**FOR IMMEDIATE RELEASE**

**Contact:**  
First Last, Title  
[email@email.com](mailto:email@email.com), 555-555-5555

**TITLE SHOULD HIGHLIGHT MAIN POINT**   
***Subtitle Can Include Secondary Point***

**CITY, Jan. 1, 20xx –** The first paragraph of your release should be short and explain main point(s) in one to three sentences. For example, mention an award or grant that was received by your organization at a certain location and date.

*On Dec. 28, 20xx, Organization Name was awarded $5,000 at the City Gala from Grant Funder X.*

Use the following paragraph(s) to give further details on how the grant funds will be used by your organization. Make sure to include any guidelines provided by the grant funder.

*Grant Funder X is committed to arts and culture in the community, and Organization Name is pleased to be a recipient of their funds to bring after-school art programs to local elementary and middle schools.*

*“Insert a quote by your CEO or Executive Director,” says Executive Director John Smith. “We are honored to be a recipient, and the funds will greatly impact our community’s young people.”*

Include stats or community information that relates to the main point to further describe the reason for public awareness and publication interest. Keep the release as close to one page as possible.

*In 2011, more than 10,000 people ages 6-12 in City were enrolled in after-school care programs. Organization Name offers 15 different health and wellness activities in more than 30 public schools throughout the community.*

**About Your Organization:**  
Write a brief description or include your mission statement. Visit yourwebsite.com or call 555-555-5555 for further information.

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**FOR IMMEDIATE RELEASE**

**Contact:**  
Jane Doe, Marketing Manager  
jdoe@organization.org, 555-555-5555

**ORGANIZATION NAME RECEIVES $5,000 FOR COMMUNITY EDUCATION**  
***Funds Awarded by Grant Funder X***

**CITY, Jan. 1, 20xx –** On Dec. 28, 20xx, Organization Name was awarded $5,000 at the City Gala from Grant Funder X.

Grant Funder X is committed to arts and culture in the community, and Organization Name is pleased to be a recipient of their funds to bring after-school art programs to local elementary and middle schools.

“Insert a quote by your CEO or Executive Director,” says Executive Director John Smith. “We are honored to be a recipient, and the funds will greatly impact our community’s young people.”

In 2011, more than 10,000 people ages 6-12 in City were enrolled in after-school care programs. Organization Name offers 15 different health and wellness activities in more than 30 public schools throughout the community.

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