



# Grant Publicity Guide

## Congratulations on your grant

A grant from the Wichita Foundation is a partnership. Your story is our story. It is also a moment to recognize the donors and share how their gifts are amplifying your mission as well as the quality of life in our community. You can publicize your grant in a number of ways:

## Grant acknowledgement

The name(s) of the fund(s) that made the grant possible can be found in the official award letter. Please use one of the following language suggestions to acknowledge your grant from a fund:

- This gift was made possible by the \_\_\_\_\_ at the Wichita Foundation.
- This program was [funded/funded in part] by a gift from the \_\_\_\_\_ at the Wichita Foundation.

## Publicity guidelines

- **Include news of your grant in any materials your organization distributes.** This includes newsletters, brochures, annual reports, lists of supporters, board minutes, website and social media.
- **Contact local media** or special interest publications, as appropriate.
- **Include WF's logo** on brochures, digital media, signs, or plaques that recognize funders at events or on facilities. Please visit our [Nonprofit Toolkit](#) page on our website for logos and brand standards.
- **Provide a link to WF's website**, [wichitafoundation.org](http://wichitafoundation.org), in your digital communication.
- **Tag WF in your social media posts** when announcing your grant. Be sure to follow us for updates on grant cycles:



## Press releases

Please include the following boilerplate language:

The Wichita Foundation's mission is to invest in people and ideas to spark change. Founded in 1986, the Foundation is building community with nearly 300 charitable funds and agency endowments. For more information, visit [wichitafoundation.org](http://wichitafoundation.org) or call 316.264.4880.

## Photos, videos and stories

Photos and videos are the most effective way for people to see the work your organization does. Please provide WF with any media or other content from your program. We may promote your program through news stories in our publications, on our website or through our social media. Send photos, videos and stories to our Communications Manager, referenced below.

*For any questions or additional information, please email Joselyne Hernandez at [joselyne@wichitafoundation.org](mailto:joselyne@wichitafoundation.org)*