Communications Guidelines for Grantees

As you prepare to make an announcement of your grant, we ask that you adhere to the following guidelines:

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

- If the grant is the largest single source of funding for a project or program, all news releases, 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: If your organization is planning any kind of special event, public event or press conference in conjunction with the project or program, please contact our Grants Department to discuss how to acknowledge The Health Trust’s support. 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) for a copy of the logo and/or signage.

- 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 where possible. Please contact our Grants Department so that The Health Trust may, in turn, link to your website.

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

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

The Health Trust
3180 Newberry Dr, Suite 200
San Jose, CA 95118
Grants@healthtrust.org