



**OKLAHOMA**  
**Arts**

**Grantee Acknowledgments Guide**  
**for Organizations**

# Acknowledging Support from the Oklahoma Arts Council

## A Guide for Organizations

### Why Acknowledge Our Support?

As outlined in your grant contract, organizations receiving Oklahoma Arts Council funding must acknowledge our support of their programs. Grantees must also acknowledge the National Endowment for the Arts (NEA), which provides significant funding to the Oklahoma Arts Council. Acknowledging our support helps educate the general public about the role of public funding for the arts programs they enjoy in their communities. It shows Oklahomans the return on investment in the arts made possible by their elected representatives.

*NOTE: Do not acknowledge Oklahoma Arts Council support for programs not funded by our agency.*

### How to Acknowledge Our Support

There are three ways grantees can acknowledge our support. Not every means of acknowledgment is required for a program. The means of acknowledgment depends on the type of program and the promotional materials being produced. Ways to acknowledge our support include: 1) using our **logos**; 2) crediting us in **writing**; and, 3) **verbally** acknowledging us in your announcements.

#### 1. Using Our Logos

Use Oklahoma Arts Council and National Endowment for the Arts logos on all promotional materials for programs funded by our agency. Include the logos in print and digital ads, email marketing campaigns, fliers, posters, rack cards, social media graphics, slideshows, videos, and other materials where graphics are used. Logos should be readable and should not be altered. Logos should be sized proportionally to original dimensions.

*What about websites?* Organizations receiving funding in our **Organizational Support** and **Major Grant Support** categories are required to add the Oklahoma Arts Council and National Endowment for the Arts logos to their websites. Use with the following language:

*Select programming is made possible by funding from the Oklahoma Arts Council, which receives support from the State of Oklahoma and the National Endowment for the Arts.*

On websites, link our logo back to the Oklahoma Arts Council homepage at [arts.ok.gov](http://arts.ok.gov).

#### 2. Crediting Us in Writing

A written credit line, such as the following, must be used in social media posts, email newsletters, news releases, and other relevant contexts:

*This project was funded in part by the Oklahoma Arts Council, which receives support from the State of Oklahoma and the National Endowment for the Arts.*

Written credit may be used in lieu of logos where appropriate.

### 3. Verbally Acknowledging Us

Verbal acknowledgment of Oklahoma Arts Council and National Endowment for the Arts support should be given during announcements at performances, workshops, festivals, and other live, recorded, or virtual programs. Podcasts should include a verbal acknowledgment if the related programming was funded by our agency. Use the following to verbally acknowledge our support:

*This project was funded in part by the Oklahoma Arts Council, which receives support from the State of Oklahoma and the National Endowment for the Arts.*

#### Logo Types

Color eps

Color png

Color negative eps

Color negative png

Gray scale negative eps

Gray scale negative png

Black and white eps

Black and white png



[Download Oklahoma Arts Council logos.](#)

[Download National Endowment for the Arts \(NEA\) logos.](#)

#### Following and Tagging Us on Social Media

The Oklahoma Arts Council is active on several social media platforms. The agency uses the platforms to share important news and information, bring attention to helpful resources, and highlight the impact of the arts in Oklahoma. Grantee organizations are expected to like and follow the Oklahoma Arts Council on social media. For programs made possible with our support, grantees should tag us in their related social media posts.

Facebook: @oklahomaartscouncil

Instagram: @oklahomaartscouncil

X (Twitter): @okartscouncil

#### Writing and Inviting Your \*State Legislators

Grantees must inform their state senator and state representative in writing about grant awards from the Oklahoma Arts Council. State legislators like to know how state funding is impacting their districts. After receiving your award notice, please do the following:

1. Notify your state senator and state representative in writing about your award.
2. Describe how the funding empowers you to serve your community.
3. Invite them to experience your program in person. Be sure to offer them the opportunity to speak or give remarks if they attend your event.
4. Thank them for their support.

*\*State-level, not federal-level (see screenshot below)*

[Download a template letter.](#)

## Identifying Your \*State Legislators

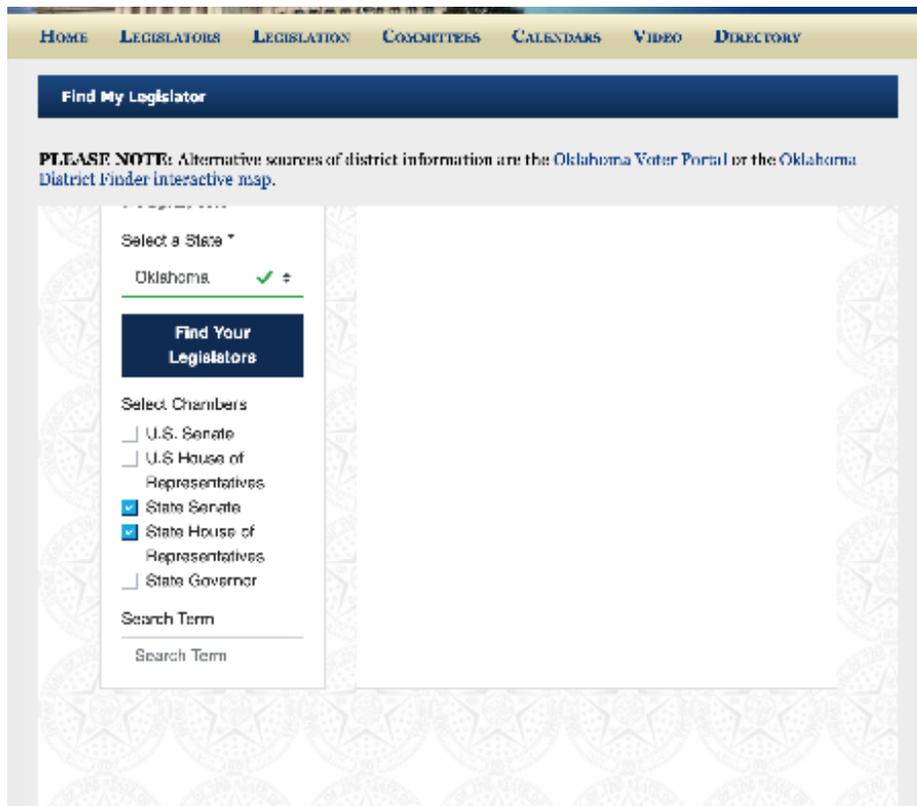
A search feature is available at [oklegislature.gov](http://oklegislature.gov) to help you identify the state senator and state representative who serves your organization's district. Be sure to use your organization's physical address (not mailing address) when completing the form.

### State vs. Federal

Keep in mind your state legislators serve at the Oklahoma State Capitol in Oklahoma City where they make decisions about the state budget and appropriations for the Oklahoma Arts Council. By comparison, your federal representatives from Oklahoma serve in the U.S. Congress in Washington, D.C., where they make decisions about the federal budget, including National Endowment for the Arts funding.

[Find your state legislators here.](#)

*\*State-level, not federal-level (see screenshot below)*



The screenshot shows the 'Find My Legislator' search interface on the Oklahoma Legislature website. At the top, there is a navigation menu with links for HOME, LEGISLATORS, LEGISLATION, COMMITTEES, CALENDARS, VIDEO, and DIRECTORY. Below the navigation is a dark blue button labeled 'Find My Legislator'. A 'PLEASE NOTE' message states: 'Alternative sources of district information are the Oklahoma Voter Portal or the Oklahoma District Finder interactive map.' The search form includes a 'Select a State' dropdown menu with 'Oklahoma' selected and a green checkmark. Below this is a dark blue button labeled 'Find Your Legislators'. Underneath, there is a 'Selected Chambers' section with checkboxes for 'U.S. Senate', 'U.S. House of Representatives', 'State Senate', 'State House of Representatives', and 'State Governor'. The 'State Senate' and 'State House of Representatives' checkboxes are checked. At the bottom, there is a 'Search Term' input field.

## Contacting Us About Acknowledgment Requirements

If you have specific needs related to acknowledging our support, please let us know. Our public awareness staff is available to assist. [Find their contact information here.](#)

## Template Letter 1

DATE

The Honorable FIRST NAME LAST NAME  
OKLAHOMA SENATE/OKLAHOMA HOUSE OF REPRESENTATIVES  
2300 N. Lincoln Blvd., ROOM ###  
Oklahoma City, OK 73105

Dear SENATOR/REPRESENTATIVE LAST NAME:

*Introduce yourself and your organization. Inform your state senator/representative that you received a grant award from the Oklahoma Arts Council.*

*Describe your program and how it will benefit your community, which is represented by the state senator/representative in the Oklahoma State Legislature.*

*Explain how Oklahoma Arts Council and National Endowment for the Arts funding plays an important role in making arts programs like yours and hundreds of others possible across the state.*

*Express gratitude for your senator/representative's support of the Oklahoma Arts Council. Describe how the arts serve the economic, educational, and quality of life goals of state leaders.*

*Invite them to attend the program. Provide the date, time, and location. Offer them the opportunity to give remarks.*

*Thank them again for their support.*

YOUR NAME

YOUR SIGNATURE

## Template Letter 2

DATE

The Honorable FIRST NAME LAST NAME  
OKLAHOMA SENATE/OKLAHOMA HOUSE OF REPRESENTATIVES  
2300 N. Lincoln Blvd., ROOM ###  
Oklahoma City, OK 73105

Dear SENATOR/REPRESENTATIVE LAST NAME:

As YOUR TITLE of NAME OF ORGANIZATION, I am pleased to let you know we have received a grant award from the Oklahoma Arts Council for our upcoming program, NAME OF PROGRAM.

DESCRIBE YOUR PROGRAM AND HOW IT SERVES THE COMMUNITY

Oklahoma Arts Council grant funding is made possible through the investment of state leaders like you who recognize the arts' essential role in meeting needs in our communities. For more than 60 years, public funding for the arts through the Oklahoma Arts Council and their federal partner the National Endowment for the Arts has powered an effective ecosystem that makes arts programs possible in every part of our state.

We invite you to join us for our program on DATE and TIME at LOCATION to experience firsthand how our work—and Oklahoma Arts Council funding—is benefiting your district. If we can expect a visit from you, please let us know by contacting us CONTACT INFORMATION. We would be honored to welcome you and give you the opportunity to speak.

Thank you again for your support,

YOUR NAME  
YOUR SIGNATURE

**Example Letter—For Reference Only (Do Not Copy)**

April 30, 2026

The Honorable John Smith  
Oklahoma State Senate  
2300 N. Lincoln Blvd., Room 430  
Oklahoma City, OK 73105

Dear Senator Smith:

As executive director of the Oklahoma Art Camp, I am pleased to inform you we have received a grant award from the Oklahoma Arts Council for our upcoming program, "Summer STEAM Learning." The grant is an important part of making our program possible.

Summer STEAM Learning will take place June 11-15, from 9:00 a.m. to 3:00 p.m., at our facility located at 123 Main Street in Enid. Summer STEAM Learning is a week-long camp that introduces teenagers ages 13-18 to visual art concepts and connects those concepts to math, science, and engineering. Participants receive 30 hours of hands-on instruction from a professional teaching artist. The program is an effective way to keep students engaged in learning during their summer break.

Grants from the Oklahoma Arts Council, which receives funding from the State of Oklahoma and the National Endowment for the Arts, impact hundreds of organizations like ours in communities statewide each year. In leading the arts in our state, the Oklahoma Arts Council has had an essential role in serving important needs in education, economic growth, and quality of life for more than 60 years.

We invite you to join us as a special guest to see how this program serves teenagers and families in your district. It would be an honor for us to have you speak to our group of participants.

Please let us know if you would like to attend any part of our Summer STEAM Learning program by contacting me at (580) 555-1234 or [director@okartcamp.org](mailto:director@okartcamp.org).

Thank you for your support,

Executive Director  
Oklahoma Art Camp