HOW TO COMMUNICATE ABOUT YOUR GRANT AWARD
SAMPLE NEWS RELEASE/NEWSLETTER STORY

Please send your proposed text to Chris Senecal at csenecal@hfpg.org.
Please allow at least one week for the review.

HARTFORD FOUNDATION AWARDS GRANT

(BEGINNING) A grant of $________ has been awarded by the Hartford Foundation for Public Giving to (name of organization and where it is located) for (briefly describe the purpose of the grant).

(NEXT) A brief quote of thanks for the grant should appear here, attributed to an appropriate official from the agency/organization. Keep it short.

(NEXT) Explain in greater detail any history of the program, statistics showing success, or, if the program is new, what it hopes to accomplish. Use no more than 5 or 6 sentences.

(NEXT, if a specific fund (or funds) has awarded the grant) The grant is from the (name of fund) at the Hartford Foundation.

(NEXT) For a news release, briefly explain what your organization does. (This section is, obviously, not necessary in an internal publication.)

(CONCLUSION) The Hartford Foundation for Public Giving is the community foundation for Hartford and 28 surrounding communities. In 2015, the Foundation celebrates 90 years of grantmaking in the Greater Hartford region, made possible by the gifts of generous individuals, families, and organizations. It has awarded grants of more than $620 million since its founding in 1925. For more information about the Hartford Foundation for Public Giving, visit www.hfpg.org or call 860-548-1888.