

Public Relations Guidelines for **Partnership Grants**

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

Draft and Distribute a Press Release:

You can find a [sample press release here](#). 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:

Support has been provided to [grantee] through a CT Cultural Fund Grant 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, 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 cthhumanities.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 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. *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 CTH Cultural Fund Logo and/or Credit Line:

Please include the CTH 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
 - Also, be sure to include activities/events on the [CTH Cultural Calendar](#)

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. [You can find your legislators here](#) and a [sample letter here](#).

Invite legislators and local leaders to visit your organization to learn more about your work. Are you having an event? Invite them!

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: @cthhumanities and @ctofficeofthearts).

Questions? Please get in touch with Aimee Cotton Bogush at abogush@cthhumanities.org.