



Community Foundation for Kingston & Area

Grant Recognition

Recognition of the grants provided by the Community Foundation for Kingston & Area helps to increase our community profile, and to sustain and grow our granting ability to local organizations each year. To help us make sure that we all continue to benefit from the increased awareness of our collective work, we require organizations receiving grants to acknowledge the Foundation's contribution whenever possible when sharing in the exciting news.

Below are a few ways to increase awareness. Please also see our media kit on our website at <https://www.cfka.org/your-grant-is-approved-next-steps/> for help with language and other details.

- 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. Be sure to link to our website www.cfka.org if you are writing online articles. 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. We would be happy to share our media contact list to help you share your news.
- 4. Events:** Mention your 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 channels.
- 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, Instagram and Twitter (@CFKingstonArea) accounts so we can share your posts and include #thanksCFKA in your hashtags.
- 7. Display banner:** Borrow our small or large Foundation banner to display at your event which says that your project is funded by CFKA.
- 8. 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 impact stories in our publications, social media, and on our website. Send good quality digital photos of your project with relevant permissions to the Foundation. Don't forget that you will require photos in your final report so make sure to digitally capture the project highlights.

Permissions: All images submitted to the Foundation for any promotional purposes and as part of the final report require written permission to publish images of any identifiable individuals. In the case of minors who appear in images, obtain the permission of a parent or guardian.

If you are submitting a photograph from a photographer other than yourself, obtain permission as above and also include the name of the photographer for proper photo credit to be given.



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:
Community Foundation for Kingston & Area**

The Community Foundation for Kingston & Area strengthens our community by connecting the generosity of donors with the energy and ideas of people and charities addressing local community needs.

For more information visit www.cfka.org or visit us on Facebook  or Twitter  @CFKingstonArea