*Place your logo (if you have one) at the top right of the page.*

**Press release**

**[Date]**

**[Heading]

[Name of project]** awarded **[fund amount]** to **[aim of funded project]***The opening paragraph should contain the 5 w’s: Who, What, Where, When, Why and the most important and interesting information.*
**[Name of group]** were awarded funding from Norfolk Community Foundation through the **[Name of fund]** to support **[project description - how and where the money will be spent].**

*Include brief background information on your organisation*.

**[Quote from a project member including full name and job title of spokesperson]***Keep your quote short; it only needs to be a couple of sentences to highlight the benefits of your project on the community.*

**[Quote from Norfolk Community Foundation]**
Jenny Bevan, Head of Programmes, said: ‘Norfolk Community Foundation is delighted to support this much needed project that will make a real difference in the community. We wish them every success with their work.’

If you’d like to find out more information about **[Name of Group]** please contact **[Contact name and website, telephone or email].** For further information on applying for funding go to Norfolk Community Foundation’s website [www.norfolkfoundation.com](http://www.norfolkfoundation.com).

**ENDS
Notes to editors**
Norfolk Community Foundation is an independent, registered charity that bridges the gap between those in need and those who can help. As part of a national movement of Community Foundations, Norfolk Community Foundation is working together with local philanthropists to make a difference to lives in Norfolk. [www.norfolkfoundation.com](http://www.norfolkfoundation.com)