



## Education Grant Recognition Guidelines

Congratulations on receiving a grant from the Catholic Foundation of Northwest Pennsylvania. The Foundation believes that the work it supports through your organization and others is important to our Catholic community. Therefore, we expect grantees to share news about all Foundation grants received. This helps spread the word about the positive impact that these funded programs have in the Catholic community, celebrates the good work you are doing, and inspires donors to support the endowments which fund these grants.

You can publicize the Catholic Foundation's support in several ways:

- **Mention the Catholic Foundation's grant support** in your organization's publicity vehicles including bulletins, websites, print and digital newsletters, event flyers, etc.

When doing so, we ask that you use the following suggested language to acknowledge your grant from the Foundation:

***Funding provided through a grant from the Education Endowment of the Catholic Foundation of Northwest Pennsylvania.***

Or, if space is at issue, you may use the following language:

***Funding provided through a grant from the Catholic Foundation of Northwest Pennsylvania.***

- **Our Name** Our corporate name should appear as **Catholic Foundation of Northwest Pennsylvania**. The name does not include "the" and should not have a capital "T" if "the" is used prior to the name unless it is beginning a sentence. "Catholic Foundation of NWPA" can be used sparingly when tight space warrants abbreviation. After the first reference, you can refer to us as "the Catholic Foundation" or "Foundation."

If you need a description of the Catholic Foundation, please use the following:

*The Catholic Foundation of Northwest Pennsylvania is the only community foundation in northwest Pennsylvania guided by Catholic values and investment principles. The Foundation inspires and unites Catholics in supporting their faith community and creating a Catholic legacy, assisting donors to provide for the long-term needs of the Catholic ministries in their community. The Foundation is an independent 501(c)(3) corporation. Individuals interested in establishing their own personal or family legacy through a fund or a planned gift or donating to an existing fund should visit [www.MyCatholicFoundation.org](http://www.MyCatholicFoundation.org) or call (814) 824-1237.*

- **Logo** Be sure you have the correct version of our logo on all documents, signage, and other materials by contacting us for the image file or downloading the file from our website. Do not add content to the logo and be cautious when resizing the image. The logo should not appear “squished” or stretched out.
- **Distribute a news release to local media.** If you are inviting the media out to cover your project or event, please notify us too by sending the information to [jcooney@cfnwpa.org](mailto:jcooney@cfnwpa.org).
- **Display Catholic Foundation banner during your event.** If your grant award is for an event (parish mission, conference, concert, etc.), we request that you display our stand-up banner during the event to increase awareness of grant funding. To request the banner, please contact Julia Cooney at [jcooney@cfnwpa.org](mailto:jcooney@cfnwpa.org).
- **Social Media** Spread the word about your project through your organization’s social media channels. Tag the Catholic Foundation of Northwest Pennsylvania on Facebook and LinkedIn so we can help you extend your promotion by our further sharing.
- **Send us Stories, Photos, and Videos as they occur during the grant period.** Compelling storytelling communicates to our audience the importance of supporting projects like yours. Therefore, we often feature stories of our grantees through our social media, website, newsletters, and annual report. Do you have a story, great picture, or a video of your grant in action to share? Contact Julia Cooney at [jcooney@cfnwpa.org](mailto:jcooney@cfnwpa.org).
- **Please Note:** When submitting your grant report, you will be asked to provide copies of any promotional materials or media coverage related to your grant.
- **Questions about publicizing your grant?** Contact Julia Cooney, Operations Director, at [jcooney@cfnwpa.org](mailto:jcooney@cfnwpa.org) or (814) 824-1253.