



## 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:

**Karri Harter**, Grant and Scholarship Administrator  
[kharter@csgiving.org](mailto:kharter@csgiving.org), 570-752-3930, ext. 6

**Katie Simpson**, Director of Communications  
[ksimpson@csgiving.org](mailto:ksimpson@csgiving.org), 570-752-3930, ext. 7

### Mailing Address:

725 West 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?)*.

Community Giving Foundation manages over 350 charitable funds to improve the quality of life in the Central Susquehanna area. Learn more at [csgiving.org](http://csgiving.org).

Photo Caption:

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

**COMMUNITY GIVING FOUNDATION**

725 WEST FRONT STREET, BERWICK, PA 18603 • [csgiving.org](http://csgiving.org) • 570.752.3930