  

Annexe VI

**VISIBILITY GUIDELINES**

**For the implementation of MAJALAT’s Small Grant Facility**

1. **GENERAL GUIDELINES**

Communication and visibility requirements are a crucial aspect to be fulfilled in the framework of the MAJALAT EU funded project No. ENI/2017/390881. By signing the sub-granting contract, recipient organisations commit to accomplish communication and visibility terms, namely they must make it visible that actions realized are funded by EU and belong to MAJALAT Program.

In order to comply with Communication and Visibility obligations sub-grantees (SG) organisations will have to clearly display in every communicational material (PPT, leaflets, brochures, Social Media Image, etc.) at least:

1. MAJALAT Logo
2. EU flag and proper disclaimer

Point n.1 and n.2 are to be considered as compulsory. In addition, the organisations can add their own logo and other participating organisations’ logo.

* Do not alter or tamper with the logos in any way. Please do not modify the logos or alter the proportions when adding it to documents or other materials. Please use only the versions of the logo provided by SOLIDAR.
* Please only use the logo for initiatives that are in line with the agreed aims and objectives of the MAJALAT program.
* The EU logo and the disclaimer don’t necessarily have to appear next to the project logo, they can be located according to your needs, such as on the last page of a publication, for example. All the project related documents - such as an event agenda, a participants’ list, and even an internal survey - also need to MAJALATlogo, the EU flag and the proper disclaimer.
* Promotional items such as T-shirts, mugs, pens, etc. should also contain the EU flag followed by Funded/Co-funded by the European Union. For more information: https://ec.europa.eu/info/sites/info/files/use-emblem\_en.pdf.

1. **MAJALAT LOGO**



1. **EU VISUAL IDENTITY ELEMENTS**

The General Conditions state that “the Partner shall take all necessary steps to publicise the fact that the European Union has financed or-cofinanced the Action. Such measures shall comply with the Communication and Visibility Manual for European Union External Actions[[1]](#footnote-1)”.

In general, all materials produced under the project should include the EU visual identity: the **EU flag** and the proper **disclaimer**.

The common element branding all EU funded actions is the EU flag. Whatever the size, scope or objectives of an action, the EU flag must be prominently displayed on all materials.

When the EU emblem is reproduced in any graphic representation, it must be used in its entirety, without any alterations or additions. The display or reproduction of the emblem may not incorporate any flag or symbol of another country, donor, agency or organization. The graphic representation of any such partners must be displayed separately.

The EU flag can be downloaded here: The EU flag can be downloaded here: <https://europa.eu/european-union/about-eu/symbols/flag_en>

In addition, the EU is not responsible for the contents of communication material prepared by contractors, implementing partners or international organisations. These must therefore include the following disclaimer in their publications:

“This activity is being realized with the financial assistance of the European Union as part of the Specific Agreement No. ENI/2017/390881. The contents of this activity are the sole responsibility of *<name of the author/contractor/implementing partner/ international organisation>* and can in no way be taken to reflect the views of the European Union.”

Please contact us if you have any doubts or further questions regarding the visibility rules applicable.

**EXAMPLE OF HOW TO USE THE EU LOGO AND DISCLAIMER**:

“This activity is being realized with the financial assistance of the European Union as part of the Specific Agreement No. ENI/2017/390881. The contents of this activity are the sole responsibility of <name of the author/contractor/implementing partner/ international organisation> and can in no way be taken to reflect the views of the European Union.”

1. https://ec.europa.eu/europeaid/sites/devco/files/communication\_and\_visibility\_manual\_en\_0.pdf [↑](#footnote-ref-1)