**Sample Press Release**

***This is a press release template that you may modify and e-mail to your local media to inform them of your grant. Insert your logo at the top of this document and fill in all areas appearing in red.***

FOR IMMEDIATE RELEASE

Contact Name, Organization, Title  
Contact Phone Number and Email Address

**ORGANIZATION RECEIVES GRANT FROM GREATER WASHINGTON COMMUNITY FOUNDATION FOR XXX**

City, State (DATE) – Organization has been awarded a $XXX grant from the Greater Washington Community Foundation. These funds will support the *(program name; details).*

*(Elaborate on the sentence above by describing your grant project, who it will serve and how it will benefit your community.* *Briefly summarize the project, the overall goal and how it relates to your mission. Indicate any other sources of funding.)*

*(Insert short quote from your president, executive director or board chair about the impact this grant will have on the organization and its project.)*

*(Insert information about the fund or grant program and/or The Community Foundation’s competitive application and review process. You may also request a quote from a Community Foundation executive.)*

                                                                                        ###

***About your organization***  
(insert boilerplate)

***About the Greater Washington Community Foundation***

For more than 45 years, the Greater Washington Community Foundation has been a champion of thriving communities and a catalyst for community change through local philanthropic engagement, effective community investment, and civic leadership. The Community Foundation mobilizes the generosity of individuals, families, and businesses to amplify the impact of nonprofit organizations making a difference every day in our communities. As the region’s largest local funder, The Community Foundation has invested more than $1.2 billion to build more equitable, just and enriching communities where all residents can live, work and thrive. More information can be found at thecommunityfoundation.org.