



PRESS RELEASE INSTRUCTIONS AND TEMPLATE

Congratulations on your grant from Central Florida Foundation!

We welcome you to use the following template to craft a press release announcing the grant. When sending the release to your media contacts, we recommend including it in the body of the email instead of as an attachment.

Approval process: Please email your press release to Laurie Crocker, Director of Marketing and Communications, at lcrocker@cffound.org **prior to publishing**, allowing 2-3 business days for a thoughtful response.

FOR IMMEDIATE RELEASE

CONTACT:

Contact Name

Nonprofit

Phone Number

Email Address

[Nonprofit] receives Winter Park Community Grant from Central Florida Foundation, to (ex. help restore town building for community use).

Nonprofit recently received a \$X,XXX grant from Winter Park Community Grants, a signature initiative of the Winter Park Community Foundation at Central Florida Foundation. The grant will help further Nonprofit's mission of _____ by -
_____.

[Insert quote from Nonprofit's Executive Director or other staff person]

[If desired, insert more information about the project funded by the grant]

Place organization's boilerplate here: 2-5 sentence summary of the organization's mission, including website and/or phone number.

About Winter Park Community Foundation

Established in 1951 as the Winter Park Community Trust, administration of the Trust was transferred to the Central Florida Foundation in 1996. The Winter Park Community Foundation, now an affiliate of the Central Florida Foundation, holds 65 individual and family grant-making funds established by local residents to enhance and support the quality of life in the Winter Park community. Its mission is to build philanthropic capital dedicated to improving the community's quality of life; strengthen the community's nonprofit organizations; and fund projects and programs offering new solutions to community problems.

About Central Florida Foundation

Central Florida Foundation is the place for people who want to invest in their community. The Foundation serves as the region's community foundation and is home to more than 400 charitable funds. The Foundation manages and invests funds, offers personalized service and expert giving advice, connects caring people, businesses, governments and organizations to local initiatives that build and inspire community, and empowers them to make informed decisions that make a difference now and in the future. Central Florida Foundation works with



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individuals, families, businesses, professional advisors and nonprofits. For more information on the Foundation, please visit www.cffound.org.

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