



Guidelines to Publicize your Grant

Congratulations on your recent grant from the Richland County Foundation. When the good news of a grant gets publicized, the benefit is widespread and can promote further giving, you receive positive attention for the important work you are doing, and the Foundation and its donors are recognized for their support. The following guidelines are intended to help you communicate information about your grant. Please forward this information to the person in your organization responsible for publications and publicity. The content of any proposed publicity concerning this grant is subject to the review and approval of the Foundation prior to its release.

General publicity for your grant:

- When referencing support from the Foundation, please use this wording: Support for this program/project was provided by a grant from the Richland County Foundation.
- Include news of your grant in publications, news releases, newsletters, brochures, annual reports, website, videotapes, advertisements, reports, direct mail, and other outreach materials.
- Include the Foundation's logo in advertisements, signage, programs, and brochures as appropriate. For a copy of the logo email Maura Teynor, mteynor@rcfoundation.org.
- Consider including a link to the Foundation's website richlandcountyfoundation.org on your agency's website e.g., in a list of supporters.
- Send us stories and photos related to your current or previous Richland County Foundation grants so we can share them with our donors and the community.
- Follow the Richland County Foundation on Facebook, Instagram, and LinkedIn. Send us a link when you post about your RCF grant on your page(s)!
- At the end of the news release, please include, along with a description of your agency, the following: The Richland County Foundation is one of the largest private sources of grant making in Richland County and administers over 415 charitable funds established by individuals, families, and businesses. The mission of the Richland County Foundation is to improve and enhance the quality of life in Richland County through strategic philanthropy and community leadership.