



# NORTHERN CHAUTAUQUA COMMUNITY FOUNDATION

## Press Release: Instructions and Template

Please feel free to use the following template to draft a press release announcing your grant from Northern Chautauqua Community Foundation. When sending the press release to your media contacts, we recommend including the text of the release in the body of the email as well as including it as an attachment.

**EMAIL SUBJECT LINE:** PRESS RELEASE: (Insert Press Release Title)

### FOR IMMEDIATE RELEASE

#### CONTACT:

Contact Name

Contact Title

Organization

Phone Number

Email Address

Organization receives grant from the Northern Chautauqua Community Foundation to [brief description of how the grant will be used].

Organization recently receives a \$X,XXX grant from the Northern Chautauqua Community Foundation. The grant will help further Organization's mission of

\_\_\_\_\_ by \_\_\_\_\_.

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

[If desired, insert more information about the program and work your organization is doing]

### ABOUT ORGANIZATION

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

### ABOUT NCCF

*The NCCF, incorporated in 1986, is a tax-exempt charitable organization. Since its establishment, the NCCF has distributed more than \$16 million in the community through its various grant programs. It is an organization inherently committed to enriching the northern Chautauqua community and encouraging local philanthropy. For more information on the NCCF, visit [www.nccfoundation.org](http://www.nccfoundation.org) or call 716-366-4892.*