



## PURPOSE

This document provides guidance for fulfilling your requirements about publicizing your grant. The Community Foundation of Northern Illinois (CFNIL) requires recipients to publicize their grant in order to inform the community about your work and inspire continuing support.

## ACKNOWLEDGMENT REQUIREMENTS

Please acknowledge your organization's grant by January 31, 2019 in the following ways:

### SEND A PRESS RELEASE

Send out a press release to local news organizations to inform them about your project and the supporting CFNIL grant. You will find a list of media contacts in our region on the reverse side of this document. A press release template can be found at [cfnil.org/grants/how-to-publicize-your-grant/](http://cfnil.org/grants/how-to-publicize-your-grant/). CFNIL would be happy to provide you with a quote for your press release.

### SHARE WITH YOUR AUDIENCES

We encourage your organization to share information about your grant through your newsletter, annual report, list of supporters, and especially social media. When announcing the grant on social media, make sure to tag us in your posts. When available, use eye-catching photographs to boost interest in your social media content.



@the\_cfnil



[facebook.com/cfnil](https://facebook.com/cfnil)

## LOGO USAGE GUIDELINES

Use your organization's logo and CFNIL's logo at the top of the press release. A sample press release along with high-quality horizontal and vertical versions of CFNIL's logo can be found at [cfnil.org/grants/how-to-publicize-your-grant/](http://cfnil.org/grants/how-to-publicize-your-grant/). Use the logo version that best fits your document. Vector versions may be obtained by emailing [jsmith@cfnil.org](mailto:jsmith@cfnil.org). Grantees may not alter the appearance (color, clarity, fonts, etc.) of CFNIL's logo in any way.

## PRESS CONFERENCES, PHOTO-OPS & MORE

CFNIL wants to help your organization publicize your program, project, or event in compelling and creative ways. We want to share your good news through our e-newsletters, social media channels, and our website. We encourage you to contact us to discuss possibilities.

## ABOUT CFNIL

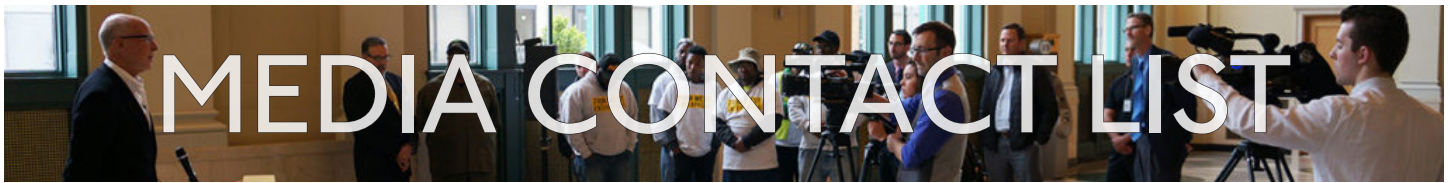
Please use the following language when describing CFNIL:

The mission of the Community Foundation of Northern Illinois is to serve as a catalyst for giving in order to attract, preserve, and grow an endowment for the current and future needs of the people of Northern Illinois. Since its founding in 1953 CFNIL has granted more than \$71 million for charitable purposes. Learn more about CFNIL's grantmaking and commitment to endowment at [www.cfnil.org](http://www.cfnil.org).

## QUESTIONS?

Contact Engagement Officer Jennifer Smith at [jsmith@cfnil.org](mailto:jsmith@cfnil.org) or 779-210-8204.





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