

(Your logo)

We also suggest you include a photo with your release, if possible.

FOR IMMEDIATE RELEASE

Date: (today's date)

Contact: (name of contact person)

Email | Phone

**TITLE: (HIGHLIGHT THE WORK BEING DONE. TRY TO MAKE THIS INTERESTING AND CATCHY AND KEEP IN PRESENT TENSE (NO "ING"). FOR EXAMPLE:
SHELTER EXPANSION MEANS NEW HOME FOR CITY'S FURRY FRIENDS
INSTEAD OF: SHELTER PLANNING ON EXPANSION**

[City], OR – (When writing the opening paragraph, think about what might be interesting to your audience. Who will benefit? What program will benefit? How will it impact your community?) The [Name of Organization] will soon be able to [briefly share what will be accomplished with the grant] due in part to a grant received from the [Roundhouse Foundation].

[Name of organization] is a nonprofit organization serving [geographic area] with [type of service you provide]. [Name of organization] has worked to [share examples of good work you have done in the community] and believes funds received will strengthen the work being done.

[Quote from someone impacted by your work, or a board member or your ED.] Community member, John Smith, says the [Name of organization's] projects have been incredibly positive to the community. ["Have person explain why your organization or the projects you are working on are important."][Length should be a few sentences.]

To learn more about [organization name] or to donate, visit [website] or contact [contact name] at [phone and email address].

- more -

The Roundhouse Foundation is a private family foundation based in Sisters, Oregon that supports creative solutions to the unique challenges associated with rural culture and the landscapes of the Pacific Northwest. For more information call 541-904-0700 or visit their website at www.RoundhouseFoundation.org.

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