



Submit News About Your Grant to the Local Media

A well-written, concise news release is the most accepted method of submitting news.

An effective news release will answer six critical questions: Who? What? When? Where? Why? and How? This information will allow the editor to determine if the **story fits the newspaper's criteria for news.**

The following list contains e-mail addresses and Fax numbers for the major northwest CT news outlets.

(Please note: E-mail addresses are subject to change. We advise you to confirm all contact information prior to submitting news.) If you send the news release via e-mail, we recommend that you attach it as a Microsoft Word document.

Litchfield County Times
news@countytimes.com

Republican-American
communitynews@rep-am.com

Lakeville Journal
editor@lakevillejournal.com

Voices News
newsdesk@ctvoices.com

Hartford Courant (Litchfield County)
<http://www.courant.com/community/hc-pressrelease-submit,0,7869319.html>story

News 8 WTNH (Litchfield County)
News8@wtnh.com

The Winsted Journal
winstedjournal@sbcglobal.net

NewsTimes (Kent, Roxbury, Washington, Warren)

news@newstimes.com

WFSB

newsdesk3@wfsb.com

LitchfieldBZ

editor@litchfield.bz.

Litchfield Magazine

gmorris@morrismediagroup.com

New Milford Spectrum

news@newstimes.com

Register Citizen

editor@registercitizen.com

WZBG

news@wzbg.com

SAMPLE NEWS RELEASE

For immediate release [*insert date*]

[*insert organization name*] Receives Funding for [*insert name of program or project*]

The Northwest Connecticut Community Foundation, Inc., has awarded a grant in the amount of [*insert dollar amount*] to the [*insert organization name*]. This grant will support the [*insert name of program or project*], which provides [*describe the service, cultural benefit, etc.*] to more than [*insert approximate number of constituents served and describe them (e.g., residents/ students/families/etc.)*]

The [*insert program/project name*] is designed to [*insert description of grant-funded program*].

[*If possible, include a quote from organization official/program coordinator and/or a testimonial from a member of the constituency served.*]

This program is free and open to the public.

For more information, please contact [*insert program coordinator's name and title*] at [*insert your organization's telephone number*].

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