



## GRANT PUBLICITY GUIDELINES

Please recognize us as funders of your program or project in your publicity! The following guidelines are intended to help you publicize your program.

### PRESS RELEASES

Grantees are encouraged to contact local newspaper organizations to share your project and the grant you received from the Community Giving Foundation. To assist you with writing, a sample press release is attached. An alternative to writing a formal press release is to submit a photo and a caption of your project to local newspapers with a caption describing the grant you received and acknowledging the Foundation as a funding source.

### PRINT MARKETING/DIGITAL MEDIA

Share information about your grant with supporters through your organization's annual reports, newsletters, donor communications, your website, social media, etc. Be sure to follow and tag the Community Giving Foundation on Facebook ([facebook.com/csgiving](https://facebook.com/csgiving)) and Instagram (@csgiving) and use the hashtags #CommunityGiving, #GivingStory and #ForGoodForEver.

### ACKNOWLEDGE GRANT FUNDING SOURCE

Please always refer to the Foundation as "Community Giving Foundation". You may use "the Foundation" on subsequent reference.

Use this language to acknowledge your grant: This program/project was funded (or funded in part) by a grant from the *(NAME OF THE GRANT FUND AS INDICATED ON YOUR GRANT AWARD)*, of the *(NAME OF AFFILIATE/PROGRAM or COMMUNITY GIVING FOUNDATION – see list below)*.

### Foundation Affiliates & Programs:

- **Community Giving Foundation: Berwick**
- **Community Giving Foundation: Bloomsburg**
- **Community Giving Foundation: Danville**
- **Community Giving Foundation: Selinsgrove**
- **Community Giving Foundation: Sunbury**
- **Regional Impact Fund of the Community Giving Foundation**  
*(first reference; subsequent references may shorten to "Regional Impact Fund")*
- **Women's Giving Circle of the Community Giving Foundation**  
*(first reference; subsequent references may shorten to "Women's Giving Circle")*

- **Youth in Philanthropy of the Community Giving Foundation**  
*(first reference; subsequent references may shorten to "Youth in Philanthropy")*
- *If none of the above, list "Community Giving Foundation"*

### EVENTS

Is there a main event as part of your grant program, a celebration, a workshop, a ribbon-cutting ceremony, etc.? Tell us about it! Members of the Foundation staff will do our best to attend and show support to our grantees doing great work in our community.

### LOGOS

We welcome the use of our various logos. When recognizing your grant funding in your advertising materials, include the Community Giving Foundation and/or our affiliate logos. Logos can be downloaded at [csgiving.org/logos](https://csgiving.org/logos).

### PHOTOS

Send photos of your program to Community Giving Foundation to help illustrate your grant project. We will use your photos when highlighting grants in our Foundation publications. Photos can be sent via email to the Foundation.

### BOARD PRESENTATION

If your board would be interested in learning more about the Community Giving Foundation's offerings including learning more about agency funds and sustainability, our staff would be happy to present at one of your board meetings. If you are interested, contact the Foundation to schedule a presentation.

### CONTACT US

For questions related to grant publicity, please contact the Foundation's Program Office staff:

**Christine Orlando, Senior Program Officer**  
[corlando@csgiving.org](mailto:corlando@csgiving.org), 570-752-3930, ext. 2

**Karri Harter, Program Associate**  
[kharter@csgiving.org](mailto:kharter@csgiving.org), 570-752-3930, ext. 6

**Mailing Address:**  
725 W. Front Street, Berwick, PA 18603

# SAMPLE PRESS RELEASE

(YOUR ORGANIZATIONS LETTERHEAD)

PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact Person: (NAME, TITLE, EMAIL AT ORGANIZATION)

Telephone: (AT ORGANIZATION)

Photo Attached

(DATE)

(NAME OF ORGANIZATION) RECEIVES (\$ AMOUNT) GRANT TO (WHAT THE GRANT WILL ACCOMPLISH)

(NAME OF MUNICIPALITY), PA — The (NAME OF ORGANIZATION), in (MUNICIPALITY), has received a \$(0,000) grant from (NAME OF SPECIFIC FUND AS INDICATED ON YOUR GRANT AWARD) of the (NAME OF AFFILIATE/PROGRAM or COMMUNITY GIVING FOUNDATION – see list on page 1) to support its (TYPE OF PROGRAM) Program.

(NAME), executive director of the (ORGANIZATION), said the funds would be used for (SUPPLY DETAILS) and other general program support. “(QUOTE: WHAT YOU CAN NOW ACCOMPLISH, WHY YOU’RE HAPPY),” said (LAST NAME).

The (ORGANIZATION OR PROGRAM) was started (WHEN) by (WHO) to (WHY DID THEY START IT? WHAT’S THE NEED?). Today it (WHAT’S IT DOING NOW?).

(INSERT ONE OF THE ENDING PARAGRAPHS FROM BELOW)

Photo Caption:

Pictured left to right are: (LIST NAME, TITLE, AND ORGANIZATION OF EACH PERSON)

## ENDING PARAGRAPHS:

Community Giving Foundation: Berwick was established to honor the philanthropic legacy and Foundation history in the greater Berwick community. It includes the Berwick Health & Wellness Fund, the original and largest fund of the Foundation. Berwick is an affiliate of the Community Giving Foundation, which manages over 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).

Community Giving Foundation: Bloomsburg (formerly Bloomsburg Area Community Foundation) was created in 1996 from the interest paid back on a loan borrowed by Magee Industrial Enterprises from a Federal Urban Development Action Grant (UDAG). The Town of Bloomsburg invested this interest to create the Foundation. Bloomsburg is an affiliate of the Community Giving Foundation, which manages over 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).

Community Giving Foundation: Danville (formerly Danville Area Community Foundation) is dedicated to the enrichment of the quality of life in the greater Danville area communities through superior stewardship of enduring charitable gifts. The Foundation was founded in 1999 to benefit the residents of the Danville area. It is a philanthropic resource that enables individuals, businesses, and institutions to enhance the quality of life in their community. Danville is an affiliate of the Community Giving Foundation, which manages over 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).

Community Giving Foundation: Sunbury (formerly Sunbury Area Community Foundation) was created from the sale of the Sunbury

Community Hospital in 2005 as the Sunbury Area Health Foundation to continue to provide for charitable healthcare needs in the Sunbury region. Today the mission is helping to meet a multitude of charitable needs for residents of the Sunbury area. Sunbury is an affiliate of the Community Giving Foundation, which manages over 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).

Community Giving Foundation: Selinsgrove (formerly Selinsgrove Area Community Foundation) is an affiliate of the Community Giving Foundation which helps administer their grant and scholarship investments. Their mission is helping to meet a multitude of charitable needs of Selinsgrove and surrounding areas. Selinsgrove is an affiliate of the Community Giving Foundation, which manages over 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).

Youth in Philanthropy strives to engage high school students in philanthropic “giving” with an opportunity to learn about the local nonprofit world and participate in the grantmaking process. Youth in Philanthropy is a program of the Community Giving Foundation, which manages more than 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).

The Women’s Giving Circle empowers, connects, and inspires women and girls by supporting initiatives and resources that better their lives. It is a program of the Community Giving Foundation, which manages more than 300 charitable funds to improve the quality of life in the Central Susquehanna area. For more information, visit [csgiving.org](http://csgiving.org).