

Publicity Guidelines

Last updated February 3, 2012



To: All Grant Recipients
From: Communications Office
CC: Program Department of The Pittsburgh Foundation

The Pittsburgh Foundation is pleased to have provided funding to your organization.

Please include an acknowledgement of The Pittsburgh Foundation's funding of your projects in all press releases, newsletters, brochures, annual reports and other promotional materials. By doing so, you will help the community understand how The Pittsburgh Foundation supports outstanding organizations in the region. Here are publicity guidelines to follow:

- **How to list the grants (this information must be included):**
Please acknowledge the individual funds that have made your grant possible, as well as The Pittsburgh Foundation. Example:

Funding for the XYZ project was provided by the Robert C. Smith Fund and the Betsy R. Clark Fund of The Pittsburgh Foundation.

The name of the funds that provided your grant are listed in your grant approval letter.

- **Always capitalize the “T” in The Pittsburgh Foundation.**
- **Additional text to include (this text is optional, space permitting):**
In 2010, the Foundation and its Supporting Organizations awarded more than \$41.8 million in grants to a vast array of nonprofit organizations, students through scholarships, and medical researchers, based on donor interests and specific purposes of individual funds.

Since 1945, The Pittsburgh Foundation has been connecting its generous donors with the critical needs of our community. Donors who have established funds through the Foundation can support virtually any area of charitable interest in Pittsburgh, or anywhere in the United States. Because the Foundation is a public charity, donors benefit from significant tax advantages.

Endowment funds held by the Foundation range from \$10,000 to \$40 million, created by individuals and organizations with a passion for Pittsburgh and a deep commitment to their community. More than 1,000 individuals, families and organizations have established funds at The Pittsburgh Foundation, which exists in perpetuity- growing each year- to provide an ever- increasing resource to benefit the community.

- **Put us on your PR mailing list**
We would appreciate receiving copies of news releases and newsletter articles that mention The Pittsburgh Foundation, as well as any newspaper articles that mention that you have received funding from us. Please send copies to:

Communications Office
The Pittsburgh Foundation
Five PPG Place
Suite 250
Pittsburgh, PA 15222

Note: Please do not send grant follow-up reports to the Communications Office.

If you have questions about these guidelines, please call 412-391-5122.