These guidelines provide NGCP Mini-Grant awardees important information about the use of NGCP and Local Collaborative logos.

**Mini-Grant Awardees may use a NGCP logo if they meet either of these two conditions:**

1. They have received a Mini-Grant Award.
2. They are a Collaborating Program on a Mini-Grant Award and are listed in the grant application.

These logos are approved for the following uses:

- to indicate NGCP has provided funding or in-kind donations to your organization

**The logo(s) you may use are:**

- **Print collateral**
  - Use TIFF or EPS format
  - EPS format should be used for a colored background
  - Use EPS in a vector program for large scale work such as posters or banners
- **Websites**
  - Use GIF format
- **Electronic media**
  - Use GIF format

**The logo(s) may not be used on:**

- business cards
- stationery or letterhead
- products or packaging

The National Girls Collaborative Project™ logo is available in various formats for use by the Collaboratives, Mini-Grant Awardees, and our Partners. Each folder contains color and grayscale versions of the logo. Please review the NGCP Logo Guidelines before using the NGCP logo.

**Follow these guidelines to comply with general trademark requirements:**

- Use only the logo files provided by NGCP.
- Use your organization’s brand identity system and message when you use a NGCP logo.
Guidelines for NGCP Grantees Wishing to Use NGCP or Local Collaborative Logo

- Place your organization’s logo in the signature position (usually top or bottom of the Material) indicating clear ownership of the communication. The NGCP logo should be smaller in size and in a less prominent position than your organizational logo.

- You will gain the most impact by using only one NGCP or Local Collaborative logo, the one most appropriate to your message.

- Any use of NGCP logos that NGCP deems improper or unacceptable will result in termination of usage privileges.

**General Logo Guidelines: Usage Requirements**

- Do not use the NGCP logo without displaying your organization’s logo.
- Do not use the plain NGCP corporate logo at any time.
- Do not delete the ™ symbol when it is included in the logo artwork.
- Do not use the logo on business cards, email, signatures, or letterhead.
- Do not animate, morph, or alter the logo in any way other than to resize it.
- Do not use a NGCP logo as an implied endorsement of your organization.
- Do not combine the logo with other elements that might be confused as a logo.
- Do not use a NGCP logo on any material that directly or indirectly disparages NGCP.
- Do not use a NGCP logo in any way that infringes upon any NGCP intellectual property.
- Do not use a NGCP logo in any medium that is in violation of any applicable laws or governmental regulations.
- Do not use the NGCP name as a visual focal point on any materials or in a manner that is likely to confuse the origin of products, services, materials, courses, or programs.
- Do not use the NGCP name in a manner that is more distinctive in font style, size, color, or weight than the surrounding text.

**Use of the Term “Partner”**

Use of the logo shall not be construed to create or constitute a partnership between your organization and NGCP. Use of the term “partner” in the logo or in these guidelines is for convenience only and is not an indication of a formal partnership relationship between your organization and NGCP.

**Review Process**

NGCP reserves the right to review and approve your use of the logo at any time. Samples of materials that include use of the logo must be provided, if requested and NGCP reserves the right to request modifications to your use of the logo. NGCP has the right to terminate, for any reason and without prior notice, your use of the logo. NGCP has the right, at any time and without cause, to modify or suspend the terms of these guidelines.