Funder Publicity Policy

Issue Date: 01.09.2026
Next Review: 01.09.2029

USE OF FUNDER LOGOS IN PUBLICITY

ELATT will ensure that all funder logos and straplines are used in accordance with formal project Guidelines on all our marketing material, including but not limited to:

- Our website at www.elatt.org.uk
- Online course directories
- On printed leaflets
- On online adverts
- In the centres of delivery

OPERATIONAL PUBLICITY

Student-focused

We will also publicise the funder of a particular project on these student-facing materials:

- The application form
- The learning agreement
- The first page only of each Personal Development Plan
- The first page only of Lesson Plans or Lesson Notes
- The first page of initial learning presentations
- Course Information sheets

Please note that we do not normally publicise logos on any additional learning materials or presentations due to the very high volume of material and subsequent administration that this would necessitate.

Staff-focused

- Evidence of delivery and/or financial claims
- Summary claim sheets (please note this excludes the staff timesheets themselves as by definition the staff timesheet must cover all projects)
- Timetables of activity
- The first page of attendance registers
- Letters of Secondment to specific employees and project workers
- Restricted grants or contracts for services over £25,000 per year

OTHER FORMS OF PUBLICITY

For our policy on use of photographs online and in social media, including safeguarding, please see our Publicity and Social Media Policy.