**Vermont Women’s Fund Press Release: Instructions and Template**We welcome you to use the following template to craft a press release announcing the grant. When sending the release to your local media contacts, we recommend including it in the body of the email instead of as an attachment.

**SUBJECT:** PRESS RELEASE: [Insert Press Release Title]

**FOR IMMEDIATE RELEASE**

**CONTACT:**Contact Name
Contact Title
Organization
Phone Number
Email Address

**Organization receives grant from the Vermont Women’s Fund to *(ex. help restore town building for community use).***

Organization recently received a $X,XXX grant from the Vermont Women’s Fund. The grant will help further Organization’s mission of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[Insert quote from Organization’s Executive Director or other staff person]

[If desired, insert more information about the program funded by the grant]

The Vermont Women’s Fund is a statewide organization committed to supporting **structural change to advance gender equity and justice in Vermont.** The Fund’s vision is to ensure that Vermont is a place where **all** women and girls thrive. Learn more at vermontwomensfund.org.

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Place organization’s boilerplate here: 2-5 sentence summary of the organization’s mission, including website and/or phone number.

The Vermont Women’s Fund is the first and largest philanthropic resource in the state founded specifically to advance women and girls in Vermont. Founded in 1994, it is a component fund of the Vermont Community Foundation and awards annual grants to nonprofits around the state that serve women and girls with programs that promote economic self-sufficiency, career development, and systems change. Learn more at vermontwomensfund.org.

The Vermont Community Foundation inspires giving and brings people and resources together to make a difference in Vermont. A family of hundreds of funds and foundations, we provide the advice, investment vehicles, and back-office expertise that make it easy for the people who care about Vermont to find and fund the causes they love. We envision Vermont at its best—where everyone has the opportunity to build a bright, secure future. Visit vermontcf.org or call 802-388-3355 for more information.