

Sample News Release Template to Announce Bailey and Friends Grant

Please note this is a guide only and should be tailored to your specific grant and organization.

[Your Organization Logo]

News Release

Media Contact:

[Name, Title, Email, Phone]

Headline

(Your Organization Name) Awarded \$XXX Grant from Bailey and Friends to (launch, expand, build etc.) (Project)

Body of Release

City, State – Date – The ABC Organization, (brief description) is (pleased, excited, honored, thrilled etc.) to announce it has received a grant of \$\$ from the [Bailey and Friends](#) to (brief main purpose of grant). Bailey and Friends is dedicated to supporting animal welfare in Western New York and Southwest Florida with a focus on dogs and cats.

(Quote from your leadership) “We are grateful to Bailey and Friends for this generous grant, which will help us (expand on how you will use the grant, who it will serve, and the outcomes and impact it will help you achieve.)

Expand on the need you are fulfilling, more details on the project, data or statistics on the situation, etc.

Insert quote from Kaitlin McNamara, Managing Director, Southwest Florida Operations and Bailey & Friends – please draft this, taking wording from your acceptance letter and we will review.

Expand on your organization, such as how long in business, who you serve etc., leading provider of, history of success of related projects and results, things that shine a light on your accomplishments, capabilities and what you have uniquely achieved.

Add any history of the project including previous Golisano Funding.

Add contact info if the project is a service or program that the public can connect with via phone number, email or web address.

Boilerplates

For your organization.

For Bailey and Friends (see our website for most current text)