



Grant Publicity Toolkit

updated 3.4.2026

Congratulations on receiving a grant from The Idaho Community Foundation! We've developed this toolkit to help you publicize your accomplishment. Publicity helps build awareness in Idaho communities of your work and ours and can generate interest and further support. Below are some suggestions to help you.

Please note: We updated our logo in 2025. Please delete any old logo files and request a new file from comms@idahocf.org. Thank you!

1. Social Media

If your organization uses social media, this is great news to share with your followers! Please tag us so we can like and comment on your post. We are @IdahoCF on Facebook, Instagram, and LinkedIn. We also like to use #IdahoCF #ForeverIdaho #InIdahoforGood #IdahoRunsonNonprofits #MakeMorePossible and you're welcome to use these tags to include your post in our conversations.

2. Recognition Materials

We appreciate being recognized as a donor to your organization in materials that are related to the grant or to your work. Examples include Annual Reports, banners, event programs, donor walls, etc. We will provide our logo in a format that meets your specifications. Please contact comms@idahocf.org.

3. News Release

Use the sample news release as a guide, or use your own format, to notify your local media about your grant (contacts below). **We do our best to keep our media contacts updated, but if you have a new contact to share, please send that to comms@idahocf.org.**

Sample Press Release

FOR IMMEDIATE RELEASE

Contact Name, Organization, Title

Contact Phone Number and Email Address

Grant from The Idaho Community Foundation to Help ORGANIZATION TITLE OF PROJECT

Organization is pleased to announce it has received a \$XXX grant from the Name of Fund in The Idaho Community Foundation. These funds will support the (program name; details).

(Briefly summarize your program. Describe who will be served by the grant, the overall goal and how it relates to your mission. Indicate any other sources of funding.)

(Insert short quote from your president, executive director or board chair about the impact this grant will have on the organization and its project.)

About Organization: (insert boilerplate if you have it)

About The Idaho Community Foundation

Since 1988, The Idaho Community Foundation has helped generous Idahoans invest in the people, places, and causes they care about. Through our statewide programs, including The Nonprofit Center, an Idaho Community Foundation program, we strengthen communities by growing philanthropy, elevating nonprofit impact, and connecting Idahoans to opportunities to give back. Learn more at idahocf.org or contact us at info@idahocf.org.

List of news outlets (send to the ones in your local area):

East Idaho

Arco Advertiser	arcoadv@aol.com
Bingham News Chronicle	bccnews@bcchron.com
Caribou County Sun	ccsun10@aol.com
Challis Messenger	info@challismessenger.com
East Idaho News	news@eastidahonews.com
Idaho State Journal	newsroom@journalnet.com
Jefferson Star	info@jeffersonstarnews.com
KPVI Ch. 6	newsroom@kpvi.com
Local News 8	newsdesk@localnews8.com
News-Examiner (Montpelier)	newseditor@news-examiner.net
Post Register	news@postregister.com
Power County Press	press1@press-times.com
Preston Citizen	editor@prestoncitizen.com
Recorder Herald (Salmon)	rhnews@custertel.net
Rexburg Standard Journal	editor@uvsj.com
Sho-Ban News	shobnews@ida.net
Teton Valley News	cshea@tetonvalleynews.net

North Idaho

Bonner County Daily Bee	bcdailybee@bonnercountydailybee.com
Bonnors Ferry Herald	clobsinger@bonnercountydailybee.com
Clearwater Progress	progress@clearwaterprogress.com
Clearwater Tribune	cleartribnews@cebridge.net
Coeur d'Alene Press	rmonteith@cdapress.com
Cottonwood Chronicle	editor@cottonwoodchronicle.com
Idaho County Free Press	lpalmer@idahocountyfreepress.com
KHQ TV (NBC)	q6news@khq.com
KLER Radio	klerproduction@kler-radio.com
KLEW TV (CBS)	news@klewTV.com
KREM TV (CBS)	newsdesk@krem.com
KXLY News 4 (Spokane)	news4@kxly.com
Latah Eagle	le-editor@moscow.com
Lewiston Tribune	city@lmtribune.com
Moscow-Pullman Daily News	Editor@dnews.com
News Bonners Ferry	mikeweland@gmail.com
Post Falls Press	editor@cdapress.com
Sandpoint Reader	zach@sandpointreader.com
Shoshone News Press	jmcdonald@shoshonenewspress.com
Spokesman Review	news@spokesman.com
St. Maries Gazette	dan@smgazette.com

South Central Idaho

Courier News (Fairfield)	news@highway46.org
Eye on Sun Valley	karen@eyeonsunvalley.com
Idaho Mountain Express	news4u@mtexpress.com
KMVT News	newstips@kmvt.com
Mountain Home News	editor@mountainhomenews.com
Owyhee Avalanche	jon@owyheeavalanche.com
Boise State Public Radio	kbsxnewsroom@boisestate.edu
The Weekly Mailer (Burley)	production@theweeklymailer.com
Times News city desk	frontdoor@magicvalley.com
Weekly News Journal	goburley@gmail.com

Southwest Idaho

The Record Recorder (Adams County)	editor@therecordreporter.com
Argus Observer (Ontario)	editor@argusobserver.com
Boise State Public Radio	kbsxnewsroom@boisestate.edu
Boise Weekly	news@boiseweekly.com
BoiseDev	don@boisedev.com
Emmett Messenger Index	newsroom@messenger-index.com
Idaho Press	newsroom@idahopress.com
Idaho Statesman	newsroom@idahostatesman.com
KBCI Ch. 2	news@kbcitv.com
KIVI Ch. 6	news@kivitv.com
KTVB Ch. 7	ktvbnews@ktvb.com
Kuna Melba News	editor@kunamelbanews.com
McCall Star News	starnews@frontier.com
Middleton Express	middlettonexpress1@gmail.com
Owyhee Avalanche	jon@owyheeavalanche.com
The Idaho World (Boise County)	editor@idahoworld.com
Weiser Signal American	info@signalamerican.com

4. Send us stories, photos and videos.

Compelling storytelling communicates to our audiences the importance of supporting projects like yours, so we love to feature stories, pictures and videos of our grantees in our newsletters, social media and Impact Report. Do you have a story, pictures or a video of your grant in action to share? Send it to grants@idahocf.org. Or consider contributing to our Nonprofit Storytelling Form, a place we routinely access when working with influencers and decision makers to illustrate the important work of Idaho's nonprofit sector. You can contribute to [that form here](#).

5. Write about your grant in your publications.

Feature the grant award in newsletters, eblasts, donor update letters and on your website and include a compelling photo of the project or the residents you are serving. We'd be happy to provide a quote and/or logo about the importance of funding your organization! Please contact comms@idahocf.org.

You can use this sample newsletter article as a guide.

Meet our Partner – The Idaho Community Foundation

Have you heard that (organization name) has received a \$XXX grant from the Name of Fund in The Idaho Community Foundation? These funds will be used to support our XXX project and will directly help us to (insert details; include who the project will serve, the overall goal and how it relates to your mission. A picture or video link to who your project has served can help tell the story).

(Insert short quote from your president, executive director or board chair about the impact this grant will have on the organization and its project. Use the opportunity to ask constituents for additional support, if needed.)

(Insert quote from The Idaho Community Foundation)

6. Share with your legislative representatives, city leaders and county officials.

Letters from community organizations help elected officials understand the importance of how we all work together. It's best to keep letters to elected representatives to one page or equivalent length emails. You can also send links or hard copies of news coverage or handouts about your organization.