Jefferson County Community Foundation

Publicity Guidelines for Grantees

Spread the good news! When you publicize your grant, the work your organization does in the community receives attention and you gain credibility by association with the grant review process of the Jefferson County Community Foundation.

The Community Foundation may send press releases and publicize your name as a grantee. Sometimes, however, the media is more interested in hearing directly from you about the people who benefit from your services.

- **Community Foundation staff will help you:**
  - Brainstorm ideas for getting the word out about your grant
  - Review your news releases and other publicity materials

  Contact Kristina Mayer at 360-379-3667 or Kris@jccfgives.org for assistance

- **How to credit the grant:**
  Please include an acknowledgement of Jefferson County Community Foundation's funding of your project in all press releases, newsletters, and annual reports as well as any promotional materials you deem appropriate. By doing so, you will help the community understand how Jefferson County Community Foundation supports outstanding organizations in the County.

  If you received a grant from an individual fund of the Community Foundation, the letter you receive will specify the exact name of the fund. That name should be used in any recognition, e.g. "The Jane Doe Fund of the Jefferson County Community Foundation."

- **Sample text to include (this text is optional, space permitting):**
  Jefferson County Community Foundation (JCCF) is a nonprofit organization dedicated to enriching the quality of life in Jefferson County. JCCF provides flexible ways for donors to engage in improving their community through charitable giving. Community grants are awarded from funds based on the interest of the donor or an open competitive process that addresses the changing needs of the community. For more information about JCCF, visit www.jccfgives.org or call 360-379-3667.

Jefferson County Community Foundation
PO Box 1955, Port Townsend, WA 98368
360-379-3667 www.jccfgives.org

Local Media contacts:

Peninsula Daily News
Jeff Chew, Jefferson County Editor: jeff.chew@peninsuladailynews.com
360-385-2335

The Leader
Patrick Sullivan, Managing Editor: psullivan@ptleader.com
360-385-5100

The Olympic Business Journal
Rebecca Duce, Co-Publisher: news@objnews.com
360-379-6465

- **Send us photographs:**
  We encourage you to submit photographs to the Foundation that tell the story of how your grant project benefits the community. JCCF may use them on the website or in newsletters or annual reports. We will need a photo release form signed by everyone in the photograph attached to the submitted photo. Photo release form is attached.

- **Put us on your PR Mailing list:**
  We would appreciate receiving copies of news releases and newsletter articles that mention Jefferson County Community Foundation. Please send copies to:
  Jefferson County Community Foundation
  PO Box 1955
  Port Townsend, WA 98368

JEFFERSON COUNTY COMMUNITY FOUNDATION

PHOTO RELEASE FORM

I hereby grant to the Jefferson County Community Foundation (JCCF), permission to take photographs or use existing photos featuring me for the purpose of promoting the Foundation. I am granting permission to JCCF and its representatives, employees, agents and assigns, the irrevocable and unrestricted right to use, reproduce and publish photographs of me for the editorial, trade, advertising or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

I understand that the Foundation may choose not to use my photo at this time, but may do so at its own discretion at a later date. I also understand that once my image is posted on the JCCF website, the image can be downloaded by any computer user. Therefore, I agree to release and discharge JCCF, its designees and officers from any and all claims arising out of use of the photos.

Name (Print) _____ Date _____

Signature _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

If under 18 years of age:

Parent/Guardian (Print) _____

Parent/Guardian Signature _____

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