ARCHS’ FY 20 Grant Resource & Support Guide

The Power of Partnering | Funding - Resources - Expertise
August 2019

To say the least, we are experiencing turbulent times.

Nationally, we face extreme division and toxic discourse.

Locally, we struggle to end cycles of intergenerational poverty and trauma that perpetuate disparities and disadvantages for children and families in our most resource-deprived communities.

Confronting these on-going challenges can be draining and disheartening to funders and funded-partners alike. Yet, we do the heavy lifting that is required. It is our professional duty, and more importantly, our personal calling.

ARCHS is proud of our unique role that sets us apart from traditional funders. The funding and intensive strategic support services we provide, augments your work in providing meaningful human service intercptions.

Please carefully review ARCHS’ FY2020 Grant Resource & Support Guide. It includes essential information to clarify our reporting requirements.

As we begin a new contract year, please know ARCHS values our relationship, and your tireless work for the betterment of our community.

Regards,

Wendell E. Kimbrough
ARCHS’ Chief Executive Officer
The St. Louis philanthropic community envisions a future in which grant making is relational and funded partner-funder relationships reflect strong partnerships that lead to meaningful, long-lasting, positive change for the St. Louis region. The funders and philanthropy-supporting organizations listed below are united in our intention to 1) promise the following to all potential funded partners and/or 2) support the following best practices within the field of philanthropy:

1. Communication
   - Staff Contact. We will designate a named staff member to contact directly about your proposal/grant. Staff continuity is a priority.
   - Prompt Response. We will provide prompt and respectful responses to all inquiries within and outside of the grant process within three business days (or notification if the staff member you are contacting is out of the office).
   - Proactive Approach. We will provide proactive and transparent communication to support your timely and effective preparation and participation in our public processes.

2. Grant making Process
   - Timeline and Consideration. We will provide well-defined and realistic expectations about the proposal/application process, including fair and timely consideration of all grant requests.
   - Consistency. We will ensure the provision of consistent information about our policies and procedures, including the requirements for completing and submitting grant applications/reports and how to request support and/or changes.
   - Performance Management. We will use performance metrics as an opportunity to learn and propose possible modifications.

3. Relationship
   - You are an Expert. We value the knowledge and experience you bring to the partnership. We will strive to continuously learn about your organization’s strategies, challenges and the context in which you work.
   - Sharing Resources. Whenever we are able, we will help connect you to our resources, perspectives and approaches (as requested) to support strong programs/organizations and amplify community impact.
   - Assume Best Intentions. We will engage with you from a perspective of learning and growing together. We will strive to create a genuine and honest relationship, assuming the best intentions of everyone involved.

Funded Partner Feedback

We also encourage funded partners to directly provide honest feedback about what is and is not working, so we can improve our own individual processes and practices. We are committed to integrating as much feedback as possible and to share with you how your feedback has changed and improved our processes.

Possible items might include:
• Proposal/application review process
• Interaction with staff members
• Clarity of guidelines and other communications
• Reporting requirements
• Training and available resources
• Any other topic related to your experience that will help improve our grant making efforts

If you would like to provide feedback to us directly, please email us at info@stlarchs.org. Your feedback will be reviewed internally and when appropriate, you will receive a response that addresses your questions and/or concerns.

Note: This document is the product of insights gathered from local and national sources completed and vetted by the St. Louis Funder’s Learning and Evaluation Group (FLEG). It was finalized and adopted by the funders and philanthropy-supporting organizations below in July of 2018.
<table>
<thead>
<tr>
<th>Funded/Supported Organization</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>America Works – Missouri</td>
<td>(504) 299-3463</td>
<td>americaworks.com/missouri</td>
</tr>
<tr>
<td>Annie Malone Children &amp; Family Services</td>
<td>(314) 531-0120</td>
<td>anniemalone.com</td>
</tr>
<tr>
<td>Better Family Life</td>
<td>(314) 367-3440</td>
<td>betterfamilylife.org</td>
</tr>
<tr>
<td>Big Brothers Big Sisters</td>
<td>(314) 361 5900</td>
<td>bbbsemo.org</td>
</tr>
<tr>
<td>Boys &amp; Girls Clubs of Greater St. Louis</td>
<td>(314) 335-8000</td>
<td>bgcstl.org</td>
</tr>
<tr>
<td>Educare</td>
<td>(314) 289-5638</td>
<td>stleducare.org</td>
</tr>
<tr>
<td>Employment Connection</td>
<td>(314) 333-3627</td>
<td>employmentstl.org</td>
</tr>
<tr>
<td>EnTeam</td>
<td>(314) 814-2000</td>
<td>enteam.org</td>
</tr>
<tr>
<td>Fathers’ Support Center</td>
<td>(314) 333-4170</td>
<td>fatherssupportcenter.org</td>
</tr>
<tr>
<td>Foster &amp; Adoptive Care Coalition</td>
<td>(314) 367-8373</td>
<td>foster-adopt.org</td>
</tr>
<tr>
<td>Gene Slay’s Girls &amp; Boys Club of St. Louis</td>
<td>(314) 772-5661</td>
<td>gsgbcstl.org</td>
</tr>
<tr>
<td>Health Literacy Media</td>
<td>(314) 361-9400</td>
<td>healthliteracy.media</td>
</tr>
<tr>
<td>Hopewell Center</td>
<td>(314) 531-1770</td>
<td>hopewellcenter.com</td>
</tr>
<tr>
<td>Kids Vision for Life-St. Louis</td>
<td>(314) 289-5634</td>
<td>kidsvisionforlifestlouis.com</td>
</tr>
<tr>
<td>Mark Twain Community Resource Center</td>
<td>(314) 367-5400</td>
<td>mtcrc.org</td>
</tr>
<tr>
<td>Microsoft Imagine Academy</td>
<td>(314) 534-0022</td>
<td>microsoft.com/en-us/education/imagine-academy</td>
</tr>
<tr>
<td>Midtown Community Services</td>
<td>(314) 534-1180</td>
<td>midtownstl.org</td>
</tr>
<tr>
<td>Missouri HealthNet</td>
<td>(314) 534-0022</td>
<td>dss.mo.gov/mhd/</td>
</tr>
<tr>
<td>Missouri KIDS COUNT®</td>
<td>(314) 534-0022</td>
<td>mokidscount.org</td>
</tr>
<tr>
<td>Mission: St. Louis</td>
<td>(314) 534-1188</td>
<td>missionstlouis.org</td>
</tr>
<tr>
<td>Network for Strong Communities</td>
<td>(314) 961-7600</td>
<td>nscnow.org</td>
</tr>
<tr>
<td>Northside Youth and Senior Service Center, Inc.</td>
<td>(314) 531-4161</td>
<td>nsyssc.com</td>
</tr>
<tr>
<td>No Kid Hungry-Missouri</td>
<td>(314) 534-0022</td>
<td>dss.mo.gov/NoKidHungryMO/</td>
</tr>
<tr>
<td>Nurses for Newborns</td>
<td>(314) 544-3433</td>
<td>nursesfornewborns.org</td>
</tr>
<tr>
<td>Operation Food Search</td>
<td>(314) 726-5355</td>
<td>operationfoodsearch.org</td>
</tr>
<tr>
<td>Provident Behavioral Health</td>
<td>(314) 533-8200</td>
<td>providentstl.org</td>
</tr>
<tr>
<td>St. Louis Agency on Training and Employment</td>
<td>(314) 589-8000</td>
<td>stlouis-mo.gov</td>
</tr>
<tr>
<td>St. Louis Alliance for Reentry</td>
<td>(314) 534-0022</td>
<td>stlreentry.org</td>
</tr>
<tr>
<td>St. Louis Arc</td>
<td>(314) 569-2211</td>
<td>slarc.org</td>
</tr>
<tr>
<td>Stray Dog Theatre/Arts-in-Mind</td>
<td>(314) 865-1995</td>
<td>straydogtheatre.org</td>
</tr>
<tr>
<td>UMSL Center for Character and Citizenship</td>
<td>(314) 516-7522</td>
<td>characterandcitizenship.org</td>
</tr>
<tr>
<td>United 4 Children</td>
<td>(314) 531-1412</td>
<td>united4children.org</td>
</tr>
<tr>
<td>Unleashing Potential</td>
<td>(314) 383-1733</td>
<td>upstl.org</td>
</tr>
<tr>
<td>Urban League of Metropolitan St. Louis, Inc.</td>
<td>(314) 615-3600</td>
<td>ulstl.com</td>
</tr>
<tr>
<td>Youth Build</td>
<td>(314) 261-0202</td>
<td>stlyouthbuild.wixsite.com/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>stlyouthbuild</td>
</tr>
</tbody>
</table>
Strategic Support

Contract, scope of work, and budget:
Your grant contract with ARCHS outlines roles, responsibilities, expectations, timelines, budgets, and more. Please keep it handy throughout the contract year to make sure everything stays on track.

Reports:
Each of ARCHS’ grant contracts has a scope of work that includes specific information about required reports and related budget, data, and timeline information. These reports are vital to the grant process and ensures your program information is captured to best track the outcomes being sought. ARCHS will use your reports to understand what your organization is accomplishing and to learn, along with you, about successes, variances, and challenges affecting your work.

Invoices:
Keeping financial records on track can be complicated. Please refer to the information we have provided. If you have questions, then please let us know prior to submitting your invoice.

One-on-one technical assistance:
One of the hallmarks of ARCHS is our commitment to stay in close contact with you. Please stay in touch with your ARCHS’ representative so we can assist you more efficiently and effectively.

Professional development trainings:
ARCHS offers a variety of professional development trainings that may be of interest to your organization. If you have a specific training need, please let us know.

Communications and marketing:
ARCHS’ extensive communications and social media network provides you with an opportunity to promote and highlight your program’s successes. Please send us story and photo/video ideas to document your activities.

Program enhancement opportunities:
From time to time, ARCHS will identify educational and community resources that will provide significant programming enhancements. ARCHS will encourage you to participate and assist in implementing these enhancements. Examples may include STEM learning, arts/culture experiences, character building, health and safety programs, etc. Please bring to ARCHS’ attention any program enhancements that can be scaled-up to serve as many participants as possible.
In March 2019, Social Solutions Global awarded ARCHS a grant from the Ballmer Group. The grant will expand ARCHS’s use of Social Solutions’ leading case management and analytics software product, Apricot 360. ARCHS’ new Apricot 360 license will assist with:

- Creating an overall more holistic view of clients served
- Better monitoring of funded program outcomes
- Harnessing data for more comprehensive reporting and evaluation

In 2018, Ballmer Group announced a $59 million investment in Social Solutions Global to support the development of software solutions such as Apricot 360 that will better integrate social service agencies, schools, and community-based nonprofits with state-of-the-art privacy protections for children and families.

“To help give children a better shot at the American dream, communities, government agencies, and nonprofits touch their lives in multiple ways, yet this sector often lacks the technology to uncover life-changing insights and drive systemic change,” said Ballmer Group co-founder and former Microsoft CEO Steve Ballmer. “We can do better to connect the dots and protect privacy at the same time.”

Apricot 360 focuses on sharing data for increased program integration between local program organizations and educational partner school districts. The technology partnership will allow school districts and local nonprofit organizations to collaborate, share program insights, and provide 360-degree support for the students they serve to drive better student outcomes.

ARCHS has utilized Social Solutions software for the past four years, currently tracking more than 3,000 data elements related to its 30 funded initiatives.

Social Solutions Global, the provider of Efforts to Outcomes (ETO®) and Apricot® Software, specializes in outcomes management software for human services, workforce, and education programs.

Ballmer Group works to improve economic mobility for children and families in the United States who are disproportionately likely to remain in poverty. It supports the use of data and strong partnerships among public, private, and nonprofit organizations at the community level to more effectively serve families. Ballmer Group was co-founded by philanthropist and civic activist Connie Ballmer and her husband Steve Ballmer, former CEO of Microsoft, founder of USAFacts, and Chairman of the Los Angeles Clippers.
Missouri KIDS COUNT®

Missouri Family and Community Trust (FACT) is a nonprofit organization serving as the Annie E. Casey sponsored KIDS COUNT® organization in Missouri. ARCHS serves as FACT’s Missouri KIDS COUNT® representative in the St. Louis region. The Annie E. Casey Foundation invests in a network of KIDS COUNT® organizations across the country. Learn more at mokidscount.org.

ARCHS will be sharing Missouri KIDS COUNT® reports and data as they become available to all of our funded partners. This information is an important resource to help guide our work in the St. Louis region.

The most current information (June 2019) from KIDS COUNT® indicates that approximately 1.4 million children who comprise nearly one quarter of Missouri’s population are more likely to live in poverty than Missouri’s children in 1990.

The Annie E. Casey Foundation ranks Missouri as 28th of 50 states in child well-being this year, a slight decline in ranking from 26th in the 2018 report.

Missouri’s downward tick in ranking reflects a combination of a persistently slower pace of economic growth in the middle of the country and entrenched disparities in resources and opportunities for Missouri’s kids based on demographics and location. About one-fifth of Missouri’s children live in poverty and the state has not made reliable inroads into decreasing this proportion of its child population exposed to the long-term consequences of poverty since the KIDS COUNT® Data Book was first published.

In 1990, 17 percent of Missouri’s children lived in households with incomes below the federal poverty line, and in 2017, 19 percent of Missouri’s children lived in poverty. While many of Missouri’s indicators have remained stable or improved between the 2018 and 2019 KIDS COUNT® Data Books, small percentage increases in teens not in school or working and not graduating on time, as well as an increase of children in single-parent households, children without health insurance and in children whose parents lack secure employment are predictors of future economic instability when these kids become adults.

While Missouri’s ranking on the health domain improved from 33rd to 32nd place from 2018 to 2019, the child and teen death rate continues to rise. In 2017, the rate stood at 36 per 100,000, or 521 deaths, between the ages of 1-19.

Your work with ARCHS can help highlight the many efforts being made in Missouri to improve the quality of life of our children and families. Please share your stories and data with us so we can highlight your success via Missouri KIDS COUNT®.
NEW Donation Form

For FY 2020, ARCHS has updated our financial invoice forms (samples provided on next pages).

The content of the Financial Invoice Form has not changed. However, the in-kind information that was on the bottom of the old form is now on a new form titled – Donation Form.

The new Donation Form will allow us to better track and document the in-kind impact of your grant. On this new form, you will report any goods or services either donated to you, or given at a discount. To capture this data, you will need to complete a form for each organization that donates to you.

For simplicity, if you have community volunteers that are not representing an organization (parents, etc.), then you can bundle those hours into one report and not have to do a form for each person.

If you have any questions, please do not hesitate to ask your ARCHS’ representative for assistance.
**ARCHS’ FY20 FINANCIAL INVOICE FORM**

**Invoice Number:** 1234 *must be unique and not duplicated during entire contract year

**Invoice From:** Name of Organization

**Street Address**

**City, State, Zipcode**

**Contract Period:** July 1, 2019 - June 30, 2019

**Invoice Period:** 0/0/000

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Expenses This Period</th>
<th>YTD Total Expenses</th>
<th>Amount Requested This Period</th>
<th>YTD Invoiced Amount</th>
<th>ARCHS YTD Budgeted Amount</th>
<th>ARCHS Funds Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Travel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Supplies</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Contractual</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Construction</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other: Explain in notes</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Indirect Charges</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**NOTES**

**Other includes:**

---
ARCHS' FY 20 DONATION FORM (In-Kind)

This information tracks the in-kind impact of your ARCHS' grant.
Complete separate form for each type of donation describe below.

| Donor: Name of Organization (not counting individual volunteers) |
| Contract Period: July 1, 2019 - June 30, 2020 |
| Invoice Period: 0/00/000 |

**WHAT WAS DONATED THIS PERIOD (Complete separate form for each donation)**

| 1. Annual Donated Space (square feet available for use for the entire fiscal year) | - sqft |
| 2. Value of One Time Donated Space (for donated space for one time use only) | $ - |
| 3. Value of Donated Services (services donated OR discounted by professionals) | $ - |
| 4. Number of Volunteer Hours (individuals that are not rep. of an org., bundle combined hrs.) | - hours |
| 5. Value of Donated Items (clothing, books, supplies, equipment, food, etc.) | $ - |

**DESCRIPTION OF DONATION**

*Examples: 1) X Organization donated 500 square feet for use this entire program year (enter once for each space per contract period); 2) X Organization donated 300 square feet for a one-time event; 3) X Organization provided $ worth of a donated (OR $ worth of a discounted) professional service (describe type - catering, legal, accounting, business, etc.; 4) X hours of volunteer time were provided by individual(s) - not official rep. of an org. (bundle combined hours for month); 5) X Organization donated $ worth of (books, art supplies, backpacks, etc.)*
Financial Glossary

Your ARCHS’ grant representative can help you clarify any budget/invoice-related issues or questions. Do not hesitate to ask them. Please do not change the invoice or create your own categories.

- **Personnel:** Wages and salaries paid to employees of your organization who are directly involved in the implementation and management of the program. This line item does not include personnel hired by any sub-contractors; those costs are included in the “Contractual” line item.
- **Fringe Benefits:** The cost of benefits paid to personnel, including the cost of employer’s share of FICA, health insurance, workers’ comp., and vacation.
- **Travel:** Refers to travel costs of personnel that are reasonable and necessary to effectively manage and carry out program activities. This line item does not include travel expenses of any sub-contractors, which are included in the “Contractual” line item.
- **Equipment:** Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of $5,000 or more. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and should be included in the budgeted amount.
- **Supplies:** All consumable materials costing less than $5,000 per unit; includes food/beverage and other goods such as copy paper, pens and pencils, computers; any materials needed to conduct training, etc. Shipping and delivery are a normal part of the cost of supplies and should be included in the budgeted amount.
- **Contractual:** The cost of any contract or sub-grant agreement.
- **Construction:** The cost of new construction or major renovation associated with a program.
- **Other:** Direct costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct programs, utilities, leased equip., etc.
- **Indirect Charges:** Costs that aren’t directly associated with this program. DO NOT use unless directed to by ARCHS.
- **Annual Donated Space:** Space that is available for use for the ENTIRE YEAR at no expense to your program and should be calculated as square feet.
- **Value of Additional Donated Space:** Any other space (such as a special event or meeting) that is used for free or at a reduced cost. This calculation should be based upon the amount that your organization would’ve had to pay to use a similar space at full price.
- **Value of Donated Services:** Professional services (accountant, caterer, contractor, IT support, etc.) that were provided free of charge or at a discounted rate. In the case of a discounted rate, you should claim the difference between what you were charged and the total non-discounted bill.
- **Donated Volunteer Hours:** Includes any unpaid service provided to program that is NOT a professional service (see above). Includes parents helping at events, people reading to students, chaperones, etc.
- **Value of Donated Items:** Includes the value of any items donated to your program. The value of donated items should be based upon IRS guidelines. You could use an online resource such as ItsDeductable (http://turbotax.intuit.com/personal-taxes/itsdeductible/index.jsp) to calculate the value of donations.
Communications

Visits by ARCHS:
ARCHS’ representatives conduct site visits to your funded program. These visits provide support, guidance, and strategic technical assistance.

Required Reports:
Each of ARCHS’ grant contracts has a scope of work, which includes specific information about required reports and related budget, data, and timeline information. These reports are vital to the grant process and ensure your program information is accurately being captured in order to track the activities and outcomes being sought.

Face to Face:
There’s nothing like one-on-one meetings to stay in touch. Your ARCHS’ representative and other ARCHS’ staff members will be meeting with your team on a frequent basis. As well, you will be invited to ARCHS’ events to showcase your work.

Public Relations & Marketing:
ARCHS has several communication vehicles that can help you publicize your program’s successes and milestones. Make sure you proactively inform your ARCHS’ representative about photo opportunities and stories connected to your ARCHS’ grant.

You can easily send your story ideas and pictures to info@stlarchs.org! Please include:

- Program name
- Contact name, phone, email
- Story and/or bullet points (include any supporting data)
- Photo(s), featuring people that have signed consent form on file

Please use our #stlarchs hashtag on your social media stories about your ARCHS’ funded programs!

ARCHS’ Media Platforms:

- ARCHS’ Newsletters
  - Distributed monthly (sign up at info@stlarchs.org)
  - Submit story ideas via your ARCHS’ representative or send to info@stlarchs.org
- ARCHS’ Website
  - stlarchs.org
- ARCHS’ Facebook, Twitter, and Pinterest Accounts
  - stlarchs
- ARCHS’ YouTube Videos
  - stlarchs
Co-Branding

- Refers to section #14 of contract (see below)
- ARCHS will provide technical assistance to assure adherence and support.
- Goal to begin relationship between ARCHS’ communications team and the Funded Partners communications team.
- Logo use guidelines:
  - Provided at contract signing
  - Information also provided as part of the contract kit to be emailed after contract is finalized and signed
- Downloadable logos are available on ARCHS’ website:
- Grantee will have one month from signing to add ARCHS’ logo to their appropriate materials (where they list their other funders – websites, letterhead, marketing items for the funded program, etc.)
- ARCHS’ Communications representative will be available to provided assistance as needed for logo use, and other items noted section #14/
- Invoice payments may be delayed if appropriate materials are not updated within one month.

Contract Section #14

Branding: Related to the programs funded by ARCHS under this Agreement, the Funded Partner agrees to:

a) Adhere to ARCHS brand standards and logo usage guidelines.
b) Recognize ARCHS partnership in public statements (eg. Interviews with media, PSAs, community presentations, speaking engagements, etc.)
c) Display ARCHS’ funding certificate in public area of Funded Partner’s primary office.
d) Obtain ARCHS’ approval of PR/marketing (paper or electronic) materials (including all content and artwork).
e) Promote the funded program via social media and tag ARCHS (stlarchs) in the post (Facebook, Twitter, etc.)
f) Inform and coordinate with ARCHS regarding any media/press activities (newspaper, TV, radio, social media, etc.)
g) Maintain and keep on file any ARCHS’ media release forms (for pictures, videos, audio, etc.) If Funded Partner creates media independent of ARCHS related to funded program, the Funded Partner is responsible for obtaining separate consent.
Logo Usage

As part of your grant contract (section 14), you are required to credit ARCHS as a funder through any electronic and print communications materials related to the funded program. Please follow these guidelines on the appropriate use of ARCHS’ logo:

Download logos at: http://www.stlarchs.org/grantee-info.html

Logo use guidelines:

• Do not alter the fonts, colors, or appearance of the logo. A grayscale version can be used on black and white materials.

• Never use the logo sideways, upside down, or placed within a shape.

• Preserve proportions as you resize the logo – don’t stretch or squeeze (maintain the aspect ratio).

• Maintain white space around the logo equal to the approximate width of the inner black circle.

• There are two versions of the logo available (vertical and horizontal formats).

Link logo on web or electronic materials to:
www.stlarchs.org

Written form example:
Example: Gateway Advocate’s Children’s Program is funded and supported by ARCHS. (www.stlarchs.org).

On social media, use:
stlarchs (# @)
ARCHS’ Media Release Form (Adult)

ARCHS provides this media release form in connection with its efforts to promote its programs in order to assist in securing additional funding, resources, and expertise.

I grant to ARCHS the right to take and use photographs, audio recordings, and videos of me in connection with my experiences with ARCHS.

I authorize ARCHS, its assigns and transferees, and all persons acting under its permission or authority, to copyright, use, and publish the same in print and/or electronically.

I agree that ARCHS may use such photographs, audio recordings, or videos for any lawful purpose including, but not limited to, marketing materials, newsletters, websites, social media, and/or any other advertisements or promotions ARCHS may decide to develop, now or in the future.

I hereby release and discharge the above, its assigns and transferees, and all persons acting under its permission or authority, from and against any liability that may occur in the taking of photographs, audio recordings, and videos, or reproductions of the finished products.

I certify that I am over the age of 18, I have read the above release, and I fully understand its contents:

☐ I CONSENT
☐ I DO NOT CONSENT

Signature: ________________________________________
Printed Name: ______________________________________
Date: ______________________________________________
ARHCS’ Media Release Form (Minors)

ARCHS provides this media release form in connection with its efforts to promote its programs in order to assist in securing additional funding, resources, and expertise.

I, as the parent or guardian, grant to ARCHS the right to take and use photographs, audio recordings, and videos of my minor child (under the age of 18) in connection with the child’s experiences with ARCHS.

I authorize ARCHS, its assigns and transferees, and all persons acting under its permission or authority, to copyright, use, and publish the same in print and/or electronically.

I agree that ARCHS may use such photographs, audio recordings, or videos for any lawful purpose including, but not limited to, marketing materials, newsletters, websites, social media, and/or any other advertisements or promotions ARCHS may decide to develop, now or in the future.

I hereby release and discharge the above, its assigns and transferees, and all persons acting under its permission or authority, from and against any liability that may occur in the taking of photographs, audio recordings, and videos, or reproductions of the finished products.

I certify that I am the legal parent/guardian of the child listed below, I have read the above release, and I fully understand its contents:

☐ I CONSENT

☐ I DO NOT CONSENT

Parent/Guardian Signature: ________________________________________

Parent/Guardian Printed Name: ______________________________________

Minor Child’s Name: ______________________________________

Date: ______________________________________
Area Resources for Community and Human Services (ARCHS)

539 North Grand, Blvd., 6th floor

St. Louis, MO 63103

stlarchs.org

stlarchs