



Community Foundation for Kingston & Area

Grant Recognition

Recognition of grants provided by the Community Foundation for Kingston & Area helps increase our profile and ultimately the amount of funds that we are able to grant to organizations. We require organizations receiving grants to acknowledge the Foundation's contribution whenever possible. Help us make sure that we all benefit from increased awareness of the work we, you, and all of our grantees do to help the community!

There are a variety of ways you can do this, including:

- 1. Logo placement:** Place our logo on your website, poster, program, newsletter, brochure or other communications pertaining to your project. You can download our logo here: <http://www.cfka.org/logos/>. Do not alter the logo in any way, and ensure sufficient white space around the logo. Refer to our branding guidelines for details or contact us.
- 2. Article:** Include an article about your project grant in your newsletter, on your website or other communication instruments. Please see below for information on the Foundation that you could include in your article. If you require a quote for your article, please contact us.
- 3. Media Release:** Issue a media release to promote your project and include information about the support you received through this grant. If interviewed, please make sure to mention the grant. If you require information about the Foundation or a quote for your release, please contact us.
- 4. Events:** Mention the grant from the Foundation whenever you hold events related to this project,. Invite a Foundation representative to attend, and if appropriate, let us know so we can help promote your event through our communication instruments.
- 5. Signage:** Include the Foundation's logo on any signs, banners or similar public signage you prepare related to your project.
- 6. Social media:** Recognize the Foundation's contribution in social media posts about your project. Link to our Facebook or Twitter (@CFKingstonArea) accounts so we can share your posts and include #thankyouCFKA.
- 7. Decal:** Ask for a decal to display on your window, door, display case or vehicle to show that you have received a grant from the Foundation. (coming in 2017)
- 8. Display banner:** Borrow our small or large Foundation banner to display at your event.
- 9. Speaker:** Invite a representative from the Community Foundation for Kingston & Area to bring greetings at your media or public event. We are happy to have a table/booth when appropriate.

Additional recognition ideas:

Keep us in the loop! Take the opportunity to share your project updates and community impact with us so that we can also help promote it for you in return! Write your own story, keeping it to fewer than 200 words, or ask us for a template. We regularly feature grant updates in our publications and would be happy to consider sharing your story.

Photos: Pictures are the most powerful way of engaging people. From time to time the Foundation features stories in our publications, social media, and on our website. If you have good quality digital photos of your project and relevant permissions, please send them to the Foundation.

Permissions: Obtain permission to publish images of any identifiable individuals. In the the case of minors who appear in the images, obtain permission of a parent or guardian.

Obtain permission from the photographer to use the image as described above. Please include the name of the photographer for "photo credit" purposes.

NOTE: Photos taken by phones and other mobile devices are not generally of sufficient quality to be used **in print** publications.

PLEASE NOTE: We frequently receive plaques, framed photos/ posters or other mementos in recognition of our support to organizations. While we very much appreciate these gestures, we acknowledge that such items can be costly for organizations to produce. Public recognition as described in this package is sufficient.

If you need anything for or have any questions about grant recognition, please contact us at info@ckfa.org or 613.546.9696.

Standard Description of the Community Foundation for Kingston & Area:

The Community Foundation for Kingston & Area is an independent, local charitable organization, which works with donors to establish and grow endowment funds. Funds are invested and income earned is used to provide charitable grants. Since its inception in 1995, the Community Foundation has awarded over **\$9M in grants**, including **800 Community Grants** totaling close to **\$2M** to over 300 local organizations. Its Community Grants Program has an open call for project proposals twice a year; and grant applications are reviewed by a volunteer grant selection committee.

Our Vision: A vibrant creative community where everyone has the opportunity to take part in building a caring, healthy and culturally- rich community.

Our Mission: We and our donors strengthen our community by making strategic and effective grants, growing and managing a lasting endowment, and serving our community as a resource and partner.

For more information about the Community Foundation for Kingston & Area, please contact us at info@cfka.org, 613.546.9696 or visit our website at www.cfka.org.