Region 5.'***

"[Grantee] may call on the U.S. Forest Service's Office of Communication for advice regarding public notices. [Grantee] is requested to provide copies of notices or announcements to the U.S. Forest Service Program Manager and to the U.S. Forest Service's Office of Communications as far in advance of release as possible."

LOGO

"USE OF U.S. FOREST SERVICE INSIGNIA . In order for [grantee] to use the U.S. Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia."

To obtain permission and a high-resolution copy of the logo, ask your R5 S&PF program manager to make the request on your behalf (they will email Mary Jane Senter, Donavan Albert [websites] or Karl Perry [video]). We recommend that you provide a draft of the brochure, poster, web page, application form, webpage, etc. Some of the general guidance that we have received is that the grantee's logo should be shown first.

COPYRIGHTS

Please see your grant or cooperative agreement award provisions concerning copyrights.

CIVIL RIGHTS

Domestic grants and cooperative agreements (Hawaii, Guam, the CNMI and American Samoa) also have the following requirement:

"NON-DISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. [Grantee] shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

> ***'In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)***
>
> ***'To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TCC). USDA is an equal opportunity provider and employer.***

"If the material is too small to permit the full statement to be included, the material must, at a minimum, include the following statement, in print size no smaller than the text:

> ***'This institution is an equal opportunity provider.' "***