**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**Month Day, Year

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

**Organization receives grant from the name of fund at the Jackson Community Foundation to *(name of organization and program).***

Organization recently received a $X,XXX grant from the name of fund Fund at the Jackson 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 Jackson Community Foundation is dedicated to our Mission: *We connect people and resources to causes that strengthen and build our community. For Jackson. For good. For ever.* To learn more about the Foundation or how to establish an endowment your name, go to [www.jacksoncf.org](http://www.jacksoncf.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.