



## Publicity & Attribution

**All publications that your organization produces using contract funds must be approved by SBS prior to printing and distribution.** You should submit drafts of these publications to your contract manager in the early stages of development.

### Publicity

All press releases, brochures, or public events intended to publicize Avenue NYC/City Council Discretionary-funded Programs **must be coordinated through the SBS Press Office.** You should contact your contract manager early in the planning process to ensure that you will be able to obtain proper approval for your publicity.

### Attribution

If your organization receives CDBG funding, **all printed materials that your organization produces using SBS funding (for production costs or for payment for staff time to produce the materials) must include the proper SBS and Community Development Block Grant (CDBG) attribution.**

Groups with CDBG funding should include the following on all printed materials:

"Funding was provided by the Community Development Block Grant Program"

In addition, when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with CDBG funds, your organization **must acknowledge the use of CDBG funding.** For details regarding proper SBS attribution requirements, you must **contact your contract manager before producing any printed materials.**