



GRANT COMMUNICATION SUGGESTIONS CHECKLIST

Receiving a grant is an opportunity to promote the impact of your organization, the work that you do and the grant you received from us. Below are some suggested communication avenues you may wish to consider.

To assist us in evaluating our grants, please check the relevant boxes on the communication activities you implemented during your grant program/project. **Please return this form to the West Vancouver Community Foundation**, including copy of any promotional material(s), testimonials, photos* and/or publicity received. The checklist and materials must be sent electronically to; info@westvanfoundation.com.

- Issue a press release announcing receipt of the grant. Add a photo as this is often welcome in the media. A photo opportunity can be arranged with one of our Board members/staff, presenting a giant cheque to you.
- Make personal contact (by phone or in-person) with people from your local media to make them aware of the grant, the work you will be able to do with it and the benefits to your organization.
- Host an event to announce receipt of the grant and invite members of your organization, people who will benefit from the grant, community leaders such as: civic officials, band chiefs and councils, MLAs and others that can help support your organization and the work you do locally.
- Publish an article in your newsletter announcing the grant receipt.
- Publish articles in your newsletter about the program/project success referencing the grant receipt.
- Include an acknowledgement of the grant in your annual report (this can just be a logo acknowledgement).
- Add to your website a link to the West Vancouver Community Foundation website and add the Foundation's logo**.
- Any other communication methods used (please briefly describe below):

*we politely request photos are sent in .jpg format (physical will be accepted) and reserve the right to use these in our newsletters and/or on our social media.

**please contact our office for a digital copy of our logo. The logo can be used for any Grant promotion purposes. For any other usage, please request approval from the WVCF office.