

ACTION AND INCUBATION GRANTS ACKNOWLEDGMENT AND PUBLICITY GUIDELINES

The New Jersey Council for the Humanities would like to support you in getting the word out about your grant award and the work it enables. This document outlines both requirements and simple tips to help you think through sharing your story with us, your community, and the world at large.

NJCH collects useful resources for grantees and program partners on the Resources page of our website: <https://njhumanities.org/resources/>. It is also linked in the sticky footer on every page. Most of the materials you need are available on that page. We particularly encourage you to take a look at the Communications & Outreach Guide, which provides practical tips for outreach, marketing, and publicity. This may be useful to you well beyond the life of this grant!

Acknowledgment of Grant Award

All Incubation and Action Grant Recipients are required to acknowledge the New Jersey Council for the Humanities (NJCH) and the National Endowment for the Humanities (NEH) in written and promotional materials related to Incubation and Action Grants, and when speaking about the grant. Please include NJCH's logo on all print and electronic materials. **Please do not alter the logo other than to change the size.** Multiple versions of our logo are available on the Resources page of our website: <https://njhumanities.org/resources/>

Acknowledgment language:

This (insert project type: publication, program, exhibition, film, etc.) was made possible by a grant from the New Jersey Council for the Humanities, a state partner of the National Endowment for the Humanities. Any views, findings, conclusions, or recommendations expressed in this (insert project type: publication, program, exhibition, film, etc.) do not necessarily represent those of the National Endowment for the Humanities or the New Jersey Council for the Humanities.

The phrasing can be adjusted so it makes sense in the context where it is used. The disclaimer (second sentence of the acknowledgment) may be placed separately or in smaller text, and it may be removed in places where it doesn't make sense (for example, on a donor acknowledgment wall in an exhibition).

If you need to make significant changes to the acknowledgment language or are not able to comply with the acknowledgment requirement, please send the document to NJCH for advanced approval. We also require that you send us copies of any publicity materials that you send out. Questions and materials should be directed to Angela Speakman, Director of Communications and Development, at aspeakman@njhumanities.org.

Publicity and Advocacy

NJCH disseminates press releases announcing Incubation and Action grant awards; all press releases are collected in the News section of our website: <https://njhumanities.org/news/>. You are welcome to utilize text from any press release sent out by NJCH in creating your own press releases.

All grantees are required to notify your state and federal government officials that you have received a grant award. A sample letter and tips for how to do this effectively are available on the Resources page of the NJCH website: <https://njhumanities.org/resources/>. While we do not require this information to be sent to local government officials (mayors, council people, etc.), you are welcome to let them know about this award as well, particularly if you have an existing relationship with them or are hoping to develop that relationship.

Event Submission

Throughout your grant period, please send details for in-person and online events associated with this grant project via email to grants@njhumanities.org. In the email indicate whether the events are public or private (e.g., a discussion group with a specific group) and include the date, time, location, registration information, and a short description of the event. Please submit events at least one month in advance.

Social Media

NJCH uses Facebook, Twitter, and LinkedIn. We encourage all grantees to connect with us on social media. We will tag or link to grantee's social media accounts for relevant posts about these grants when possible and ask that you tag or link to NJCH in return. Remember that sharing social media is a great tool for increasing engagement beyond your followers.

Please use the following hashtags: #njch and #publichumanities.

Contact

NJCH staff is always happy to answer questions, provide guidance, or hear your updates. Please don't hesitate to reach out to us at any time. Email is usually the fastest way to get in touch. If you would like to set up a phone call, please suggest a couple of dates and times that work well for you so we can put it on our calendars.

Please contact us at grants@njhumanities.org.