ACKNOWLEDGEMENT POLICIES

Acknowledgement of the Foundation’s support and the Foundation’s orange and gray logo should appear on all materials relating to grant-awarded projects according to the guidelines below. Thank you.

Foundation Name
- The Foundation should be referred to as the “Carl & Marilynn Thoma Art Foundation” at first mention, after which it can be abbreviated as the “Thoma Foundation.”

Credit Line
- Acknowledgement should be displayed in all digital and printed materials and announcements related to the project (including the exhibition, exhibition tour, publication, and programs) with the credit line: “Support for [this program] is provided by the Carl & Marilynn Thoma Art Foundation.”
- The Grantee agrees to send any use of text acknowledging the Foundation’s support to the Foundation’s Communications Manager for review and approval.

Logo
- The required orange and gray logo can be downloaded from the Thoma Foundation website at https://thomafoundation.org/grants/for-organizations/grantee-toolkit/
- Please only use the black and white logo if material is being printed in black and white.
- Wherever possible, the Thoma Foundation logo should accompany the credit line.
- The Grantee agrees to send any use of the Foundation’s logo to the Foundation’s Communications Manager for review and approval.

Exhibitions & Exhibition Catalogs
- If the grant is for an exhibition, an exhibition tour, or a publication, the Foundation considers this support for the project as a whole and requests the credit line and orange Foundation logo appear on exhibition wall signage at all venues, on the websites of all venues, as well as in exhibition catalogues.

Acknowledgement of Support
- Thoma Foundation support should be acknowledged in any press releases and press kits, marketing collateral and promotional materials, including video and digital media, email marketing, and, where possible, social media related to funded projects.
- Where possible on social media, the support of the Foundation should be mentioned, or the appropriate social media handles included:
  - Instagram: @Thoma_Foundation
  - Facebook: @ThomaFoundation
  - Twitter: @ThomaArt
  - Vimeo: @ThomaArt
- The legally required acknowledgement letter should be addressed to The Carl and Marilynn Thoma Foundation, 875 N. Michigan Ave., Suite 1310, Chicago IL 60611.
Private Events
- Thoma Foundation support should be orally acknowledged at any and all events relating to grant-supported projects, including press conferences and, where possible, news media interviews.
- Marketing collateral at programs or gatherings related to your grant should display the orange Thoma Foundation logo.

Book Publications
- The credit line and orange Foundation logo must appear in book publications that receive grant support. If the publication accompanies an exhibition, the credit line and Foundation logo must also appear on the exhibition wall signage and any other digital and printed materials at all venues. It is required to provide The Thoma Art Foundation with 10 copies of the published book by mailing the copies to: The Carl and Marilynn Thoma Foundation, 875 N. Michigan Ave., Suite 1310, Chicago IL 60611.
- The Grantee agrees to send any use of the Foundation logo and text acknowledging the Foundation’s support to the Foundation’s Communications Manager for review and approval prior to the publication of the book.

Public Events
- The credit line and Foundation logo should appear on all promotional materials and signage at all venues relating to grant-funded programs such as artist talks, lectures, symposia, and conferences.

Named Positions
- Funded position titles should always be used in conjunction with the name of the faculty/staff/leadership member.

Artwork Loans
- Please consult the Collections Manager & Registrar for approved credit line for in-gallery wall labels for individual artworks on loan from the Foundation.

Artwork Image Reproductions
- You may request high-resolution images and reprint permissions for press releases, press kits, social media, e-marketing, and website use directly from the Thoma Foundation Communications Manager.
- To reprint artwork images in printed publications, including books, catalogues, marketing collateral or advertising, please complete the Request for Image Reproduction form at https://thomafoundation.org/image-research-requests/. Questions about requests and fair use can be directed to the Thoma Foundation Collections Manager & Registrar.
- The proper captioning and a mandatory credit line for each object will be provided to you with permission to reprint and will include “Courtesy of the Carl & Marilynn Thoma Art Foundation.”

Questions
- L.E. Brown, Communications Manager, le@thomafoundation.org
- Kate Weinstein, Collections Manager & Registrar, kate@thomafoundation.org