

# 3 Press Releases Templates Every Grant Program Needs



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Template Formats and Samples

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# 1. Call for Entry - Grant Applications

Format:

{Organization Name}

{Contact person and his/her info}

{Organization} Announces {Amount} in Grant Funds for {Purpose}

FOR IMMEDIATE RELEASE

{Date, City, State} - {Organization}, a leading {institution} in the field of {field}, announces the availability of {amount} grant on {date}. The grant was endowed by {Organization} for the purpose of {purpose}.

The goal of the project is to {description of goal}. Money will be allocated to {people/projects/groups}, which pursue {specific goals}.

Applicants {who meet specific qualifications} are invited to apply.

{Quote by organization member discussing benefits of the project and thanking the grantor}.

{Boilerplate about Organization including services, products, joint ventures, founders and history}.

# 1. Call for Entry - Grant Applications

Example:

Contact: Amy Wade, 202-555-5555

Date: 11/18/2019

## OpenWater Software Announces \$500,000 Grant Program for Water Conservation Projects

For Immediate Release

November 18, 2018, Washington, DC -- OpenWater, a leader in application and review software, announces the availability of \$500,000 in grant funds for water conservation projects grants starting January 1, 2020. The funding, endowed by the Inc.5000 software company, is a nod to its name and corporate history.

The funds will be distributed as five separate \$100,000 grants for projects working to improve aquatic natural habitat and clean drinking water.

Applicants for the five 2019–2020 OpenWater Grants must be designated 401(c)(3) organizations. Organizations that meet this requirement are invited to apply. Funds will be distributed as project milestones are completed.

“Our company began as an idea rowing on open water; today, our company culture still strongly connected to the water, says co-founder Timothy Spell, a former competitive rower. “We want these grant funds to support the ongoing restoration of freshwater habitat.”

All applications must be received by 11PM EST on May 1, 2019, via online submission.

A distinguished panel of awards industry professional will gather in Washington, DC, the weekend of 5/10/2019 to select the grantees from an anticipated 1,200 entries. To be eligible for funds, all work must be completed between January 1, 2020, and December 31, 2020.

The OpenWater grantees will be honored during a black-tie dinner gala on August 1, 2019 at the National Library of Congress in Washington, DC.

OpenWater provides software for the application and review processes of grants, scholarships, awards, and other competitive achievements. Founded in 2007, OpenWater employs 35 people, the majority of whom operate out of the new Arlington, Virginia headquarters. More information at [www.getopenwater.com](http://www.getopenwater.com).

To receive an OpenWater Grant application packet contact Amy Wade the OpenWater Water Conservation Grants chair at 202-555-5555 or [amy@getopenwater.com](mailto:amy@getopenwater.com).

\*\*\* Enclosure: OpenWater Grant info sheet

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## 2. Judge Selection Announcement

Format:

{Organization Name}

{Contact person and his/her info}

{Organization} Announces Judges for Grant {Grant Name and Purpose}

FOR IMMEDIATE RELEASE

{Date, City, State} - {Organization}, a leading {institution} in the field of {field}, received a {amount} grant on {date}. The grant was endowed by {Organization} for the purpose of {purpose}.

The goal of the project is to {description of goal}. Money will be allocated to {departments}, which will pursue {smaller goals}. The project will be headed by {Name} and {Name}. {Description of their titles, education and qualifications}. Outside consultants {Name} and {Name} from {Organization} will be contracted for {field} services.

{Quote by project member discussing benefits of the project and thanking the grantor}.

{Boilerplate about Organization including services, products, joint ventures, founders and history}.

## 2. Judge Selection Announcement

Example:

Contact: Amy Wade, 202-555-5555

Date: 11/18/2019

# Judges Selected for 2019 – 2020 OpenWater Water Conservation Grants

For Immediate Release

December 1, 2018, Washington, DC -- OpenWater confirmed the 5 member creative panel that will judge entries of the 2018–2019 OpenWater Water Conservation Grant. The five, \$100,000 OpenWater Water Conservation Grants were created to support the outstanding work in freshwater habitat and drinking water initiatives.

“The OpenWater Water Conservation Grants are meant to raise awareness about how water quality affects all of us,” explains OpenWater co-founder, Kunal Johar. “Grant money will be distributed to nonprofits focused on water issues.”

The evaluation panel will comprise of four distinguished individuals. These include:

- Dr. Maurice Frogg, esteemed professor of biodiversity at Yale;
- Charlotte Swimmigly, Washington, DC City Council Representative;
- Dr. Arnell Turtleton, Freshwater Legal Scholar of the National Association of H2O;
- Mr. Charles Fish, entrepreneur famous for developing Breathe Underwater™ technology.

Judging will be conducted the weekend of July 1, 2019. Entries will be judged on creative excellence and demonstrated efficacy in the category for which they are submitted. All finalists will be notified by mail the week of July 15, 2019 and grantees will be honored at a black-tie gala August 1, 2019.

OpenWater provides software for the application and review processes of grants, scholarships, awards, and other competitive achievements. Founded in 2007, OpenWater employs 35 people, the majority of whom operate out of the new Arlington, Virginia headquarters. More information at [www.getopenwater.com](http://www.getopenwater.com).

To receive an OpenWater Grant application packet contact Amy Wade the OpenWater Water Conservation Grants chair at 202-555-5555 or [amy@getopenwater.com](mailto:amy@getopenwater.com).

\*\*\* Enclosure: OpenWater Water Conservation Grant Judge Bio sheet

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### 3. Grantees Announcement

Format:

{Organization Name}

{Contact person and his/her info}

{Organization} Receives {Amount} Grant for {Purpose}

FOR IMMEDIATE RELEASE

{Date, City, State} - {Organization}, a leading {institution} in the field of {field}, received a {amount} grant on {date}. The grant was endowed by {Organization} for the purpose of {purpose}.

The goal of the project is to {description of goal}. Money will be allocated to {departments}, which will pursue {smaller goals}. The project will be headed by {Name} and {Name}. {Description of their titles, education and qualifications}. Outside consultants {Name} and {Name} from {Organization} will be contracted for {field} services.

{Quote by project member discussing benefits of the project and thanking the grantor}.

{Boilerplate about Organization including services, products, joint ventures, founders and history}



### 3. Grantees Announcement.

Example:

Contact: Amy Wade, 202-555-5555

Date: 11/18/2019

## Love L' eau Among \$100,000

## OpenWater Water Conservation

## Grant Winners

For Immediate Release

November 18, 2019, Washington, DC – Love L' eau is one of five, \$100,000 2019 – 2020 Water Conservation Grants awarded Saturday night by OpenWater Software, Inc. The black-tie reception was held at the National Library of Congress in Washington. The presentation was attended by over 600 individuals involved in water preservation and protection.

Of the 1,200 entries received by OpenWater, five grantees were recognized. Entries were judged based on creativity, originality, and creative strategy. Award funds will be distributed upon each phase of project completion.

Following is a complete list of all the 2019–2020 OpenWater Awards grantees. Each are awarded \$100,000:

- **Love L' eau:** This volunteer group plans to dig 200 new water wells in Africa
- **Agua Amazing:** This nonprofit is distributing 400 water filtration kits in rural Mexico

- **Detroit Drinks:** This nonprofit is creating an urban water reclamation habitat in a former parking lot
- **Save The Droplets:** This nonprofit will sponsor 6 million clouds over the next 10 years
- **3Forms:** This B-corp, which uses adverbs and adjectives to purify water cost-effectively, will be distributing words throughout drought-affected regions

"We were impressed by the creativity of applicant projects," said Dr. Arnell Turtleton, Freshwater Legal Scholar of the National Association of H2O. "We look forward to watching the grantees implement these important water conservation projects."

OpenWater provides software for the application and review processes of grants, scholarships, awards, and other competitive achievements. Founded in 2007, OpenWater employs 35 people in the new Arlington, Virginia headquarters.

More information at [www.getopenwater.com](http://www.getopenwater.com). To be notified about the OpenWater Water Conservation Grant (*which is just a made up example*) please contact Amy Wade (*not a real person*), the OpenWater Water Conservation Grants chair at 202-555-5555 or [amy@getopenwater.com](mailto:amy@getopenwater.com).

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Thank you for downloading this power pack of press releases!

The "OpenWater Water Conservation" grant example is fictional but our software platform, [OpenWater Grants](http://www.getopenwater.com), is very real indeed. To learn more about us, request a demo, or download other helpful guides, visit our website: <http://getopenwater.com>.