LWCF Sign Guidelines

A sign acknowledging the Land and Water Conservation Fund program as a funding source for the PROJECT must be installed. These signs are an eligible cost during the GRANT PERFORMANCE PERIOD. Replacement costs for the LWCF sign, as part of subsequent PROJECT operation and maintenance, are not allowed.

Types of Signs

1. Construction – An acknowledgment sign with the LWCF logo is required during construction if the total PROJECT cost is $500,000 or more. (MANUAL Ch. 7, C.)
   a. Must be on or near the affected site, to the extent feasible, so as to indicate that the project is the result of funding through LWCF.
   b. Must indicate percentage and dollar amounts financed by federal and nonfederal funds.
   c. Must be at least 2 feet by 3 feet.
   d. See sign templates for a sample Construction sign.
2. Post-Completion – All GRANTEES are required to post an acknowledgement sign at the PROJECT site upon completion. The sign must be available for the final inspection and must remain in place in PERPETUITY.
   a. The LWCF logo must be at least 1.25 inches in overall width. It can be scaled to any larger size.
   b. All signs must contain the following language: "This project was partially funded by the Land and Water Conservation Fund through the U.S. Department of Interior and the California Department of Parks and Recreation."
   c. Grantees can submit a mock-up of proposed alternative sign/language to their Project Officer for review.
   d. The sign should be placed in the park in a clearly visible location where the public will see it, such as an entrance kiosk.
   e. See sign templates for a sample post-completion sign.

The same sign can be used during construction and at completion as long as it contains the required language.

Sign Composition - All materials used shall be durable and resistant to the elements and graffiti.

State Approval - Final payments will not be processed until post completion signage has been approved and installed.

Compliance with Sign Requirements is required in perpetuity! Failure to maintain a sign at the park site will prevent your agency from receiving funding from the LWCF program until a sign is placed.

These requirements apply to all LWCF projects including ORLP, REPI, and LWCF. For more information on signs, please see Chapter 7 section C subsection 1 of the Federal LWCF Guide and the LWCF Grant Admin Guide.

Instructions for Printing Template Signs

File Type

Typically, sign printers use the Scalable Vector Graphic (SVG) file type when printing signs. You can convert PowerPoint slides into SVGs by downloading the sign PowerPoint to your computer, opening the PowerPoint, then selecting **"File">Save As" > Scalable Vector Graphic (.svg).** There are a variety of other file types in the save-as menu so if your sign printer requires a different file type, it may be available in there.

Need a different size of sign?

Download the sign PowerPoint file then click **"Design"> Slide Size > Custom Slide Size** to alter the size of the slide. Click "Ensure fit". Note that you may still need to reposition or resize text, logos, etc.

Construction Sign

BEFORE PRINTING, DOUBLE CHECK: Is the sign the right size?

Per the LWCF Grant Admin manual, the construction sign (which includes funding amounts and sources) must be 2 feet by 3 feet. The PowerPoint slide is formatted to be printed at that size already. Don't forget to remove the highlighting and update your agency's name, funding sources (taken from the Funding Sources Tab on your budget narrative), funding percentages, and amounts on the sign before printing! Feel free to run the sign past your Project Officer before having it printed to ensure the funding sources and percentages on the sign are correct.

LWCF Stewardship (Post-Completion) Sign

### BEFORE PRINTING, DOUBLE CHECK: Is the LWCF Logo the right size?

The LWCF Grant Administration Manual requires that the LWCF logo on Stewardship signs be at least 1.25 inches wide.

The sign files, if printed at the size and scale indicated in each sign's title, contain logos that will be the appropriate size. Altering the sign size or printing it on a different size sign will change the logo size.

To verify that the logo size meets the required minimum, click on the LWCF logo in the PowerPoint sign file then click the "picture" tab at the taskbar near the top of PowerPoint.
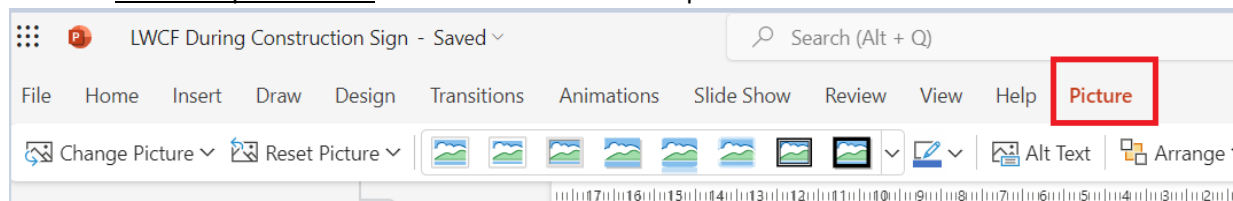
The width and height of the logo should appear in the taskbar near the top of the screen.
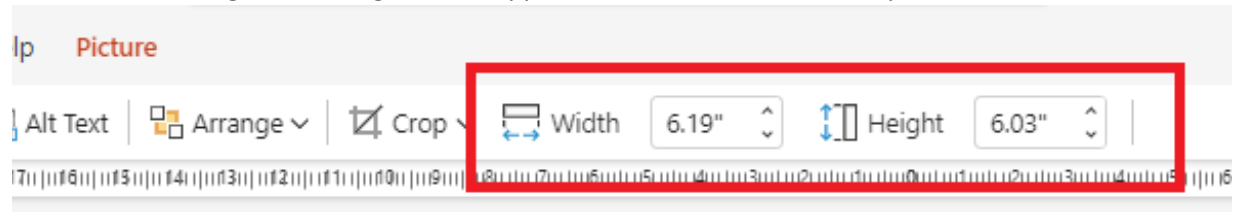
(location of these taskbars and features may vary based on your version of PowerPoint).