



## Communication Guidelines for Grant Recipients

Please follow these guidelines to acknowledge grants from the Community Foundation of Jackson Hole.

1. **Recognition:** Please acknowledge the Community Foundation's support with our name and logo in publications, programs and signage for any event or presentation funded that received grant funding. Please always use our full name—Community Foundation of Jackson Hole—when referencing the Foundation. 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.

2. **Logo Use:** Our logo suite is available here: [cfjacksonhole.org/apply/grant-programs/](http://cfjacksonhole.org/apply/grant-programs/). There are two logo versions in both color and black and white. Use whichever best fits your publication preserving original colors. Place the logo upright and do not alter it in any way. Acceptable use of the Foundation's logo includes, but is not limited to: newspaper ads, TV ads; newsletters, postcards, brochures; websites and social media channels. Contact Susan Scarlata at [sscarlata@cfjacksonhole.org](mailto:sscarlata@cfjacksonhole.org) with any questions.
3. **Your Board of Directors:** Please notify your board about your recent grant from the Community Foundation of Jackson Hole.
4. **Foundation Description:** Please use the description below, if needed.

**About the Community Foundation of Jackson Hole:** The Community Foundation of Jackson Hole improves lives through philanthropic leadership. The Foundation has helped make giving smarter, nonprofits more effective and our community stronger for nearly 30 years. Addressing critical community needs, the Foundation administers various grant programs and supports organizations based on impact, collaboration, innovation and capacity. The Community Foundation of Jackson Hole manages \$56 million in assets and our annual event, Old Bill's Fun Run for Charities, has raised over \$146 million for local nonprofits. Since our inception, donors have relied on the Foundation's experienced staff to assist with their current and planned giving. We provide insight about community needs, prudent due diligence and simplified administration. Funds at the Community Foundation are carefully guarded, prudently invested and wisely used.

5. **Share Photos:** Share media coverage, publications, and photos about programs and initiatives our grants help fund. The Foundation highlights its grantees through the media, on our website and in our Annual Report. Email images with labels or captions to Susan Scarlata, Marketing & Communications Officer, at [sscarlata@cfjacksonhole.org](mailto:sscarlata@cfjacksonhole.org). Contact Susan at 307-739-1026 with questions about publicizing your grant.
6. **Video of Programs:** At times, we like capturing videos of programs that we fund. If you are hosting events connected to something we 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](mailto:sscarlata@cfjacksonhole.org).