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*
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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