



Communication Guidelines for Grant Recipients

Please follow these guidelines to acknowledge your Community Foundation of Jackson Hole grant.

1. **Community Foundation Recognitions & Logo Use:** The Community Foundation's name and logo should appear in publications and/or signage of any event funded by the grant. A logo suite is available on our website <http://www.cfjacksonhole.org/apply/grant-programs/>. There are two versions of the logo so use the version that best fits your publication preserving all original colors. Do not alter the logo in any way and be sure that it always appears upright. The Foundation's logo can be used in newspaper and/or TV advertisements; in newsletters, postcards, and brochures; and posted on website and social media channels. Where possible, please include the written acknowledgement below as well as the logo:

This grant was made possible by the Community Foundation of Jackson Hole.

-or-

This project was funded (or funded in part) by a grant from the Community Foundation of Jackson Hole.

Please always use our full name—Community Foundation of Jackson Hole—when referencing the Foundation.

2. **Your Board of Directors:** Please notify your board about your recent grant from the Community Foundation of Jackson Hole.
3. **Foundation Description:** Please use the description below, if needed.

About the Community Foundation of Jackson Hole: The Community Foundation of Jackson Hole works with donors and nonprofits to enrich all aspects of our community. The Foundation facilitates giving for donors by administering personal philanthropic funds including donor advised, endowment, and field of interest and legacy funds. Annually, the Foundation organizes Old Bill's Fun Run for Charities, an innovative fundraiser. Over the past 20 years, more than 48,000 people have participated in Old Bill's, raising over \$133 million for local nonprofits.

4. **Share Media Coverage, Recent Publications, & Photos:** Share copies of publications and any media coverage that mentions your Community Foundation of Jackson Hole grant. The Foundation publicizes its grantees through the media and highlights interesting grant stories on the Foundation's website and in our Annual Report. Please share photographs of grant projects with captions. Email materials to Susan Scarlata, Marketing & Communications Officer, at sscarlata@cfjacksonhole.org or send hard copies to Community Foundation of Jackson Hole, P.O. Box 574, Jackson, WY 83001. Contact Susan Scarlata at 307-739-1026 with any questions about publicizing your grant.
5. **Video of Programs:** We like capturing videos of programs. If you are hosting special events connected to a program we have funded, or if there is a good time to observe your program in action, please contact Susan Scarlata so we can arrange to record part of it. If you already have footage of a program to share, please send it to sscarlata@cfjacksonhole.org.