



## Publicity and Recognition Guidelines for Archstone Foundation Grantees

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Congratulations on your grant award from Archstone Foundation! Your innovative work deserves recognition, and we strongly encourage you to announce your grant through the media, your own publications, and through your professional affiliations. We also want the community to know that our funds are a part of your efforts to improve the health, well-being, and quality of older adults, so we ask that you acknowledge Archstone Foundation in your media relations and community outreach.

Please look over and follow these guidelines:

**I. Printed Materials (e.g., brochures, websites, reports)**

We ask that you acknowledge Archstone Foundation's grant in a visible location (e.g., front or back cover) by using one of the following statements:

- Made possible by a grant from Archstone Foundation; or
- Funded, in part, by Archstone Foundation

Please use the Foundation's entire name, **Archstone Foundation**. Upon first mention you may abbreviate to the Foundation.

**II. Artwork**

The Archstone Foundation logo can be found on the Foundation's website at [www.archstone.org](http://www.archstone.org).

**III. Public Presentations**

If speaking before a civic or professional group about your funded program, please remember to mention us. We often mention our grantees as examples of how our funds make a difference in the community. Please include Archstone Foundation's logo, which can be found on the website at [www.archstone.org](http://www.archstone.org)

**IV. News Releases and Media Relations**

Please acknowledge Archstone Foundation in any news release written about the program receiving the grant. The Foundation requests a copy of the drafted news release be submitted at least five (5) days prior to the distribution to the media for review and edits. Please allow two working days for approval.

**V. Media Relations**

If anyone from your organization participates in media interviews about the funded program, we ask that you acknowledge the Archstone Foundation's grant. The following is a description of the Foundation that may be used in media relations:

Established in 1986, Archstone Foundation is a private, non-profit foundation whose mission is to prepare society for the growing needs of an aging population. Under the leadership of president and CEO Joseph F. Prevratil, J.D., Archstone grants up to \$5 million annually, primarily in Southern California.

**VI. Website, Annual Report and Publications**

We like to highlight our grantees, their programs and activities on our website, annual report and other issue related publications. We request your cooperation in accurately representing the program and are appreciative of photos, brief statements, as well as your organization's URL address. Likewise, we request that you acknowledge Archstone Foundation's support in your website, annual report, and program-related publications. Our internet address is: [www.archstone.org](http://www.archstone.org).

**VII. Program Contact Information Form**

We request that you complete the attached Program Contact Information form for our records. Having the information on all grant related contacts will assist us in coordinating our communications with your organization. Should there be staffing changes during the course of the grant period, we request notification.

## PROGRAM CONTACT INFORMATION

FAX COMPLETED FORM TO ARCHSTONE FOUNDATION AT (562) 495-0317  
OR MAIL WITH SIGNED GRANT AGREEMENT.

Name of Grantee/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Grant Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

URL address: \_\_\_\_\_

May we place a link to your website on ours? Yes \_\_\_\_\_ No \_\_\_\_\_

Executive Director or other Chief Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Grant contact, if different: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Financial contact: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Should this contact receive checks? Yes/No \_\_\_\_\_ (If no, please specify that contact information below)

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