



communityfoundation  
of SOUTHEAST KANSAS

## CFSEK Resource Library

### Why do we require publicity of grants received?

Sharing the impact of our grants helps connect donors and the community with your incredible work. We encourage you to spread the word through various channels, acknowledging the Community Foundation of Southeast Kansas (CFSEK) and the grant funders in your promotional efforts. By telling your story and tagging us on social media, you're showcasing your innovative projects AND helping us demonstrate to donors how their contributions make a real difference. Together, we can create a powerful story of positive change in our community!

### Grant Publicity Instructions

The following communication guidelines will assist you with these promotions.

- **Hold publicity** until CFSEK has announced the grant awards (social media and website).
- **Acknowledge** the grant opportunity donor and Community Foundation of Southeast Kansas in all forms of publicity used, including newsletters, publications, newspaper articles, website, social media, signage, product tags, etc. You can include links to our website, SoutheastKansas.org.
  - **Example:** "A [name of grant process] grant through the Community Foundation of Southeast Kansas helped support the [name of project or program]."
- **Use** the following paragraph when describing the Foundation:
  - "The Community Foundation of Southeast Kansas hosts individual charitable funds created by donors who have a passion for giving back to their community. Grants from these funds assist people throughout Southeast Kansas and beyond. Call 620-231-8897 with questions about the Community Foundation."
- **Visit** our nonprofits page for donor-fund-specific information.
- **Include** the donor's and Foundation's logos when possible. You can download a copy of the logos using [this SharePoint link](#).
  - Don't crowd these logos when you use them. Don't change their colors or apply filters to them. Don't superimpose text, images, or other logos on top of them. Finally, don't change the aspect ratio of any of these logos by stretching them in only one dimension.
- **Upload** photos with your grant report as requested. The online grant report requires one project photo and one publicity example to be uploaded. You are welcome to provide more.
- **Please follow** CFSEK social-media accounts: @sekcf on [Facebook](#) and @cfsek on [Twitter](#), [YouTube](#), and [LinkedIn](#).
- **Attend** the annual CFSEK Grant Celebration. We'll send you an invitation in the fall. If you receive a GBL Foundation grant, attend the GBL annual event.
  - We may request additional visits, presentations, or publicity content throughout the year.