



## GUIDELINES FOR PUBLICIZING YOUR GRANT

The Main Street Community Foundation believes that the work it supports through your organization and others is important to our community. Therefore, we encourage you to share news about all grants you receive. This helps spread the word about the positive impact that these funded programs have in the community. The following is provided to assist your organization when publicizing your Main Street Community Foundation grant.

### Grant Recipient Activities

We encourage our grantees to publicize grants from the Main Street Community Foundation to share information about your organization's work and role in the community. You can publicize the Main Street Community Foundation's support in a number of ways:

- **Mention the Community Foundation's grant support** in your organization's publicity vehicles, including press releases, annual reports, newsletters, brochures, flyers, etc. When doing so, we ask that you use the following suggested language to acknowledge your grant from the Foundation: *Funding provided by a grant from the NAME OF FUND at the Main Street Community Foundation.*
- **Distribute a news release to local media** regarding the grant your organization received and the purpose of the funds. Adding photos to your stories and articles will help showcase the personal and important efforts of your organization and the grant that has been provided. (We welcome copies of publications or media coverage that mention our grant and will share this information with donors, Board members and the community at large when appropriate.)
- **Support Main Street Community Foundation's community outreach efforts** through the following: submit stories of success and photos of your organization and/or work. When submitting photos, please send one or two high-resolution images that best show your work, plus a brief description that may be used in our print and electronic newsletters, annual report or donor engagement pieces.

### Contact Information

If you have any questions about publicizing your grant, please contact Samantha Rajotte at 860.583.6363 or through email at [samantha@mainstreetfoundation.org](mailto:samantha@mainstreetfoundation.org).

Kindly refer to the Foundation as "Main Street Community Foundation" in your print communication. If you need a description of the Main Street Community Foundation, please use the following:

*The Main Street Community Foundation is dedicated to enhancing the quality of life for both present and future generations in the communities served by encouraging and promoting gift planning, prudent stewardship of assets, effective grant making and community leadership. A nonprofit public charity, created by private citizens, the foundation works with donors who wish to build permanent charitable endowments to support the communities of Bristol, Burlington, Plainville, Plymouth, Southington and Wolcott.*