**Spark Press Release: Instructions and Template**We welcome you to use the following template to craft a press release announcing the grant. When sending the release to your local media contacts, we recommend including it in the body of the email instead of as an attachment.

**SUBJECT:** PRESS RELEASE: [Insert Press Release Title]

**FOR IMMEDIATE RELEASE**

**CONTACT:**Contact Name  
Contact Title  
Organization  
Phone Number  
Email Address

**Organization receives grant from the Vermont Community Foundation to *(ex. help restore town building for community use).***

Organization recently received a $X,XXX grant from [if applicable, insert the name of the grant program] (at) the Vermont Community Foundation. The grant will help further Organization’s mission of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[Insert quote from Organization’s Executive Director or other staff person]

[If desired, insert more information about the program funded by the grant]

The Vermont Community Foundation was established in 1986 as an enduring source of philanthropic support for Vermont communities. A family of more than 900 funds, foundations, and supporting organizations, the Foundation makes it easy for the people who care about Vermont to find and fund the causes they love. The Community Foundation and its partners put more than $60 million annually to work in Vermont communities and beyond. The heart of its work is closing the opportunity gap—the divide that leaves too many Vermonters struggling to get ahead, no matter how hard they work. The Community Foundation envisions Vermont at its best—where everyone can build a bright, secure future. Visit [vermontcf.org](https://www.vermontcf.org) or call 802-388-3355 for more information.

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Place Organization’s boilerplate here: 2-5 sentence summary of the organization’s mission, including website and/or phone number.