



Central Susquehanna
Community Foundation

Publicity Guidelines

Grant recipients are required, per the grant contract, to place press releases and public announcements in newspapers, newsletters, brochures, annual reports, etc. These announcements highlight your organization while also recognizing the Berwick Health and Wellness Fund as the grantor, and the Central Susquehanna Community Foundation as the administrator of this fund. To effectively share the news about the grant you received, please follow these guidelines:

- state that this is a grant received from the Berwick Health and Wellness Fund of the Central Susquehanna Community Foundation. Keep in mind that the Berwick Health and Wellness Fund is the source of these grant funds.
- end your article with the following “boilerplate” paragraph:
The Berwick Health and Wellness Fund is the original and largest fund of the Central Susquehanna Community Foundation. Its purpose is to improve the health and welfare of residents and communities of eastern Columbia and western Luzerne counties.
- contact the Foundation for logo usage
- send photos along with your release to help illustrate your grant project
- mention and/or provide link to the Foundation’s Web site: www.csgiving.org

Prior to publicizing your release and sending it to the Press Enterprise, please submit drafts to the Foundation for approval. Drafts can be emailed to Christine at cpangelinan@csgiving.org or mailed to 725 West Front Street, Berwick, PA, 18603. After approval is received, articles can be published. Please send us copies of any media coverage that result from your efforts.

Photographs of the grant project along with testimonials from organization leaders should also be forwarded to the Foundation.

Banner – for grants \$10,000 or larger only

An indoor or outdoor banner (approximately 2 x 3 feet), supplied by the Foundation, must be displayed at your organization or grant project site for at least one year from the beginning of your grant period. Once the banner is placed, please take a picture and email to cpangelinan@csgiving.org.