



Publicity & Recognition Guidelines

The following publicity and recognition guidelines requirements apply to all Freeport Community Foundation Grantees. Your innovative work deserves recognition, and we strongly encourage you to announce your grant through the media (includes social media), your own publications, and through your professional affiliations. We also want the community to know that our funds are a part of your efforts to improve the health, well-being, and quality of life for everyone, so we ask that you acknowledge Freeport Community Foundation in your media relations and community outreach.

Printed Materials (e.g., brochures, presentation handouts, websites, reports, newsletters)

We ask that you acknowledge Freeport Community Foundation's grant in a visible location (e.g., front or back cover) by using one of the following statements:

- Made possible by a grant from Freeport Community Foundation; or
- Funded, in part, by Freeport Community Foundation.
- Please use the Foundation's entire name, Freeport Community Foundation. Upon first mention you may abbreviate to the Foundation.

Artwork

You can use the Freeport Community Foundation logo in your materials. We do provide FCF's logo to all grantees via email. If you need further pictures or logos, please contact us at ofcmanager@freeportcommunityfoundation.org. You may also contact us by phone at 815-801-3035.

Social Media

When announcing the grant on social media, make sure **to tag us in your posts**. We encourage you to share our social media posts regarding your organization with your established audiences.

News Releases and Media Relations

Please acknowledge Freeport Community Foundation in any news release written about the funded program. The Foundation requests a copy of the drafted news release be submitted at least five (5) days prior to the distribution to the media for review and edits. Please allow two working days for approval.

Public Presentations

If speaking before a civic or professional group about your funded program, please remember to mention us. We often mention our grantees as examples of how our funds make a difference in the community. Please include Freeport Community Foundation's logo.

Media Relations

If anyone from your organization participates in media interviews about the funded program, we ask that you acknowledge the Freeport Community Foundation's grant. The following is a description of the Foundation that may be used in media relations:

Established in 1975, Freeport Community Foundation has a 45-year history as a community-based charitable organization guided by community leaders who are dedicated to providing financial solutions for current and future community needs. During that time, the FCF has awarded almost \$3 million in grant funding to non-profit organizations and projects throughout northwest Illinois. For additional information or to schedule a media opportunity, please contact the FCF at either (815) 801-3035 or via email at fcfdirector@freeportcommunityfoundation.org.

The mission of the Freeport Community Foundation is to empower non-profits to develop solutions that help northwest Illinois communities thrive.

- **Website, Annual Report and Publications**

We like to highlight our grantees, their programs and activities on our website, annual report and other issue related publications. We request your cooperation in accurately representing the program and are appreciative of photos, brief statements, as well as your organization's URL address. Likewise, we request that you acknowledge Freeport Community Foundation's support in your website, annual report, and program-related publications. Our internet address is: <https://freeportcommunityfoundation.org/>.