

## Communications Guidelines for Grantees

**You are to adhere to these guidelines when publicly announcing or acknowledging your grant, or work related to the grant you received, from The Health Trust.**

Announce your grant only after you have signed and returned your grant contract. All acknowledgements of our grant award should use our full name "The Health Trust."

**Publications (hard copy/electronic):** All news releases, newsletters, reports, papers, manuscripts, and other materials produced by the grantee regarding the project or program must include the following statement: "Supported by a grant from The Health Trust."

**Events:** All events supported by The Health Trust should display a Health Trust sign or banner. Also, if your organization is planning any kind of special event, public event or press conference in conjunction with the project or program funded by The Health Trust, The Health Trust must be acknowledged publicly. Please contact our Grants Department ([grants@healthtrust.org](mailto:grants@healthtrust.org)) to discuss how to acknowledge The Health Trust's support, and/or for a copy of the signage/banner.

**Website:** If your work supported by The Health Trust is discussed on your website or a web page, please link to The Health Trust [www.healthtrust.org](http://www.healthtrust.org) where possible. Contact our Grants Department so that The Health Trust may, in turn, link to your website.

**Social Media:** If your work supported by The Health Trust is shared via a social media platform, please tag The Health Trust whenever possible. (Facebook: @TheHealthTrust; Twitter: @HealthTrust)

**News Coverage/Media Interviews:** If your work supported by The Health Trust garners news/media coverage, please emphasize the support received from The Health Trust. It is important to frame your work in the context of how it relates to the overarching goals that we are working together to accomplish.

**Annual Report:** If your work supported by The Health Trust is explained in an annual report, list The Health Trust. The Health Trust will list grantees in our annual report as well.

**Use of Logo:** In general, brochures, invitations or other collateral produced in conjunction with a Health Trust grant funded project should contain The Health Trust's logo and the tagline "Supported by a grant from The Health Trust." Please contact the grants department ([grants@healthtrust.org](mailto:grants@healthtrust.org)) for a copy of the logo. Copies of the logo can also be provided if needed for electronic mediums (i.e. website, e-newsletters, social media, etc.)

Provide The Health Trust with copies of all of your grant announcements (newsletters, press releases, letters to stakeholders, etc.), by email or mail to:

The Health Trust  
3180 Newberry Dr, Suite 200  
San Jose, CA 95118  
[Grants@healthtrust.org](mailto:Grants@healthtrust.org)