

## **Office of Hawaiian Affairs Acknowledgment Requirements**

The Office of Hawaiian Affairs requires public acknowledgment of the projects it supports as outlined in your grant agreement. The OHA logo and credit line (as appropriate) must appear on all communication materials publicizing or resulting from event grant activities. The prominence of the acknowledgment should be in direct relationship with the level of funding provided by OHA relative to any other sources of funding.

OHA's logo must prominently appear and/or OHA must be verbally recognized in any print, television, video, internet, or radio advertising for an event sponsored by OHA. On websites publicizing or resulting from event grant activities, the OHA logo must appear with hyperlinks to [www.oha.org](http://www.oha.org), as appropriate.

### **Logos**

The OHA logo should be used to reflect OHA funding, support or other affiliation with programs, projects and events. Grantees must maintain the logo's integrity and refrain from altering the logo in any way (e.g., rotating, stretching, squashing and/or color replacement).

Logo options can be found and downloaded at [www.oha.org/mediakit](http://www.oha.org/mediakit).

### **Credit Line**

Printed materials and publicity regarding OHA grant funded activities and/or partnerships should contain the following language:

*This project is sponsored by the Office of Hawaiian Affairs, working to improve the lives of Native Hawaiians.*

### **Press Releases and Boilerplate Language**

OHA grant and sponsorship recipients are required to issue an initial press release announcing that they have been awarded OHA funding. The initial press release must be issued before a grant or sponsorship recipient receives its first payment from OHA.

Furthermore, any additional press releases issued by the grant or sponsorship recipient publicizing programs or events receiving OHA funding should include language that acknowledges OHA's financial support.

#### **General Press Release Guidelines for All Grant and Sponsorship Recipients**

'Ahahui Grant press releases shall:

1. Be issued by the 'Ahahui Grant recipient prior to their receiving their first payment;
2. Be e-mailed to contacts included in the Media Contact List provided by OHA and to any other media and community contacts the awardee deems necessary;
3. Expressly state that the grant recipient was awarded an OHA grant and the amount. Press release will use the term "award";
4. Name and describe the organization receiving the award;

5. Include the name of the event OHA is funding, the event date and the event location;
6. Describe the event and purpose;
7. Include contact information of the grant recipient; and
8. Include the following at the end of the press release:

#### **About the Office of Hawaiian Affairs**

Established by the state Constitutional Convention in 1978, OHA is a semi-autonomous state agency mandated to better the conditions of Native Hawaiians. Guided by a board of nine publicly elected trustees, OHA fulfills its mandate through advocacy, research, community engagement, land management and the funding of community programs. Learn more at [www.oha.org](http://www.oha.org).

#### **About OHA's 'Ahahui Grants Program**

OHA's 'Ahahui Grants program provides funding to support eligible organizations hosting community events that benefit the Native Hawaiian community and align with OHA's Strategic Results. For more information about the 'Ahahui Grants Program, including an online application and deadlines, please visit <https://www.oha.org/grants>.

Community Grants press releases shall:

1. Be issued by the Community Grant recipient prior to their receiving their first payment;
2. Be e-mailed to contacts included in the Media Contact List provided by OHA and to any other media and community contacts the awardee deems necessary;
3. Expressly state that the grant recipient was awarded an OHA grant, the amount of the grant and the years. Press release will use the term "award";
4. Name and describe the organization receiving the award;
5. Name and describe the program OHA is funding and its purpose;
6. Include contact information of the grant recipient; and
7. Include the following at the end of the press release:

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#### **About OHA's Community Grants Program**

OHA's Community Grants Program supports non-profit organizations whose projects and programs serve the Native Hawaiian community and align with OHA's Strategic Results. For more information about the Community Grants Program, please visit <https://www.oha.org/grants>.

OHA press release templates for grantees should be used should be used as a guide.