



CULTURE

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LANDMARKS CAPITAL & PRESERVATION EMERGENCY

PHOTO DOCUMENTATION GUIDELINES

Awardees of LANDMARKS CAPITAL and PRESERVATION EMERGENCY funding are required to submit project photographs as a final contract “deliverable.” These images are a critical part of your grant-funded project!

**IN ORDER TO RECEIVE YOUR FINAL REIMBURSEMENT,
photos must be submitted in accordance with these guidelines.**

Your contract requires the submittal of at least nine (9) good quality digital images showing BEFORE, DURING, and AFTER phases of the project.

Technical Requirements

- All images must be submitted in electronic format.
- Submit digital images in .jpg format.

Content & Quality

- Submit at least 3 “BEFORE” photos. These document the starting point for your project.
- Submit at least 3 “DURING” photos. These are critical! Images of the work in progress, action shots with construction underway, close-ups of workers on the job are absolutely necessary. You are responsible for taking these photos, not your sub-contractors! Plan to be present on the site at critical times to get good shots.
- Submit at least 3 “AFTER” photos. These should repeat the same views as key “before” shots. Try to illustrate the change, and to show the improvement to your property.
- Recommended: one shot of you and the project team in front of the landmark, with the 4Culture project banner in view. Both you and 4Culture can both promote your project with this shot.
- Images submitted should be in-focus and have compelling content.
- Images should be taken in good weather if at all possible – dark, rainy weather does not result in useable images!

Images MUST be Accompanied by:

- Photographer’s name
- Captions if content is not evident, and
- Permission (a simple statement granting 4Culture permission to use the images in promoting its programs through PowerPoint presentations, Web site, reports, exhibits and other media.)

This text information can all be supplied in a separate Word document on the submitted disk.