**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 Hampshire County**

**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 Hampshire County 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 Hampshire County Community Foundation was founded in 2005 to build local, permanent endowment to generate annual charitable grants and scholarships perpetually. Community foundations number more than 700 across America with 26 in West Virginia and focus entirely on working with local individuals to build local assets to meet local needs.

To learn more about the Community Foundation including information about our grants or starting your own fund or contributing to an existing fund, please contact Amy Pancake at [apancake@ewvcf.org](mailto:apancake@ewvcf.org), or 304-822-7200 or [www.hampshireccf.org](http://www.hampshireccf.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].*