



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 (events that have already occurred)
releases@rep-am.com (upcoming events)

Lakeville Journal
editor@lakevillejournal.com

Voices News
newsdesk@ctvoices.com

Hartford Courant (Litchfield County)
community@courant.com

<https://community.courant.com/>

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

The Winsted Journal

editor@winstedjournal.com

WFSB

newsdesk3@wfsb.com

LitchfieldBZ

editor@litchfield.bz

Litchfield Magazine

gmorris@townvibe.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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