**SAMPLE PRESS RELEASE – Use your organization’s letterhead for stationery**

**FOR IMMEDIATE RELEASE**

**…** or **…**

**FOR RELEASE: [DATE/TIME]**

**Contact: [**Person’s name, telephone number, and email for person responsible for media inquiries]

**[HEADLINE]: Nonprofit Organization Awarded Grant to** [describe purpose briefly in active voice]

[DATELINE]: YOUR TOWN – **A $XXX grant to XYZ Nonprofit awarded by Connecticut Humanities will enable** [describe what the grant will support in a few words].

[Describe the program’s target audience and any specifics relative to date, time and place.]

[Quote someone connected with your organization – staff or board -- talking about why the program is important or interesting.]

[Please include this language 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.**

[Conclude with how to obtain further information via telephone or a website.]

**EXAMPLE:**

**FOR IMMEDIATE RELEASE**

**Contact: Jane Doe, 860-555-7777, jdoe@allmail.com**

**Heritage Trust Awarded Grant to Explore Anytown’s Role in the World War II**

ANYTOWN, Conn. – A $2,500 grant to Heritage Trust awarded by Connecticut Humanities will bring to life the story of Anytown’s critical role in the support of the 103rd Infantry Battalion in World War II.

With content specifically geared to schoolchildren but with appeal to residents and those who worked in Anytown’s factories over the years, the special exhibit at Town Center Library will open with a special reception on February 25 and run until March 20. There is no entrance fee.

“Long-time residents of Anytown may be aware of the incredible role this community played in the support of this 103rd Infantry, which was one of the most highly decorated units in World War II and fought in multiple battles across the Pacific,” said Jane Doe, executive director of Anytown’s Heritage Trust. “Were thrilled that this grant from Connecticut Humanities allows us to bring this story to the public.”

About Connecticut Humanities  
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For more information about the exhibit, call **860-555-7777** or visit [www.heritagetrust01.com](http://www.heritagetrust01.com).

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