

bre



**CHANGING
SPACES
ACKNOWLEDGING
YOUR GRANT**
GUIDANCE NOTES

Welcome

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Congratulations on receiving a grant from the Big Lottery Fund's changing spaces programme.

One of your grant conditions is to acknowledge your award publicly. These guidelines will help you to use the Big Lottery Fund and our logo on a wide range of materials and equipment and for event marketing.

When you accepted the award, you agreed that you would use these logos to publicise the award. Using the logo will let the public know where and how National Lottery money is being spent in their community.

If you have any questions please contact: **BRE on 08458 630025 or email: info@communitysustainable.org.uk**

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Minimum size

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Logo

The high impact logo is shown below. Please use the logo exactly like this. As you have received funding via an award partner please use this logo and not the standard logo. Please note all elements crossed fingers, BIG and Lottery Funded form the entire logo.



Minimum size

To make sure the logo is clear and easy to read it should be at least 14mm in height.

14mm



Clear space

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Clear space

We have defined a clear space zone to protect the logo from other graphic elements like type, image boxes or lines. Leave a clear space half the width of the crossed fingers on all sides of the logo.



Colours

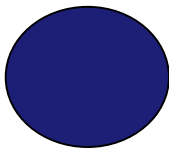
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Colours

Use the logo in full colour if you can. If this is not possible then you can use the logo in black or reversed out of a solid colour in white.

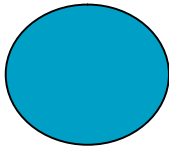
The National Lottery

Pantone 2747 C100% M90% Y0% K20%

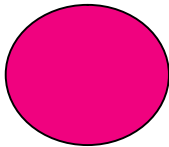


Big Lottery Fund

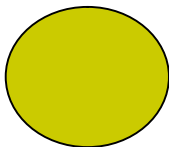
Pantone 801 C100% M0% Y0% K0%



Pantone 813 C0% M100% Y0% K0%



Award Partner - BRE



Pantone 397C C15% M0% Y100% K20%

Do not alter the logo in any way. Please remember the following:

1. The logo must always be in its correct colours (see page 6) or black, or reversed out in white.
2. The logo must not be placed on an angle.
3. The logo must not be distorted.
4. No part of the logo can be recreated using different typefaces.
5. The logo cannot carry a different strapline.
6. The logo can never be used with a different version of the Big Lottery Fund and crossed fingers logo.
7. The logo cannot be used with a low contrast between it and the background.
8. The logo must be used with the elements in the right place.
9. The logo cannot be separated from the Big Lottery Fund and crossed fingers logo.
10. The logo must always maintain the correct clear space.

How to use the logo

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The following pages will show you how to use our logo.

The logo is available in a variety of file formats.

Signs EPS
Merchandise EPS
Print stationery EPS
Online GIF
PowerPoint JPG

Use the correct format for your purpose. EPS files are for print usage and are suitable for use in design software. GIFs are for web use online, whilst JPEGs are low resolution images for use in screen applications such as Word and PowerPoint.

The Big Lottery Fund logo can be downloaded from:
www.biglotteryfund.org.uk/yourgrant/changingspaces. As you have received funding from the Changing Spaces programme please use the high impact logo only.

To obtain the BRE logo artwork please contact marketing@bre.co.uk or call us on 01923 664800.

Using our logo

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You should acknowledge the support of the Big Lottery Fund and **BRE** when producing any form of promotional or publicity material, including press releases, leaflets, posters, brochures and annual reports. You may decide to add both logos to your stationery. There are two ways you can do this. You can incorporate the logos into your electronic letter templates, or you can have the logos printed on your letterhead. If your project has a website the logos must appear on the home page. We would also like you to include a link to both sites, so more people know who we are and how they can apply for funding.

Helpful tips to remember:

- the logo should be no smaller than the minimum size (14mm)
- the logo must have the minimum clear space around it
- the logo must be reproduced according to the colour guidelines
- do not change the logo in anyway
- for print the logo format should be EPS

Using more than one logo

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As you have received funding through an award partner you will also need to include our logo along with the Big Lottery Fund logo. Make sure they are all the same size and exactly aligned, as in the example on page 11.

For guidance on how to use the **BRE** logo please go to page 12.

Sutton School

NEWSLETTER

Lottery funding for school union group

This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy using ordinary words with normal letter frequencies, it cannot deceive the eye or brain. Dummy settings which use other languages or even gibberish to approximate text have inherent disadvantages that they do not afford a function.

Letters themselves, simulated may be produced in a 14 p typeface, at whatever size a 12 point is required. Paragraphs may be long or short. Texts can be produced to complete and area, as the table copy is simply repeated. This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy using ordinary words with normal letter frequencies, it cannot deceive the eye or brain.

Dummy settings which use other languages or even gibberish to approximate text have inherent disadvantages that they do not afford a function. Simulated may be produced in any typeface, at whatever size and format is required. Paragraphs may be long or short.

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LOTTERY FUNDED

Represents award partner logo





The BRE logo can be used in BRE Green or in Black. No other colour should be used.

BRE Green is defined as Pantone 397C, or C15%, M0% Y100% K20%

A clear space must be left around the logo, as shown below. The space is determined by the size of the letter 'e' in the logo:



Optimum size:

Ideally, when used on an A4 sheet the BRE logo occupies a box 24mm wide, or at A5, 16mm.

Minimum size: the BRE logo must not be used at less than 10mm overall width. Note that the BRE logo and the Big Lottery Fund logo must be the same size, as shown on page 11.

The BRE logo can be supplied in EPS format for professional printing and sign making, or in JPEG or PNG formats to suit use in PC documents or presentations. It can also be supplied in GIF format for use online.

To obtain the BRE logo artwork please contact marketing@bre.co.uk or call us at 01923 664800

We rely on you to help us promote the work of the Big Lottery Fund and the National Lottery. Please get in touch if you have any questions about using these guidelines or need more information.

For further information on BRE logos please contact BRE on marketing@bre.co.uk

For general programme enquiries please call us on 08458 630025 or email info@communitysustainable.org.uk

Download the Big Lottery Fund logo: www.biglotteryfund.org.uk/yourgrant/changingspaces