Grant or Program awards

Lead time needed

- As soon as you have a list of grant or program recipients, send us the list with their project summaries.
- Let us know when you think you will have all of your contracts signed - we will set a target press release date based on this.
- We need at least 3 WEEKS lead time from receiving the recipient list to sending out the press release.

	As soon as possible	2 to 3 weeks prior to release date	1 week prior to release date	Press release date
Your team	• Send us your list of grant or program recipients with project summaries as soon as you can, even if they haven't signed their contracts yet. We can always delete a listing or move the target press release date if a contract hasn't been signed, but the more time we have to write the press release, the better.	• Team will review the draft		• The person who is listed as the contact for receiving questions should be available this date and the next couple of days for media calls.
Communications	• Write. This part of the process takes us the longest (depending on the grant or program). Even with the summaries that are provided, we often have to read through many of the applications to determine exactly what the funds are being used for and summarize into one or two sentences. This is why we like to have the lists as soon as the award recipients are decided.	• We'll send the draft to the team to review (allow around 3 days for review process). • Make edits from team review.	• Add to Constant Contact • Send a test to staff for review: Give staff 24 to 48 hours depending on day of week • Make edits from staff review	• Send final to media, staff and board. • Add press release to website. • Post to social media