



## CFBC Grantee Report Form

Grants of \$5,000 or under

In an effort to ease the reporting process as well as to provide an opportunity for public awareness of your organization and CFBC grantmaking, we request that grantees **compose a press release** with the following guidelines within one month of using the funds or as described in the grant letter. This will serve as your final report.

Content of the press release:

- Basic Information about your organization:
  - Organization, Executive Director, and Board Chair name
  - Address | email | phone number | website address | social media link
  - Date and amount of the CFBC grant award
- A brief introduction to your organization. (This section could include your organization's mission and purpose.)
- A description of the specific project or purpose for which you received the CFBC grant.
- **What difference did this grant make for your clients and/or the community as a whole?** What was the impact? Why was this project important? (This could include people and communities served, an anecdote describing a positive outcome, etc.)
- Include at least one quote from a leader within your organization or participant of the program speaking about the impact or value of the grant you received. Please provide their name or indicate their relationship to your organization.
- Attach 1-2 photos of the project that was supported by this grant. Please include a caption for the photo(s). (CFBC understands that some programs serve clients in a confidential manor. If this is the case, please consider including a photo of your organization in general or sample stock photos.)
- Please attach your organization's logo in PDF or .jpeg format

***Expected length: 1-2 paragraphs, no more than one page***

Completed grantee press releases should be sent to Barb Schroeder, CFBC Program Director, at [barb@communityfoundationbc.org](mailto:barb@communityfoundationbc.org). CFBC staff will review the release as well as add a quote from CFBC along with our logo. (CFBC will return a final version back to you for your records and will send it to the media for release.)

Please don't hesitate to contact us if you have any questions or need an example.

CFBC reserves the right to use these press releases on an ongoing basis to promote our grantmaking and the nonprofits serving our county. This could include: sharing with media, in CFBC impact reports, email blasts, social media and more.