



## GRANTEE COMMUNICATION GUIDELINES

The Healthcare Foundation of La Porte (HFL) recognizes the power of strategic communications to advance mission. We encourage you to announce your grant and share important updates, milestones, and impacts via your organization's website, blog, social media, and outreach to traditional media.

We are proud to be associated with those we fund and believe that the recognition of HFL's support draws positive attention to our partners and their work, while also helping to build understanding of HFL and its priorities.

Please abide by the following guidelines when communicating about your grant.

### Acknowledging HFL

For the duration of your grant, we ask that you acknowledge HFL as a supporter. Following is a variety of approved language for some common ways grantees can acknowledge HFL's support:

- In any grant announcements or materials funded by the grant, please use the following credit:  
*The [organization/project/event] is supported by a grant from the Healthcare Foundation of La Porte.*  
*This [project/event] is made possible thanks in part to support from the Healthcare Foundation of La Porte.*
- If you choose to describe HFL in more detail, please use the following paragraph:  
*The Healthcare Foundation of La Porte (HFL) is a not for profit, independent, private foundation dedicated to empowering our residents to live healthy and well in and around La Porte. HFL envisions partnering with many types of community organizations through thoughtful grantmaking to build a healthier community together. We are committed to supporting health and wellness programs and services to achieve the vision of La Porte becoming one of the top 10 healthiest communities in Indiana. For more information, visit [hflaporte.org](http://hflaporte.org).*

**You are welcome to use any of the above language and do not need to seek approval from HFL before publishing.** If you wish to include custom acknowledgement language, we request that you give us an opportunity to review a draft.

In all cases, please forward us a final copy of all external communications materials such as news releases, newsletters, email announcements, website copy, fact sheets or any other materials that recognize your grant from HFL. We will also ask that you enclose copies of any publicity when sending us your final report.

### Using HFL logos

Grantees are encouraged to use HFL logos in print or online materials. These are available for download in many different formats and types via the HFL website (<http://hflaporte.org/forms-important-documents/>). We ask that you adhere to our brand guidelines when using our logo and do not distort or change the logo in any way. Whenever possible, please utilize a full color HFL logo instead of black or white.

### Linking to HFL's Website and Facebook

We encourage you to link to HFL's website ([hflaporte.org](http://hflaporte.org)), Facebook page ([facebook.com/hflaporte/](https://www.facebook.com/hflaporte/)), and Ten 2030 website ([ten2030.org](http://ten2030.org)) from your website and social media channels when publishing content about this grant.



### Connecting with HFL on Social Media

Like HFL on Facebook ([@hflaporte](#)) and share your organization's social media profiles with us so that we can stay up to date and help promote your activities. Connect with us (we will follow back) or email links to your social media profiles to the address below.

### Featuring Grantees in HFL Communications

HFL will list its grantees on our [website](#) and the [Ten 2030](#) website, as well as highlight our grantees on our Facebook page, presentations, and in written publications such as annual reports, press releases, and newsletters. We are always interested in helping to amplify the good work of our partners. **Please let us know when you have milestone events in your HFL-supported project.** You may forward along any news updates to us at the email address below.

### Sharing News Coverage

Please forward links to any media coverage generated by activities funded by this grant. We appreciate the opportunity to learn how grantees' work is reaching the public, and we are often able to share such updates with our networks via our website, newsletter, or Facebook. We will also ask that you enclose copies of any publicity when sending us your final report.

### Sharing Photos

We invite you to share high-quality photos with HFL related to your grant-funded project. Please provide caption information with the photo including name of organization, date, location and photo credit. If appropriate, we will use partner photos proudly on our website, through our social media channels and in our publications. Please send images and captions to the email below.

### Requesting Statements for the Media

HFL is happy to provide quotes for use in grantee press announcements when helpful. Please contact us using the information listed below for assistance in this regard and with other media-related questions.

### Contacting Us

To provide any of the materials requested in these guidelines or for questions and requests, please contact our office at [contact@hflaporte.org](mailto:contact@hflaporte.org) or 219.326.2471.

We look forward to working with you!