



Funding Acknowledgment Checklist

This document is intended to serve as a helpful guide for Grantees in preparing and submitting their funding acknowledgments for RPOSD's review and approval.

RPOSD highly recommends reviewing Section 1.9 RPOSD Branding Policy in the [Grants Administration Manual](#) (GAM) and visiting the [Branding Guidelines webpage](#). The Branding Guidelines webpage has signage samples, our social media handles and approved hashtags, and additional information on our brand elements.

Printed and Promotional Materials

The design and layout for all printed and promotional materials related to the RPOSD-funded project or program must be submitted to the Grants Officer before production for approval. Please allow a minimum of 30 days for RPOSD's review and approval.

On the printed and/or promotional item:

- Include the statement "Funded by" along with one of the listed versions of the RPOSD official logo (seal, stacked, or horizontal)
 - Applicable only for social media posts: tag RPOSD's handle (@RPOSD) and use approved hashtag(s) in your caption
- Ensure all parts of the RPOSD logo are legible
- Place the RPOSD logo in a prominent location

For approval submission, provide the following to the Grants Officer:

- A mockup to illustrate the placement and sizing of the funding acknowledgment statement and RPOSD logo
- A list of the event schedule and location(s) where the printed and/or promotional material will be distributed and/or displayed. For social media posts, provide the post schedule and the platform(s) where it will be posted.
- A brief description of the printed and/or promotional material's intended purpose and target audience. For example, the purpose of the promotional materials may be to recruit program participants, conduct general outreach, or raise public awareness.

Signage

The design and layout plans for sign production and placement location must be provided to the Grants Officer before submission of the first payment request. Approval must be granted by the

Grants Officer before sign production and installation. Please allow a minimum of 30 days for RPOSD's review and approval.

On the stand-alone sign:

- The size of the sign is at a minimum of 18" x 24"
- Include one of the listed versions of the RPOSD official logo (seal, stacked, or horizontal)
- If feasible, the RPOSD logo should take up at least half of the sign's space
- Include the statement "Funded by Los Angeles County 2016 Measure A"
- Use the font Lato or a similar legible typeface
- The text size is proportionate to the sign's dimensions and legible
- The sign material is durable and permanent
- Select a prominent location at the project site for installation. The sign must be in place in perpetuity. Should there be a need for removal or relocation, temporary or otherwise, RPOSD must be notified beforehand. RPOSD's approval is required before signage can be removed or relocated.
- Ensure that the content of the sign is substantially similar to the samples on the Branding Guidelines webpage. Any deviation from the District's funding acknowledgment requirements and samples require RPOSD's approval.

For approval submission, provide the following to the Grants Officer:

- A mockup showing the sign's layout design and size dimensions
- The park or open space's acreage
- A map with location pin to mark the location where the sign will be installed
- Indicate the material(s) that the sign will be made of

Per Section 1.9 RPOSD Branding Policy in the GAM, it is at the sole discretion of RPOSD to require alternate and/or additional acknowledgment requirements based on the level of funding awarded, project footprint size, the number of projects completed on the same site, or if there are extenuating circumstances. For projects where the Grantee deems the Branding Policy requirements are not appropriate, the Grantee must seek approval from RPOSD by submitting a written justification to their Grants Officer with a recommendation for an alternative that is more appropriate.