



# Community Foundation of Southern Indiana

## Grant Publicity Guidelines

### How to Acknowledge the Foundation for Your Grant

The Community Foundation of Southern Indiana (CFSI) often publicizes its grants through media relations and feature stories in our publications, website and social media. We encourage your organization to do the same.

When the good news of the grant you received from CFSI is publicized, the benefit is widespread. The work your organization does in the community receives attention, the Community Foundation is recognized for its contribution, and other organizations learn about our grant programs and are encouraged to contact us. Below is information which may help you share information about your grant from CFSI in the appropriate manner.

### Grant Recipient Responsibilities

We appreciate an acknowledgment of your grant from the Community Foundation in whatever ways are within your organization's communications capabilities. Copies of this information is required to be included with the Final report and as a part of any future grant applications. The following are suggestions which will help you accomplish this:

- Include news of your grant in any publications you produce for internal or external distribution, such as newsletters, brochures, annual reports, printed programs, social media, etc.
- Include the Foundation's name and/or logo on any donor/funder lists on your website or other marketing materials.
- Issue a press release about your grant and send to the News and Tribune or any other media entity that covers the Southern Indiana area.
- Send us copies of any grant-related media coverage that results from your efforts.
- When you submit your final report, include a short, personalized story about your grant and how it was used. This story may be used in a future CFSI publications and shared with our board of directors.
- Provide pictures of grant at work, and interesting statistics or stories which the Foundation can use on our social media, hang in our office, or share in our own media platforms.

### Acknowledging Your Grant

Please use the following language to acknowledge your Community Foundation grants:

*This project was funded (or funded in part) by a grant from the Community Foundation of Southern Indiana.*

Please always refer to the Community Foundation as the “Community Foundation of Southern Indiana.” You may use “Community Foundation” on the second reference.

## **Foundation Description**

If you need a description of the Community Foundation, please use the following “boilerplate” paragraph:

*The Community Foundation of Southern Indiana was founded in 1991 as the region’s partner, resource and steward in philanthropy. The Foundation manages \$125 million in charitable assets and nearly 260 individual funds – each of which supports the unique charitable intent of the donor who established the fund. Annually, the Foundation awards millions in grants and scholarships and is a National Standards certified community foundation. For more information about the Community Foundation, contact 812-948-4662 or visit [www.cfsouthernindiana.com](http://www.cfsouthernindiana.com).*

## **Community Foundation Logos**

These are the only logos that may be used to identify the Community Foundation of Southern Indiana in your materials or online. Any other versions of the logo are unacceptable. To protect the integrity of the brand, the logo must not be altered, distorted, added to or covered up in any way. If you have question on how to use the logo, please contact the Community Foundation of Southern Indiana’s director of community outreach, Kenton Wooden, at 812-948-4662.



To download the logos and view guidelines for its use, please visit [www.cfsouthernindiana.com/logos](http://www.cfsouthernindiana.com/logos).

## **We’re Here to Help**

CFSI is happy to answer any questions you may have about how you can share the story of your grant and program. We can help brainstorm ideas for getting the word out about your grant, help you target the appropriate methods for publicity and review news releases and other publicity materials. If you have any questions, would like CFSI to provide a quote, or need the Foundation to review any of your publicity materials, please contact CFSI’s director of community outreach, Kenton Wooden, at 812-948-4662 or [kwooden@cfsouthernindiana.com](mailto:kwooden@cfsouthernindiana.com).