



Logo Use Request Form

Please complete by identifying projects requiring marketing, editorial, graphic and/or video or podcast assistance. Deliver the completed form to the Los Angeles District Office, LADO@SBA.gov. Along with the completed form, submit the text/content via a digital file; presentation must be final, vetted and approved prior to submission.

Project Name: _____

Requesting Business: _____

Services Requested: Presentation Marketing Video Web

Request Date: _____ Completion Deadline: _____

Contact Name: _____ Telephone Number: _____

(Note: if the project involves a paid placement, approval must be acquired. If the project involves a contract or co-sponsorship, the agreement/contract number and appropriate disclaimer must accompany the submitted copy).

Audience: Public Field Offices Govt. Agencies Resource Partner

Please select the logo that will be used:

Black and White SBA outlined logo and black signal



Black and White SBA outlined logo and white signal



Color SBA black logo and black signature



Color SBA outlined logo and black signature



Color SBA outlined logo and white signature



Black and White SBA outlined logo



Color SBA black logo



Color SBA outlined logo



Please select the disclaimer that will be used:

Cosponsorship Materials: All cosponsored materials, print or electronic; bearing the SBA name or logo must contain the following statement(s):

"Cosponsorship Authorization # (supplied by OSA). SBA's participation in this cosponsored activity is not an endorsement of the views, opinions, products or services of any cosponsor or other person or entity. All SBA programs and services are extended to the public on a nondiscriminatory basis."

(As applicable) Reasonable arrangements for persons with disabilities will be made if requested at least two weeks in advance. Contact: (insert name and phone #)."

See *Cosponsorship Agreement*.

Third Party Materials: The following disclaimer should accompany the SBA logo and appear immediately adjacent to the SBA logo when it is used by an outside party, unless impractical due to space constraints.

"SBA's participation or support is not an endorsement of any products, service or entity."

See *Logo Policy Notice 4000-0416*.

Donor Recognition: Except where doing so is impractical due to space constraints, if written recognition of the Donor is given, the recognition must be accompanied by the following disclaimer:

"SBA's acceptance of this Gift does not constitute an endorsement of the views, opinions, products or services of the donor or any other person or entity."

See *Gift SOP 90 53*.

Resource Partners: The following acknowledgment of support must be included on all materials produced in whole or in part with project funds:

"Funded in part through a Cooperative Agreement with the U.S. Small Business Administration." The term "materials" includes, but is not limited to, press releases, brochures, pamphlets, handouts, reports, ads, books, curricula, websites, video or audio productions and similar items regardless of the medium employed.

If project funds are used to produce materials featuring editorial content, an alternate acknowledgement of support must be used:

"Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author (s) and do not necessarily reflect the views of the SBA."



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Project Purpose/Description/Specifications:

Los Angeles District Office Review & Approval (Official Use):

1. Does the following disclaimer accompany SBA's logo (SBA's participation or support is not an endorsement of any products, service or entity)
 Yes No
2. SBA's logo does not imply an endorsement
 Yes No
3. Does the presentation promotes SBA, its programs, activities or services
 Yes No
4. The logo is original and unaltered (except for its size)
 Yes No
5. Use does not imply an endorsement
 Yes No
6. Use will not embarrass or reflect negatively on the agency
 Yes No
7. Does the SBA's logo appear in a clearly distinguished section of a program
 Yes No

PIO Approval

Name/Title/Date: _____

District Approval

Name/Title/Date: _____

Revise and re-submit for approved revisions (attach a document with specific revisions required)

Name/Title/Date: _____

Regional Approval

Name/Title/Date: _____

Revise and re-submit for approved revisions (attach a document with specific revisions required)

Name/Title/Date: _____

Comments: