**Press Release: Instructions and Template**

We welcome you to use the following template to craft a press release announcing your grant from the Community Foundation. When sending the release to your local media contacts, we recommend that you cut and paste it into the body of the email instead of including it as an attachment.

News from the

[PLACE YOUR NAME HERE]

**[*ENTER GRANTEE OR NAME HERE*]**

**RECIEVES GRANT FROM EASTERN WEST VIRGINIA**

**COMMUNITY FOUNDATION**

FOR IMMEDIATE RELEASE

*[Month, Day, Year]*

*Contact Name, Organization, Title]
[Contact Phone Number and Email Address]*

 *[NAME/ORGANIZATION]*is pleased to announce it has received a $XXX grant/scholarship from the Eastern West Virginia Community Foundation*- [FUND NAME]*. These funds will support the *[PROGRAM/EVENT/PROJECT]*

*[Briefly summarize the project. Describe who will be served by the grant, the overall goal and how it relates to your mission. Indicate any other sources of funding.)*

*(Insert short quote from your president, executive director or board chair about the impact this grant will have on the organization and its project.]*

 *[Place organization’s boilerplate here: 2-5 sentence summary of the organization’s mission, including website and/or phone number.]*

The Eastern West Virginia Community Foundation (EWVCF) was established in 1995 and celebrates its 22nd year in 2017, managing more than 220 endowed funds with assets of just over $22 million. EWVCF is the leading steward of philanthropic giving, connecting donors with community needs to improve the quality of life for all people in Eastern West Virginia. Thanks to an outstanding board of directors, donors, investment advisors, and a professional staff, the Community Foundation will continue to grow. For more information, please contact EWVCF Executive Director Michael Whalton at mwhalton@ewvcf.org , 304-264-0353, or visit [www.EWVCF.org](http://www.EWVCF.org).

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When sending a photo, attach a high resolution image to the email and include this: (Note to editors: A [*give size in kb*] photo accompanies this release. The subjects in it are identified in the copy below. [*PLACE ALL NAMES OF PEOPLE IN PHOTO HERE].*

**CONTACT INFORMATION FOR EWVCF**

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