Press Release Template for Grantees

When your organization receives a grant from the Community Foundation of Elkhart County, sharing the good news helps raise awareness of your work and shows donors the impact of their generosity. This template is designed to make it easy for you to prepare a press release for your website, newsletters, or local media.

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## Instructions

* Replace placeholders (shown in [brackets]) with your organization’s information.
* Put this on your letterhead or with clear indication that it’s from your organization.
* Use Associated Press (AP) style: capitalize titles before a name, lowercase after a name.
* Include at least one quote from your organization’s leader.
* Add any additional information that is relevant to the organization, program, or this specific grant. This is a template, but you can modify it.
* Please send a proposed release to Marshall King, the Community Foundation’s director of communications, for review before sending it to the media. He can also help if you have additional questions. [marshall@inspiringgood.org](mailto:marshall@inspiringgood.org) / (574) 238-3307.
* After you finalize your release, send it to your local media outlets, post it on your website and social channels, and share it directly with your stakeholders.

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## [Sample Headline]

**[GRANTEE NAME] receives $[AMOUNT] grant from the Community Foundation of Elkhart County**

ELKHART, Ind. — The Community Foundation of Elkhart County has awarded [GRANTEE NAME] a grant of $[AMOUNT] as part of its [TIMEFRAME] grant cycle.

The award will support [short description of project or program]. Through this effort, [broader benefit for Elkhart County residents].

“We are grateful for the ways organizations like [GRANTEE NAME] step forward to strengthen our community,” said Pete McCown, president of the Community Foundation of Elkhart County. “This grant reflects the generosity of donors who want to see Elkhart County thrive, and we are confident in [GRANTEE NAME]’s ability to make a meaningful impact.”

“[Insert a quote from your organization’s leader on how this grant will make a difference for your work and those you serve],” said [Name, Title of GRANTEE official].

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## About [GRANTEE NAME]

[Brief description or mission statement about your organization. Include your website and contact information if desired.]

## About the Community Foundation of Elkhart County

Community Foundation of Elkhart County partners with donors to leverage their philanthropy in ways that improve lives. Since 1989, the Community Foundation has helped generous people meet community needs, provided scholarships to local students, and awarded grants to nonprofit organizations making Elkhart County a better place to live.

For more information, visit InspiringGood.org.