Press Release Template: The Colorado Health Foundation Grant Award

[Organization Logo]

Contact: [First name] [Last name]
[Contact email]
[Contact phone]

USE AN ATTENTION-GRABBING HEADLINE THAT BRIEFLY SUMMARIZES GRANT AWARD DETAILS

[City, State] – The first paragraph should include high-level of detail on the grant award and share why the contents of this announcement matter to the intended audience. Include your organization name, amount of grant funding awarded as well as how the grant award will be used to directly benefit the communities your organization serves.

Ex: [Organization name] was recently awarded [dollar amount] of grant funding by The Colorado Health Foundation to support [insert details on program or project the funding will support and community it will serve]. [Organization name] mission is [insert brief summary of organization's mission and how this funding will support your mission].

Paragraph 2

Input a quote that reflects the unique voice and tone of the organization's executive director or program manager on how this grant award will support your mission and those you serve. Share how it will affect change as it relates to the purpose of your organization.

Ex: "[Organization name] is pleased to receive this grant award and put it towards [detail on how it will be used] to create meaningful impact for [include details on community or communities it will support]," said [first name, last name, title, organization name]. "[Insert additional context on why this grant award matters to the audience of this announcement]."

Paragraph 3

Provide additional detail on the program or project that the grant funding will support.

Ex: This program/project aims to [insert detail on intent of program] to support [insert detail on issues it will address and communities it will serve]. [Insert additional detail on project or program activities and how they will support its overall goal].

Paragraph 4

Provide additional detail on how this grant award is critical to the work your organization does and the impact you seek to achieve.

Ex: At [organization name], we are seeing firsthand the urgent need to [insert detail on why this grant award is relevant and pressing to those you serve during this time]. We believe [body of work this grant will support] will have significant impact on [issue area you intend to address] for [population served].

[###] – use three pound symbols combined together and placed on the center of the page at the bottom of the announcement to indicate the end of the press release.

About [Organization Name]

Include your "About Us" paragraph, also known as a boilerplate here, with a link to the homepage on your website.