

# BRANDING & COMMUNICATIONS GUIDELINES FOR BROWNFIELD HOUSING FUND

June 2021

## **Before you read on...**

This document applies to all projects that have received funding from the North of Tyne Combined Authority's (NTCA) Brownfield Housing Fund.

Please contact the communications team at NTCA before you start a new piece of communications work, social media activity or public use of our branding related to your Brownfield Housing Fund project.

We want to maximise the impact of your comms and we want to work with you to do that. The funding conditions stipulate that projects are appropriately referenced, including the use of appropriate logos.

## **Telling the story**

We find real people who have benefitted from a project are the best people to talk about it. They are more likely to resonate with our audiences and more people are likely to see, hear, and remember the project as a result. Giving opportunities to beneficiaries to tell their authentic story is likely to be the most successful approach to project comms and is the approach we recommend.

We actively seek case studies from funded projects to celebrate achievements and impact. Case studies require participant's consent prior to public use. We are happy to work with you to create quality case studies, so please get in touch.

**Email:** [communications@northoftyne-ca.gov.uk](mailto:communications@northoftyne-ca.gov.uk)

## **Getting our names right**

The first time we are mentioned in any communications we should be named in full as the 'North of Tyne Combined Authority'. After the first mention the only abbreviation you should use is NTCA.

The Brownfield Housing Fund should always be referenced in full and not abbreviated in public. The first mention of the Government department should be named in full as the 'Ministry for Housing, Communities and Local Government'. After the first mention the only abbreviation you should use is MHCLG.

## **Describing our relationship with you when you need to describe it**

When describing your relationship with our organisation we must always be referred to in full using the following statement:

This project is part-funded by the £24m North of Tyne Combined Authority Brownfield Housing Fund, part of the national Ministry for Housing, Communities and Local Government £400m Brownfield Housing Fund.

Please ensure your Brownfield Housing Fund projects are clearly distinguished from other Government agency initiatives like Homes England to avoid confusion.

## **North of Tyne Combined Authority organisational descriptor**

The following descriptor should be used on your website, in your print documents and in press releases.

*The North of Tyne Combined Authority is a partnership of three local authorities: Newcastle City Council, North Tyneside Council, and Northumberland County Council and the North of Tyne Elected Mayor.*

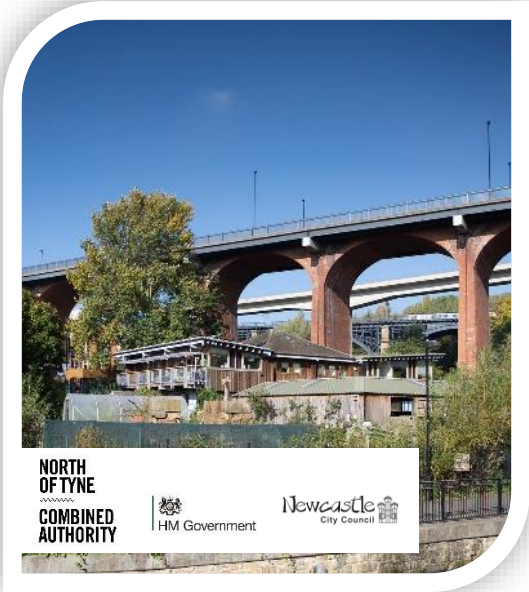
*The North of Tyne Combined Authority Brownfield Housing Fund is a £24m fund supporting the preparation of land for new homes across the North of Tyne. It is part of the national Ministry for Housing, Communities and Local Government £400m Brownfield Housing Fund.*

## **Accessibility and Inclusion**

NTCA expect all funded projects to follow best practice guidance for accessibility in the creation of all documents and comms using our logo and branding.

# When and how to use our logos

All Brownfield Housing Fund comms must use the NTCA and HM Government logos. Both logos used below are available on request from the comms team.



The size can be changed but the height/width ratio should not be – it should remain a square. Our logo should never be squashed.

We expect our logo will be included on your website and any print or digital media associated with work receiving funding. This may also include other forms of promotional materials (see other media below).

Specific guidance on how to use the HM Government logo is found in the [HM Government Identity Guidelines](#).

**You should use our logo and HM Government’s logo whenever you use your own logo.** Our logos should be equal in size to yours and any other logos.

Our logos should always be black text with a white background. When the logo is used on an image or against a coloured backdrop it should remain in its white square and be placed on a white background.

**Using social media**

We know that there isn't much space for text on social media, particularly on Twitter. We do not need a formal sentence in every post, but we do need some acknowledgement of our role in funding the project or programme in the post itself. Simply tagging us is not good enough.

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**Examples of good practice on Twitter:**



**Tags for social media:**

Twitter	@NorthTyneCA
Facebook for tagging	@NorthTyneCA
Facebook page	<a href="https://www.facebook.com/NorthTyneCA/">https://www.facebook.com/NorthTyneCA/</a>
LinkedIn for tagging	@North of Tyne Combined Authority
LinkedIn page	<a href="https://www.linkedin.com/company/north-of-tyne-combined-authority/">https://www.linkedin.com/company/north-of-tyne-combined-authority/</a>
#Hashtag format	#NTCABrownfield

**Press releases, newsletters, and website articles**

You should reference NTCA funding within the first three paragraphs of a press release, newsletter piece or website article. All press releases and PR campaigns must be signed off by the NTCA comms team prior to circulation. Please use the standard descriptors outlined above.

**Broadcast media, including radio, television, and podcasts**

You should reference being funded by NTCA at least once in any interviews given by your spokespeople.

**Other media, large-scale and outdoor comms**

Your project will require other forms of physical comms on site at your own expense. All large-scale comms must be approved by the comms team, see contact details on the first page. Please see the NTCA specification for large-scale and outdoor comms outlining the design requirements - <https://www.northoftyne-ca.gov.uk/support/business-guidance/>