

Acknowledgement materials

Please print off this form and return it to our mailing house. If you can't print it let us know and we will send you one.

Grant acknowledgement

Your contract states that you must acknowledge your grant from the National Lottery. To make it easier for you to acknowledge your grant, we will provide you with new materials free of charge.

Our logo and acknowledgement materials are available in two colours – pink and blue. You can use which one best suits you. Or you can use both. Please indicate your colour preference or we will allocate items on the basis of what we have in our warehouse. Occasionally we run out of your requested colour, in these instances we will send you another colour alternative. Projects in Wales will be supplied with bilingual English/Welsh items. Check our website to see what the acknowledgement materials look like.

These items all feature our beneficiary logo only. Due to the large number of projects we fund we cannot produce individual items for projects. However, if you feel that none of these items are of any use, please contact the branding team at **branding@biglotteryfund.org.uk** and we will try to help you.

If you have received a grant over £250,000, you should contact the brand team at **branding@biglotteryfund.org.uk** to discuss how to acknowledge your grant, especially if you have other sources of funding.

Limits

Due to the number of projects we award grants to we have to limit the amount of items we can send out free of charge. These limits are shown on the order form overleaf. However, if you require more contact the branding team at **branding@biglotteryfund.org.uk** telling us why you need extra and we will try to give you what you need.

Stickers

The stickers are designed for equipment purchased by the Big Lottery Fund. As the stickers are permanent they could damage paintwork, skin and clothing on removal. They are not suitable for children.

If you require merchandise for events you can order them online at
www.biglotteryfund.org.uk/yourgrant

Your order

Plaques

Quantity	Number of sites	Tick if project is in Wales
Small aluminium equipment plaques (115mm x 80mm) 1 per item of equipment	<input type="checkbox"/>	<input type="checkbox"/>
Perspex plaque (310mm x 260mm) 1 per site	<input type="checkbox"/>	<input type="checkbox"/>
Stainless steel plaque (310mm x 260mm) 1 per site	<input type="checkbox"/>	<input type="checkbox"/>
Astro Turf Fence Signs (1500mm x 500mm) 1 per site	<input type="checkbox"/>	<input type="checkbox"/>

Stickers

Quantity	Blue logo	Pink logo	Tick if project is in Wales
A4 sticker sheets (mixed sizes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small equipment stickers small (75mm x 50mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium equipment stickers (80mm x 70mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large equipment stickers (120mm x 100mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site hoarding stickers (1200mm x 1000mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black logo	White logo	
Vehicle stickers (210mm x 150mm) Transparent with black or white logo 2 per vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Items

Quantity	Blue	Pink	Tick if project is in Wales
Vinyl banner (600mm x 500mm) Pink or blue 1 per site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Black	White	
Iron on logo transfer for clothing White or black (10 per project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact nameProject name

Unique Ref. NumberAmount of grant.....

Address

.....Phone number (daytime)

Please return the completed form to:

Big Lottery Fund, BSS Distribution, Capital House, E-State, Bankhead Crossway South, Edinburgh EH11 4EP.

Please allow 28 days for delivery.