

Spread the word. Let everyone know!

Congratulations on receiving a grant from the **Long Island Community Foundation**! As you know, this funding would not be possible without our generous donors, and we want them as well as the general public to know about your grant and the important work you do!

We need your help to do it! Media is more likely to pick up the word from you rather than the grantor (us). Below are some ways to help get the word out about the grant.

Press release – We need more good news out there! A press release is a great way to start. See attached for a sample template that you can use. Reach out to me for a quote from LICF. I can also help you with sending to media contacts.

Your website – Thanking donors on your website is a great way to show gratitude. You can list names or logos. Attached are a couple versions of our logo. Just let me know where and when you use it!

Your stories - Send me your stories related to your current or previous LICF grants so we can share them with donors and journalists. This can include stories about the results of the grant (expected or unexpected) or stories that connect to current events.

Photo opportunities – Set up a photo opportunity for **check presentations** or photos of your program with someone from LICF – one of our board members and/or staff, **ASAP! I can arrange it either at your location or here in our office.**

Press clips - Let us know when the media covers any grant-related work. Send me a link as soon as you can.

Do-it-yourself - Has your organization taken photographs, produced videos, written stories, or conducted interviews of a LICF grant in action? Please share them with me!

Social media - Do you have a Facebook page, Twitter or engage in other social media? If so, make sure you post and share about your LICF grant – then send us the link! And don't forget to like us on [Facebook](#), follow us on [Twitter](#), connect with us on [LinkedIn](#), and find us on [Instagram](#)!

Send all press clips, videos, links, etc. to me, Marie Smith at msmith@licf.org, or mail them to:

Long Island Community Foundation
c/o Marie Smith, Director of Donor Relations & Communications
900 Walt Whitman Road, Suite 205
Melville, NY 11747

Do you want the story of your grant to be featured in our ever-popular newsletter, “Investing in Change”, read by all our donors and partners?

Then send us action photos, quotes and/or success stories of your program! I'm always looking for content!!!

