**The Vermont Women’s Fund Grantee Press Kit**

**\*\*Please direct this information to the person responsible for communications\*\***

Congratulations on receiving a grant award from the Vermont Women’s Fund at the Vermont Community Foundation! We’ve created this short press kit to help you share the news about the grant and your work. You’ll find social media tips, local media contacts, and a press release template. You can also access these resources online at ***vermontcf.org/press-kit***.

**Press Release: Template and Media Contacts**

Press releases are a great way to share news about your grant with your community. You may want to email a press release announcing the grant and your upcoming work to local media.

**We’ve identified media contacts in every Vermont county on *vermontcf.org/press-kit*;** you may know of others. Feel free to download the included press release template and download the media contact list to draft and send your own release.

 **Social Media: Let’s Share the News!**

We’d like to help publicize your work by highlighting it on Facebook and Twitter. If your organization uses either or both of these sites, let us know by liking us at ***facebook.com/vermontwomensfund*** or following ***@vtwomensfund*** on Twitter. We’ll be sure to reciprocate and will do our best to re-post information you share about the grant.

**Questions? We’re Here to Help!**
Please contact Communications Manager Zoe Pike at 802-388-3355 ext. 285 or zpike@vermontcf.org with any questions about publicizing the grant and your upcoming work. And remember, visit **vermontcf.org/press-kit** for more tips about sharing your news.

**The Vermont Women’s Fund
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. The template below is available for download in Microsoft Word at ***vermontcf.org/press-kit***.

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

**FOR IMMEDIATE RELEASE**Month Day, Year

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

**Organization receives grant from the Vermont Women’s Fund to *(ex. offer financial literacy workshops for young women).***

Organization recently received a $X,XXX grant from the Vermont Women’s Fund 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 Women’s Fund is a statewide organization committed to supporting the advancement, self-sufficiency, and economic and social equality of women and girls ages 15-25. Learn more at vermontwomensfund.org.

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

The Vermont Community Foundation inspires giving and brings people and resources together to make a difference in Vermont. A family of hundreds of funds and foundations, we provide the advice, investment vehicles, and back-office expertise that make it easy for the people who care about Vermont to find and fund the causes they love.

The heart of the Community Foundation’s work is closing the opportunity gap—the divide that leaves too many Vermonters struggling to get ahead, no matter how hard they work. We are aligning our time, energy, and discretionary resources on efforts that provide access to early care and learning, pathways to college and career training, support for youth and families, and community and economic vitality. We envision Vermont at its best—where everyone has the opportunity to build a bright, secure future.

Visit vermontcf.org or call 802-388-3355 for more information.