



CACF Resource Library: CACF 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 Columbus Area Community Foundation (CACF) 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 CACF 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 Columbus Area Community Foundation helped support the [name of project or program]."
- **Include our website link** when possible: columbusareacf.org

Social Media Guidelines

- **Tag CACF and CFSEK** in all social media posts:
 - CACF:
 - @ColumbusAreaCF on Facebook
 - CFSEK
 - @SEKCF on Facebook
 - @CFSEK on YouTube, and LinkedIn
- **Follow our Facebook** using the handles above (optional but encouraged)

Foundation Description

- When describing CACF, use this standard paragraph:
 - "Columbus Area Community Foundation 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. CACF is an affiliate of Community Foundation of Southeast Kansas. Call CFSEK at 620-231-8897 with questions about CACF."



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 CACF Grant Celebration** - invitations sent in fall (optional but encouraged)
- **Be available** for additional visits, presentations, or publicity content throughout the year as requested

Questions?

CACF is an affiliate of the Community Foundation of Southeast Kansas. Please contact CFSEK at **620-231-8897** for any questions about publicity requirements or grant processes through CACF.