The Community Foundation of Jackson County

Grantee Toolkit

A guide to communication, acknowledgment and marketing after receiving a grant from the Community Foundation of Jackson County



Overview

Your project is important and we want to help you attract the publicity it deserves in Jackson County and beyond.

Grantees should share the news of their grant award from the Community Foundation of Jackson County to build support for projects, their organization and the Foundation.

This Grantee Toolkit can help you announce your grant, give an overview of your project, acknowledge the Foundation and share your announcement more broadly and accurately.

The following materials are intended for the use of Foundation grantees to share information about grants and projects with supporters and the public.

Contact the Foundation

Office

107 Community Drive, Seymour, IN 47274

Phone

812-523-4483

Email

info@cfjacksoncounty.org

Mail

P.O. Box 1231, Seymour IN, 47274

Receiving your grant

Grant request

As a reminder, you will need to request your grant from the Foundation when you are ready to start your project.

Requests must be made in writing or by email.

Written requests may be submitted at our office at 107 Community Drive, Seymour, or by mail at P.O. Box 1231, Seymour.

Emailed requests may be sent to Grants Manager Lori Miller at grantsmanager@cfjacksoncounty.org

Referencing your grant

The Foundation offers multiple types of grants, and it is important that the type of grant is accurately shared in your marketing.
Describing your grant may require specific terminology.
If you have questions, please contact Foundation staff for assistance.
Office: 812-523-4483
Email: info@cfjacksoncounty.org.

Foundation Grant Types

Fall Grants
Spring Grants
Scholarships
Donor-advised
Impact Grants
Classroom Education Grants
Owen-Carr Community Fund Grants

News Releases, Newsletters & Websites

Information to include in announcements

- Photos
- Project overview
- Challenges your project aims to address
- Foundation boilerplate information (page 6)
- Other relevant information

Website & Newsletter

Grant recipients should share a brief story of their grant award on their organization's website and regular newsletter. This is a great way to announce news to your supporters.

News releases

Grant recipients should issue a news release with local and regional media to broaden the reach of your grant award.
Grant recipients should share the news release with Foundation staff for approval prior to sending it to media. Foundation staff can provide a quote, check for accuracy and confirm terminology. Foundation staff can help you write a news release if your organization needs help.

Recommended Media & Contact Information

The Tribune - readersubmit@tribtown.com
Crothersville Times - ctimes@frontier.com
WJAA Radio 96.3 - beckywjaa@gmail.com
Nash Icon 92.7 - info@siradionetwork.com

Social Media

Sharing your grant on social media

Sharing your grant award on social media is an effective and low-cost way of communicating your project and the Foundation's role in helping your good work.
It is recommended you post updates on each of your social media channels and ask staff, board members and volunteers to share it.
Please tag or collaborate with the Foundation by contacting Donor Relations Manager Jordan Richart at donors@cfjacksoncounty.org.

Social Media Pages

You can find the Foundation on Facebook, Instagram, X, LinkedIn and YouTube. You are encouraged to follow and tag these pages when announcing your grant.





Acknowledgment

Our Name

Please acknowledge the Community Foundation of Jackson County with our full name in social media posts, news releases, website updates, newsletters, programs, annual reports and more.
When referring to the Community Foundation of Jackson County for the first time in a publication or post, please use our full name - Community Foundation of Jackson County. Second references should use "the Foundation".

Please refer to your funding as a "_____ Grant from the Community Foundation of Jackson County."

When including a boilerplate description of the Foundation, please use the following:

"Since being established in 1992, the Community Foundation of Jackson County has granted more than $15 million to nonprofits, charitable organizations and students. The Foundation offers donors multiple options for charitable giving, support for nonprofits and students and leadership in the community."

Additional support

Site visits

Your organization's project is important. Be sure to contact the Foundation about the progress and schedule a site visit as work progresses and wraps up.

Fund marketing

Contact the Foundation if you are a beneficiary of a fund and would like ideas and tips to help with marketing.
The Foundation may be able to help you bring awareness and potential gifts to your fund.

Video

If your project has a unique story or angle, contact Donor Relations Manager Jordan Richart to potentially collaborate for a video when your project is started and completed.

Foundation Staff

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