



**Community
Foundation**
OF SOUTHEAST KANSAS

CFSEK Resource Library: CFSEK Grant Publicity Guidelines

Why Publicity Matters

Sharing the impact of your grant helps connect donors and the community with your incredible work. When you acknowledge the Community Foundation of Southeast Kansas (CFSEK) and grant funders in your promotional efforts, you're not only showcasing your innovative projects but also helping us demonstrate to donors how their contributions make a real difference. Together, we create a powerful story of positive change in our community.

Publicity Requirements

Timing

- **Wait for our announcement** - Hold all publicity until CFSEK has announced the grant awards on social media and our website

Acknowledgment Requirements

- **Submit at least one** form of publicity for each grant received.
- **Include proper attribution** in all forms of publicity: newsletters, publications, newspaper articles, websites, social media, signage, product tags, etc.
 - **Sample language:** "A [name of grant process] grant through the Community Foundation of Southeast Kansas helped support the [name of project or program]."
- **Include our website link** when possible: SoutheastKansas.org

Social Media Guidelines

- **Tag CFSEK** in all social media posts:
 - Facebook: @sekcf
 - YouTube, LinkedIn: @cfsek
- **Follow our accounts** on all platforms using the handles above (optional but encouraged)

Foundation Description

- When describing CFSEK, use this standard paragraph:
 - "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."



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Logo Usage

- **Download logos** from our SharePoint link [HERE](#)
- **Follow logo guidelines:**
 - Maintain adequate space around logos
 - Do not change colors or apply filters
 - Do not overlay text, images, or other logos
 - Do not stretch or distort aspect ratios

Additional Resources

- Visit our **nonprofits page** for fund-specific information
- Check our website for the most current guidelines and resources

Grant Reporting Requirements

Photo Submissions

- Upload project photos with your grant report
- Include publicity examples with your report
- Additional photos are welcome and encouraged

Events and Presentations

- **Attend the annual CFSEK Grant Celebration** - invitations sent in fall (optional but encouraged)
- **GBL Foundation grant recipients** should also attend the GBL annual event - invitations sent in April (optional but encouraged)
- **Be available** for additional visits, presentations, or publicity content throughout the year as requested

Questions?

Contact the Community Foundation of Southeast Kansas at **620-231-8897** for any questions about publicity requirements or grant processes.