## **Endowment for Health Communication Protocol**

Unless your project has specific communications components calling for publicity, the Endowment for Health does not require that you publicize your project. However, if you do plan on publicity, we want your organization's mission and work to be the main focus of the communication. Any mention of the Endowment's funding should be brief and simple, such as a description of your project, "with support from the Endowment for Health." In most cases, the Endowment for Health will not provide quotes in a grantee's press release. This ensures that the focus of media attention is on your work and your organization, as it should be!

## **Approval Process**

- Submit for review any communications mentioning the Endowment for Health prior to publication/launch. These materials include:
  - Press releases
  - o Op-eds
  - Letters to the editor
  - Materials for special events and conferences
  - Acknowledgements on reports and research
  - Mentions of the Endowment for Health on websites
- Obtain permission before using the Endowment for Health logo on any of your documents, banners, websites or social media platforms.
  - Once permission is granted, a high-resolution file of the Endowment's logo will be sent to you.
  - Take note that all approved logo requests are authorized for one-time use only. Any future requests must be submitted for review and approval on a per-project basis.
  - Never copy and paste the Endowment's logo from the internet.
- Reach out to the Endowment for Health <u>communications director</u> for all above mentioned reviews and approvals.
  - Please allow five business days for a determination of use.

We wish you every success with your project! Thank you for all that you do to make New Hampshire a place full of possibility and opportunity for everyone who lives here.