

## Sample Press Release

FOR IMMEDIATE RELEASE

DATE:

CONTACT: (Your organization contact person)

Phone:

Email:

### Title - Short Announcement of Grant Award

City/Town name: **[Name of Organization]** was awarded a \$\_\_\_ grant from the [name of fund] at Community Foundations of the Hudson Valley to support [name of program].

Discuss the program that was funded, specifically what it is, who it will serve and specific goals and intentions in 2-3 sentences. If your organization is not well-known, include a sentence about your mission.

We recommend that you include a 1-2 sentence quote here from your organization's executive director, board chair or program director related to the grant award and/or project.

End your news release by encouraging the reader to learn more about your organization with a link to your website or contact person. If the program is open to the public you can encourage registration or if you are seeking donations you can encourage giving as well.

*About [your organization's name]: Include a paragraph about your organization, its history, programs, geographic location, website, address, and any other important information about your work.*

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**Remember to include** news of your grant in publications, newsletters, brochures, annual reports, website, Facebook, and other outlets. CFHV appreciates receiving credit where appropriate.

**CFHV Logo for Program and Event Recognition**

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