



Public Relations Guidelines for
COVID Relief Fund for Museums Grants
Awarded by Connecticut Humanities

This grant was awarded by CT Humanities, with funding provided by the Connecticut State Department of Economic and Community Development (DECD)/Connecticut Office of the Arts (COA) through an allocation to the State of Connecticut from the CARES Act.

To reinforce the value of your grant and help us make a strong case for continued funding, we ask that you follow the steps below:

Connecticut Humanities Acknowledgement:

Acknowledge Connecticut Humanities using a CTH logo or credit line (above) on your printed materials, signage, and other forms of promotion. When CTH credit appears with other funders, the size and position of the credit should be in proportion to the amount of CTH funding. [Logo files are available here.](#)

Please also include the DECD/COA logo [found here.](#)

Press Release

Draft and distribute a press release that describes the significance this funding has to your organization and community, and credits Connecticut Humanities and DECD/COA for their support.

For your convenience, an organization description appears below:

About Connecticut Humanities

Connecticut Humanities (CTH) is an independent, nonprofit affiliate of the National Endowment for the Humanities. CTH connects people to the humanities through grants, partnerships, and collaborative programs. CTH projects, administration, and program development are supported by state and federal matching funds, community foundations and gifts from private sources. Learn more by visiting cthumanities.org.

A press release template is located in our PR Toolkit on the [Grants Documents page](#). If you would like us to review your release before you send it to the media, please email a copy to Aimee Cotton Bogush (abogush@cthumanities.org) or call 860.937-6648.

We have also included a list of media outlets in the PR Toolkit. We hope this helps you find the right publications to contact. You might also consider a letter to the editor of your local paper. Please remember that your final report to Connecticut Humanities asks for copies of information that appears in print, so keep a copy once it is published.

Notify Lawmakers:

Notify your municipal officials, state legislators in your district, and federal lawmakers of your Connecticut Humanities' funding. Let them know how your CTH grant helps you enrich your community. [You can find your legislators here.](#)

Photo Request:

Please send [Aimee Cotton Bogush](#) a high-resolution photo representative of your organization for use in our publications, website, and social media. Please ensure you have permission for such usage and provide a caption.

Social Media:

#CTHFunded

Please use #CTHFunded and tag or @mention Connecticut Humanities on Twitter, Facebook, Instagram, and LinkedIn posts relating to the grant award (@cthumanities)

Questions or comments on these requirements?

Please contact Aimee Cotton Bogush: abogush@cthumanities.org, or 860.937-6648.

Thank you for your participation and support!
