



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.”)

If known, you may identify which of Connecticut Community Foundation’s specific fund 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.

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

Social Media

Find us on:

- Facebook at www.facebook.com/connecticutcommunityfoundation
- Twitter @ccf1923 (www.twitter.com/ccf1923).
- LinkedIn <https://www.linkedin.com/company/ct-community-foundation>

If you would like us to share news about your work or event on social media, please create the post, add it to Facebook or Twitter, *and tag the Foundation to the post* that you want us to share. While we cannot accommodate every request, we will do our best to share it.

Tagging the post will allow us to easily see the post and share it.

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 or provide a quote for the release. Email mlopata@conncf.org for a quote or for review.

Signage

Please include the Foundation's logo on brochures, signs, or plaques that recognize funders at events or on facilities. Email mlopata@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 mlopata@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 Melissa Lopata, director of communications, at 203.753.1315, x 113 or by e-mail at mlopata@conncf.org