

PUBLICITY CREDIT INSTRUCTIONS

Organizations and individuals receiving grant funds must give appropriate credit to the funding agencies.

The Arts Council of York County (ACYC) and the South Carolina Arts Commission (SCAC) logos and support statement are to be used in all of your grant publicity efforts for grant-supported activities. Logos are available for ACYC by emailing arts@yorkcountyarts.org and for SCAC on their website: www.southcarolinaarts.com or upon request at the ACYC.

The Subgranting program is funded in part by a generous award from the John and Susan Bennett Memorial Arts Fund of the Coastal Community Foundation of SC. In addition to giving credit to the SC Arts Commission and the National Endowment for the Arts, credit must also be given to this source in all advertising, news releases, printed materials, and promotion and publicity. Samples of promotional material should be submitted with your final report.

Support for this project is provided by the Arts Council of York County Small Grants Program, the John and Susan Bennett Memorial Arts Fund of the Coastal Community Foundation of SC, Comporium Communications, and the SC Arts Commission, which received funding from the National Endowment for the Arts.

The above statement must be present on all promotional material in no less than 10-point font. Credit also must appear in advertising, brochures, news releases, programs, publications and other publicity/promotional materials (this statement refers to both print and online materials).

Please note that the phrase “publicity/promotional materials” mentioned above includes, but is not limited to:

- Brochures
- Fliers
- Postcards
- Press Releases
- Programs
- Advertising

It is important for grant recipients to express their appreciation to their local legislators for such support. Upon notification of a grant award, the recipient is responsible for informing local legislators of ACYC funding, inviting them to events sponsored by the grant and offering them free tickets to programs. (You will find a sample letter in this packet).

SAMPLE PRESS RELEASE

This is a press release template that you may modify and e-mail (or mail) to your local media to inform them of your grant. Insert your logo at the top of this document or print it on your organizational letterhead.

(Month) (Day), (Year)
FOR IMMEDIATE RELEASE

Contact: (Insert Name)
(###) ###-####

(ORGANIZATION or INDIVIDUAL NAME) RECEIVES GRANT FROM ARTS COUNCIL OF YORK COUNTY

(CITY, S.C.) — (Your organization / individual) has been awarded a \$ _____ grant by the Arts Council of York County for the (year-year) fiscal year.

Support for this project is provided by the Arts Council of York County Small Grants Program, which receives funding from the Rock Hill A-Tax/Tourism Commission, the John and Susan Bennett Memorial Arts Fund of the Coastal Community Foundation of SC, the SC Arts Commission, and the National Endowment for the Arts. The grant will allow (your organization / individual) to **[briefly describe what you plan to do with the funding]**.

[Elaborate on the sentence above by describing your grant project, who it will serve and how it will benefit your community.]

[Insert quote (e.g., The Arts Council grant will enable the York County Teacher's Association to offer arts in education programs to York County schools during the 2012-2013 school year," said the YCTA President Jane Doe. "This funding helps us achieve our mission of enriching the education experience for the children in our local neighborhoods and communities." **]**

*Other project sponsors are supporting the required local match, including (organizations / individuals). Other supporters of the grant project are: **(list supporters)**.

Local residents can see how the Arts Council grant and local funds are benefiting (your organization / name) by visiting us at **[insert info about the upcoming event, performance, class, etc. and include info about when and where it will be held]**.

About (organization / individual): **[Insert boilerplate paragraph about you/your organization (who you are, what you do, how you do it and why).]**

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*Paragraph is optional if you are not receiving other support, or if you provide all of the applicant cash match.

SAMPLE LEGISLATOR LETTER

This is a sample letter that you may use to notify your state officials of your grant awards, as required in your grant agreement, or you may create your own. Print it on your organizational letterhead (if applicable), and adapt to fit your grant-funded activity. Please keep copies of your final letters to enclose with your final report to the Arts Council of York County.

(date)

The Honorable (John Doe)
S.C. (State Senate/House of Representatives)
(see enclosed list for addresses)

Dear (Senator/Representative Doe):

We are pleased to report that **(your organization)** has received a grant of \$_____ from the Arts Council of York County. On behalf of the constituents in your district, thank you for your continued support of the arts in our state. Your support will allow us to **[describe your grant project - Who will it serve? What are the benefits to your community?]**.

The Arts Council grant, which must be matched with local dollars, has helped us leverage \$_____ from **(list some of the foundations, corporations, local businesses, private individuals, et. al., who have supported your grant project)**. This money goes directly back into our local and state economy, and further supports the development of our community.

We invite you to attend **(performance/exhibit/opening/class, etc.)** so you can see firsthand what we do and how state support helps make it happen.

(Options: I will contact you within the next few weeks to schedule a time..

Invitations will be sent to your office...

We hope that you might give some opening remarks, etc...)

Thank you again for your support of the arts in our state.

Sincerely,

(signature)

(Title of person signing)

LIST OF LEGISLATORS

U.S. Senate

The Honorable Lindsey Graham (U.S. Senator)
290 Russell Senate Bldg., Washington, DC 20510
235 E. Main St., Suite 110, Rock Hill, SC 29730

The Honorable Tim Scott (U.S. Senator)
717 Hart Senate Office Bldg., Washington, DC 20510
1901 Main St., Suite 1425, Columbia SC 29201

U.S. House of Representatives

The Honorable Ralph Norman (U.S. House of Representatives)
2305 Rayburn HOB, Washington, DC 20515
454 South Anderson Rd., Suite 302B, Rock Hill, SC 29730

South Carolina Senate

Senator Wes Climer [R]
District 15 - York
(H) P.O. Box 4898, Rock Hill, 29732
(C) 604 Gressette Bldg., Columbia, 29201

Senator Harvey S. Peeler, Jr. [R]
District 14 - Cherokee, Spartanburg, Union & York
(H) P.O. Box 742, Gaffney, 29342
(C) 213 Gressette Bldg., Columbia, 29201
President@scsenate.gov

Senator Mike Fanning [D]
District 17 - Chester, Fairfield, & York
(H) 7825 Camp Welfare Rd., Great Falls 29055
(C) 606 Gressette Bldg., Columbia, 29201

Senator Chauncy K. Gregory [R]
District 16 - Lancaster & York
(H) PO Box 1381, Lancaster, 29721
(C) 512 Gressette Bldg., Columbia, 29201
greggregory@scsenate.gov

South Carolina House of Representatives

Representative Thomas R. "Randy" Ligon
District 43 - Chester & York
(H) P.O. Box 4815, Rock Hill, SC 29732
(C) 306D Blatt Bldg., Columbia SC 29201

Representative J. Gary Simrill
Majority Leader
District 46 - York
(H) 1515 Alexander Rd., Rock Hill, SC 29732
(C) 518C Blatt Bldg., Columbia, SC 29201

Representative Thomas E. "Tommy" Pope
Speaker *Pro Tempore*
District 47 - York
(H) PO Box 471, York, SC 29745
(C) 505 Blatt Bldg., Columbia, SC 29201

Representative Dennis C. Moss
District 29 - Cherokee, Chester & York
(H) 306 Silver Circle, Gaffney, SC 29340
(C) 503B Blatt Bldg., Columbia, SC 29201

Representative Bruce M. Bryant
District 48 - York
(H) 168 Highway 274, #323, Lake Wylie, SC 29710
(C) 530A Blatt Bldg., Columbia, SC 29201

Representative Brandon Michael Newton
District 45 - Lancaster & York
(H) PO Box 2501, Lancaster, SC 29721
(C) 404D Blatt Bldg., Columbia, SC 29201

Representative John Richard C. King
District 49 - York
(H) PO Box 11555, Rock Hill, SC 29731
(C) 309B Blatt Bldg., Columbia, SC 29201

Representative Raye Felder
District 26 - York
(H) 116 Mary Mack Lane, Fort Mill, SC 29715
(C) 402C Blatt Bldg., Columbia, SC 29211

Representative V. Stephen "Steve" Moss
District 30 - Cherokee & York
(H) 210 Big Rock Road, Blacksburg, SC 29702
(C) 418B Blatt Bldg., Columbia, SC 29201

To view more information about York County delegation, visit www.scstatehouse.gov.