

Public Relations Guidelines for CT Cultural Fund Operating Support Grants

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

Draft and Distribute a Press Release:

Describe the significance this funding has to your organization and community, and credit CT Humanities and DECD/COA for their support using this funding acknowledgement:

Support has been provided to [grantee] from CT Humanities (CTH), with funding provided by the Connecticut State Department of Economic and Community Development/Connecticut Office of the Arts (COA) from the Connecticut State Legislature.

Organization descriptions appear below:

About Connecticut Humanities

[CT 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.

About the Connecticut Office of the Arts

The [Office of the Arts](#) is the state agency charged with fostering the health of Connecticut's creative economy. Part of the state's Department of Economic and Community Development, the Office of the Arts is funded by the State of Connecticut as well as the National Endowment for the Arts.

You can find a [press release template here](#). **You do not need to use the [CTH logo](#) with your press release, if you choose to do so, please include the [DECD/COA logo](#) as well.**

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 CT Humanities asks for copies of information that appears in print, so keep a copy once it is published.*

Notify Lawmakers:

Notify state legislators in your district of your CT Humanities' funding. Let them know how your CTH grant helps you enrich your community. [You can find your legislators here](#) and [sample letters here](#) (coming soon).

Announce Your Award on Social Media, if applicable:

Please use hashtags #CTCulturalFund, #CTHFunded, and #ctarts and tag CTH and COA on any social media posts relating to the grant award (FB/TW/IG: @cthumanities and @ctofficeofhearts).

Display the CTH Logo and/or Credit Line:

Beyond your press release, whenever possible, please include the CT Humanities logo. This might be:

- On a webpage listing of your funders for the year
- On products created because of this funding
- On promotional materials for activities that relate directly to this funding

CTH logo files can be [found here](#). When the CTH credit appears with other funders, the size and the position of the credit should be in proportion to the amount of CTH funding. If needed, in lieu of a logo, you may include this language: *Support provided by CT Humanities.*

Questions or comments? Please contact Aimee Cotton Bogush: abogush@cthumanities.org