**FOR IMMEDIATE RELEASE**  
  
[DATE]

CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
123-456-7890 x 123  
  
**[Name of organizations] receives [$ amount] grant from The Duke Endowment***City/Town name:* [Your organization’s name] of [your community] has received a [$ amount] grant from The Duke Endowment to fund [summarize general type of program/project, in one sentence].  
  
[Your organization] is a nonprofit organization serving [geographic area] with [type of service you provide]. OPTIONAL: a brief sentence that summarizes the good you have done; for example: “Established in 19\_\_, [the organization has partnered with families to raise children in a nurturing environment full of dignity and respect.]”  
  
The Endowment grant will be used to …[get more specific here about what your project entails, and how it will benefit the people your organization serves. Length could be anywhere from a couple of sentences up to a few paragraphs, but keep total news release length to one or two pages. If they need more info, send a fact sheet or other BRIEF background – a reporter will ask you if they need more.]  
  
You could then include a **quote** here from your board chair or executive director, “saying why the funds will be so helpful and what they will allow you to accomplish.”

Another short paragraph could feature a client who has benefitted from your services.

[In addition, if you would like a quote from The Duke Endowment, please contact Shaheen Towles (stowles@tde.org or 704-927-2267)  
  
**[Please include the following paragraph at the end of your press release]**Based in Charlotte and established in 1924 by industrialist and philanthropist James B. Duke, The Duke Endowment is a private foundation that strengthens communities in North Carolina and South Carolina by nurturing children, promoting health, educating minds and enriching spirits. Since its founding, it has distributed $4.5 billion in grants. The Endowment shares a name with Duke University and Duke Energy, but all are separate organizations.

\* \* \*  
[You can end your article with a referral paragraph. It’s always good to encourage the reader to “act” on what they’ve read by sending them to a website or to a contact within your organization.]  
  
For more information on [your organization] or how you can support this community effort, please call [contact name optional] at [your phone #], or visit our website at www...

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