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.”

- Photos: When providing photos to The Health Trust showcasing your supported project, we want to be respectful of the people being served by your organization. Please consider that photos can but do not need to include clients. They can be photos of staff, locations, materials, general organizational images, etc. Original photos are preferred, but stock photos can be used if necessary.

- 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 line "Supported by a grant from The Health Trust.” Please contact the grants department (grants@healthtrust.org) for a digital file 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’s website at 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 as a supporter. The Health Trust will list all grantees in our annual report.

- 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
c/o Grants Department
3180 Newberry Dr, Suite 200
San Jose, CA 95118
Grants@healthtrust.org