



# Project Sign Guidance



Font sizes are given at Full Size

## This document is intended to assist grant recipients of Historic Preservation Fund grants in designing and printing public notification signage.

All grant recipients of Historic Preservation Funds must create public notification of the project in the form of a project sign, website posting, and provide proper credit for announcements and publications. A draft of signage/notification must be submitted by to NPS in advance for review. Photo documentation of the sign/notification must be submitted to NPS with the first performance report. The cost of fabricating and erecting notification is an eligible cost for this grant.

Signage must be of reasonable and adequate construction to withstand weather exposure, be readily and easily visible from the public right-of-way, and be maintained in place throughout the project term as stipulated in the grant agreement.

If a grantee wishes to use the NPS Arrowhead, they must follow the design and format above exactly without deviation. The dimensions for the provided template are 48 inches by 36 inches. Signage must use described font styles and sizes, header and footer, and placement of agency logo and grant program name. Additional information identifying the grantee or recognizing other contributors is encouraged and permissible in the areas outlined for logos or text credits. Logos the grantee wishes to add should be at the lower left third of the sign. The rest of the lower third may be used as a space to recognize partners, other funders, donors, or other companies or organizations supporting the project, like an architectural or engineering firm. The sign template provided is designed to be printed on corrugated plastic, aluminum, or vinyl. The template will be a fillable PDF unless the recipient has the Frutiger and NPS Rawlinson fonts; in this case, an InDesign file is available. Most recipients should plan on using the fillable PDF to enter project information.

If a grantee does not wish to use the NPS Arrowhead, then this format is not required; however, the following statement must be included: "This project is being supported in part by a Historic Preservation Fund grant administered by the National Park Service, Department of the Interior."

### Additional Information

For more information on our programs, please visit: [www.nps.gov/stlpg](http://www.nps.gov/stlpg)

For questions about sign usage, please contact your grant manager or our general delivery email and telephone line at: [stlpg@nps.gov](mailto:stlpg@nps.gov) or 202-354-2020