



## Guidelines for Communicating your CFBC Grant

Congratulations on your grant from the Community Foundation of Boone County. The following guidelines are intended to assist you in the communication of your grant. Please forward this information to the appropriate person in your organization. Contact Barb Schroeder, Program Director, at [barb@communityfoundationbc.org](mailto:barb@communityfoundationbc.org) with questions.

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

- 1. Include news of your grant in any 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 Julie Reagan ([jreagan@communityfoundationbc.org](mailto:jreagan@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 <http://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: *The Community Foundation of Boone County unites people, organizations and philanthropy to create a thriving community for all. Since 1991, the Community Foundation has granted \$20 million back to Boone County. By our community, for our community – forever.*
- 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 Julie Reagan at [jreagan@communityfoundationbc.org](mailto:jreagan@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. You can find a link to upload your photos and stories at <http://www.communityfoundationbc.org/contact-us/share-your-story/>.