

# Use of Monash Council's logo for community groups

Depending on the funding amount your community group has received, please see the below.

## Groups who have received \$5,000 or less

- Please include the following line at the base of your marketing material:

*Proudly supported by Monash Council*

## Groups who have received more than \$5,000

- Please include Council's logo on your marketing material.
- Contact one of the below officers to receive the logo
- See below for guidelines

## Guidelines for using Councils logo

When using Council's logo there are a few important things to keep in mind.

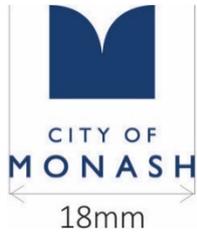
### Where should I place Council's logo?

To avoid confusion as to who is holding the event Council's logo should be smaller than your group's branding and be located at the base of your flyer, brochure, etc.



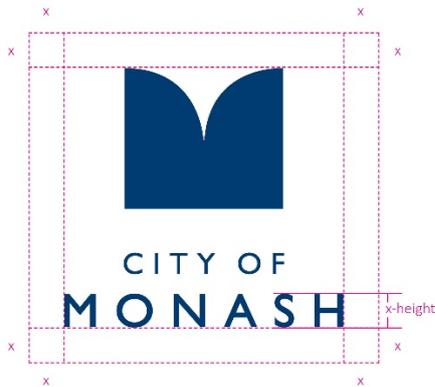
## Minimum Size

The smallest size that Council's logo can appear is 18mm across.



## Clear Space

When setting out your page, please allow for a clear space (to the height of the 'H' in 'Monash') so other logos, graphics, or text are positioned at least this distance away from Council's logo.



## Incorrect use of Council's logo

The logo should appear as received, please ensure dimensions are retained when placing on the page.



## Which colour to use?

The most frequently used logo is the blue version. Depending on your artwork the white logo will be best against a dark background.



## Which file type will I need?

It's recommended to use an:

- EMF file if your marketing material has been created in Word
- JPG or AI file if using graphic design software such as InDesign

## How can I receive Council's logo?

Please contact one of the below teams and request which colour and file type you're after.

Community Grants Team  
e. [Monash.Grants@monash.vic.gov.au](mailto:Monash.Grants@monash.vic.gov.au)  
p. 9518 3568

Cultural Development & Events Team  
e. [Events@monash.vic.gov.au](mailto:Events@monash.vic.gov.au)  
p. 9518 3636

## When artwork is ready we will need to check off on material

Before artwork goes to print or is uploaded to a website, please email a proof for Council to sign off on. Our teams require a **minimum of 5 working days** for sign off.