



How to Communicate About Your Grant Award

Congratulations on your grant from Centre Foundation! We encourage you to spread the news through your website, social media channels, press releases, newsletters, signage, brochures, annual reports, videos, and/or email, etc. We are glad to publicize our partnership and collaboration with you, show donors what their generosity has made possible, and inspire others to join in making Centre County thrive.

Below you will find information on how to reference Centre Foundation in your communications. For additional questions, reach out to our [Marketing and Communications Director by email](#) or by phone at 814-237-6229.

To help you share the good news, we offer a few ground rules:

Referring to Centre Foundation

- Please refer to us as “Centre Foundation.” (Note: no “the” before our name.)
- Our preferred second reference is “the Foundation.” (Please do not use “CF.”)
- If known, you may identify which of Centre Foundation’s specific funds or programs awarded your grant. For example, “A grant awarded to Nonprofit Name from the Judith A. Rayback PAWS Cat Fund of Centre Foundation supported the opening of an adoption center for kittens.”

Logo Usage & Our Website

- If you would like an electronic file of our logo for use on your grant promotion materials, you can download it at www.centre-foundation.org/pressroom or [HERE](#).
- If you're using our logo on a dark or patterned background, please [download our white logo](#).
- The logo is available in EPS, JPEG and PNG formats and in three different orientations – centered, horizontal and vertical. You're welcome to use whatever format, color and orientation from our website that works best for you.
- **Please note: our logo should not be altered, stretched or distorted.** If you would like an electronic file of our logo for use on your grant promotion materials, you can download it at www.centre-foundation.org/pressroom.
- Our website is www.centre-foundation.org. Please hyperlink any publicity materials related to us (including our logo) to our website.

Social Media

The Foundation is active on the following social media platforms. We encourage you to follow us and tag us in posts related to your grant award using hashtag #CentreFoundation.

While we cannot accommodate every request, we will do our best to share it. Tagging the post will allow us to easily see and share it.

- [Facebook](#)
- [LinkedIn](#)
- [Instagram](#)
- [YouTube](#)

Press Releases

Please include us in local or statewide press releases about your grant or the program it is funding. This [press release template](#) is designed to help you draft that communication. We are happy to review content in advance of the release or provide a quote for the release. Email Melissa Lopata at Melissa@centre-foundation.org for a quote or for review.

Quotes

If you're interested in including a quote from the Foundation in your press release, please contact our Marketing and Communications Director, Melissa Lopata at Melissa@centre-foundation.org to discuss.

For additional questions or information on communicating about your grant, please contact your assigned program officer or [reach us via email](#) or by phone at 814-237-6229.

Signage

Please include the Foundation's logo on brochures, signs, event banners or plaques that recognize funders at events or on facilities. Contact Melissa Lopata at Melissa@centre-foundation.org to obtain the appropriate version of our logo for large, printed pieces like banners.

Photographs

We are eager to share photographs of our grantees on our website, social media, and print media. If you are willing to share your photos with us, please email them to Melissa Lopata, Marketing and Communications Director at Melissa@centre-foundation.org with a caption about the photo, as well as a note about the photo credit. We can only use photos for which appropriate permissions have been received from any people depicted. Whenever possible, please send high-resolution photos (300 DPI).

Questions?

Please contact Melissa Lopata, Marketing and Communications Director, at 814-237-6229 or by email at Melissa@centre-foundation.org.