*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]**   
Claire Mackintosh MBE, Chief Executive of Norfolk Community Foundation, 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   
About Norfolk Community Foundation

Norfolk Community Foundation is a registered charity dedicated to building stronger communities and improving the lives of people in Norfolk. The charity builds funding and support that ensures local charities and voluntary groups can continue and grow, providing

essential care, support and opportunities for the most vulnerable in our communities. Further information is available from Norfolk Community Foundation’s website at [www.norfolkfoundation.com](http://www.norfolkfoundation.com)