

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 public funding to the cultural sector, it is important that you follow the steps below:

Draft and Distribute a Press Release:

You can find a sample press release in the [PR Toolkit](#). Use this to describe the significance this funding has to your organization and community, and credit CT Humanities and DECD/COA for their support using this funding acknowledgment:

This CT Cultural Fund Operating Support Grant is provided to [grantee] from CT Humanities (CTH), with funding from 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, non-profit 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 and the National Endowment for the Arts.

We have also included a list of media outlets in the [PR Toolkit](#). In addition to your press release, 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.*

Display the CT Cultural Fund Logo and/or Credit Line:

Please include the **CT Cultural Fund logo** ([download here](#)) wherever possible. This might be:

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

When the CTH credit appears with other funders, the size and position should be proportional to the amount of CTH funding. If you cannot use the logo, please include this language: *Support provided by CT Humanities.*

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. The [PR Toolkit](#) includes a link to find your legislators and a sample letter.

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 @ctofficeofthearts).

Questions or comments? Contact grants@cthumanities.org.