



## Communication Guidelines for Grant Recipients

**\*Please route this information to the person who is responsible for communications.**

Your grant has been made possible by generous donors who have contributed to the discretionary funds of the Community Foundation of Teton Valley. Public recognition of your grant, and thereby all donors to the Community Foundation, is very important to encourage future contributions to this permanent resource and to spread the word about your role in the community.

### **Grant Recipient Responsibilities**

We highly encourage you to acknowledge your grant from the Community Foundation of Teton Valley in whatever ways are within your organization's communications capabilities. The following guidelines are intended to assist in the communication of your grant:

1. **Include news of your grant in any publications you produce for distribution.** This includes news releases, newsletters, brochures, annual reports, board minutes, etc. The Community Foundation's name and logo should also appear in publications and/or signage of an event funded by the grant.
2. **Use the Foundation's Logo.** We encourage you to use our logo with the written acknowledgement below where suitable. To download the logo, go to [www.cftetonvalley.org/nonprofits/grants/](http://www.cftetonvalley.org/nonprofits/grants/).
3. **Acknowledging Your Grant.** Please use the following language to acknowledge your grant from the Community Foundation of Teton Valley:

*This grant was made possible by the Community Foundation of Teton Valley -or-  
This project was funded (or funded in part) by a grant from the Community Foundation of Teton Valley.*

Please always use our full name, "Community Foundation of Teton Valley" when referencing the Foundation.

4. **Foundation Description.** If you need a description of the Community Foundation of Teton Valley, please use the following:

#### *About the Community Foundation of Teton Valley*

*Founded in 2007, the mission of the Community Foundation of Teton Valley is to improve lives through the power of generosity. It seeks to achieve its mission by championing the nonprofit community, empowering donors, promoting a culture of giving, and serving as a catalyst in addressing critical community needs. The Community Foundation also hosts the Tin Cup Challenge, an annual fundraiser that has raised over \$8 million for Teton Valley's nonprofit organizations in just 8 years.*

5. **Send Photos of your Funded Project.** We ask that you send us a descriptive photo, a short description and byline, and photo credits that we may use in our outreach materials. Photos would preferably be high quality and resolution photos that adequately illustrate your use of funds. Photos can be sent to [cvitucci@cftetonvalley.org](mailto:cvitucci@cftetonvalley.org).

6. **Add the Community Foundation of Teton Valley to your mailing list.**

We ask that you to send us copies of publications or media coverage that mention your grant from the Community Foundation of Teton Valley. Please send copies to:

Community Foundation of Teton Valley

P.O. Box 1523

Driggs, ID 83422

### **Foundation Responsibilities**

The Community Foundation of Teton Valley publicizes its grantees through media relations and stories in our various publications, and on our website and social media pages. The Community Foundation of Teton Valley can help publicize your grant and your activities as follows:

1. Highlight interesting grant stories through the Foundation's website, emails, newsletters, and annual reports. We ask nonprofits to send us photographs of your grant project, plus a brief description. This could potentially be used in our outreach materials.
2. Provide acknowledgement language and the Community Foundation of Teton Valley logo for your use as needed.

### **Contact Information:**

If you have any questions, please contact the Community Foundation at [cvitucci@cftetonvalley.org](mailto:cvitucci@cftetonvalley.org) or (208) 354-0230.