



## Guidelines for Communicating your CFBC Grant

Congratulations on your grant from the Community Foundation of Boone County. These guidelines are intended to assist you in the communication of your grant. Please forward this information to the appropriate person in your organization. Contact Samantha Cotten, Director of Communications, at [samantha@communityfoundationbc.org](mailto:samantha@communityfoundationbc.org) with questions.

### You should acknowledge your grant in as many ways as possible.

1. **Include news of your grant in publications you produce for distribution.** This includes news releases, newsletters, brochures, annual reports, board minutes, lists of supporters, social media, blogs, direct mail, etc. Please tag us on Facebook, Instagram, and Twitter posts: [www.facebook.com/CFBooneCo/](https://www.facebook.com/CFBooneCo/), [www.instagram.com/communityfoundationboone/](https://www.instagram.com/communityfoundationboone/), <https://twitter.com/CFBooneCo>
2. **Contact the local media,** newspaper, special interest publications, and local TV/radio stations when appropriate, with either a press release or a personal phone call. Contact Samantha Cotten ([samantha@communityfoundationbc.org](mailto:samantha@communityfoundationbc.org)) if you need assistance preparing a press release.
3. **Use the Community Foundation's Logo in publications, program booklets, and signage at any events funded by the grant.** Visit <https://www.communityfoundationbc.org/nonprofits/for-grant-recipients/> to download our logo. Use our logo in all publications where the grant is publicized.
4. **Acknowledging Your Grant.** Use the following language to acknowledge your grant from the Community Foundation of Boone County:

This grant was made possible by the (name of fund listed in your grant letter) of the Community Foundation of Boone County. -or-

This project was funded (or funded in part) by a grant from the (name of fund listed in your grant letter) of the Community Foundation of Boone County.

Always use our full name, "**Community Foundation of Boone County,**" when referencing the Community Foundation.

5. **Foundation Description.** If you need a description of the Foundation, use the following: Since 1991, the Community Foundation of Boone County has granted over \$30 million from its various funds to nonprofit organizations and programs working to solve critical challenges in Boone County. Through the generosity of donors, the Community Foundation currently holds over \$35 million in net assets. In the past 30 years, we have worked with donors to create permanent funds for charitable giving. The establishment and growth of permanent endowment funds will strengthen Boone County for generations to come.
6. **All materials that use the Community Foundation's name and logo, including press releases, need to be approved by the Community Foundation prior to publication and distribution.** This allows the Foundation to provide additional information and, when appropriate, to include a quote or photograph. Email Samantha Cotten at [samantha@communityfoundationbc.org](mailto:samantha@communityfoundationbc.org) for approval.
7. **Please provide the Community Foundation with any high resolution pictures** of your event or program. The Community Foundation will promote your program as part of an effort to inform donors about their

contributions. Pictures of your event and stories about the impact of your program are the best way for people to learn about what you do.