



How to Communicate About Your Grant Award

Congratulations on your grant from Connecticut Community Foundation! We encourage you to spread the news through your website, social media channels, press releases, newsletters, signage, brochures, annual reports and/or email. We are glad to publicize our partnership and collaboration with you, show donors what their generosity has made possible, and inspire others to join in making the Greater Waterbury and Litchfield Hills region thrive.

To help you share the good news, we offer a few ground rules:

Referring to Connecticut Community Foundation

Please refer to us as “Connecticut Community Foundation.” (Note no “the” before our name.) Our preferred second reference is “the Foundation.” (Please do not use “CCF.”)

[For grants] If known, please identify which of Connecticut Community Foundation’s funds or programs awarded your grant, e.g. “A grant awarded to Nonprofit Name from the Southbury Community Trust Fund of Connecticut Community Foundation supported the opening of an adoption center for kittens.”

The Foundation’s logo and website

If you would like an electronic file of our logo for use on your grant promotion materials, you can download it at www.conncf.org/press-room/.

Please do not use our former logo or alter our logo in any way. In particular, *please do not stretch or distort* the logo. Tips on [how to resize](#) an image.

Our website is www.conncf.org. Please hyperlink any publicity materials related to us (including our logo) to our website.

Press releases

Please include us in press releases about your grant or the program it is funding. We are happy to review content in advance of the release.

Signage

Please include the Foundation’s logo on brochures, signs, or plaques that recognize funders at events or on facilities. Contact Carol at cbuckheit@conncf.org to obtain the appropriate version of our logo.

Photographs

We are eager to share photographs of our grantees on our website, social media and print media. If you are willing to share your photos with us, please e-mail them to cbuckheit@conncf.org. A short caption about the photo would be appreciated, as well as a note about the photo credit. We can only use photos

for which appropriate permissions have been received from any people depicted. Whenever possible, please send high resolution photos.

Questions?

Please contact Carol Buckheit, director of communications, at 203.753.1315, x 107 or by e-mail at cbuckheit@connct.org.