



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 towns. Through partnerships, the Foundation seeks to strengthen communities in Greater Hartford by putting philanthropy in action to dismantle structural racism and achieve equity in social and economic mobility. Made possible by the gifts of generous individuals, families and organizations, the Foundation has awarded grants of more than \$849 million since its founding in 1925. For more information, visit www.hfpg.org or call 860-548-1888.