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**N E W S R E L E A S E**

FOR IMMEDIATE RELEASE

Date

Contact:

Contact Person Name, Title, Organization

Phone Number

Website

# HEADLINE

**Columbia, MD – DATE –**Begin your press release with a two-sentence paragraph that provides a quick overview of the news and why it is important. It should read easily and make your news sound exciting to a general audience.

Next, provide some background information on your organization, program or project. Make sure to write your release in terms that the general public will understand.

Next, you can include a quote from your organization’s Executive Director or Board member.

Community Foundation of Howard County, also, is happy to provide a quote about your organization. Please contact us for a quote.

The final two paragraphs should include boiler plate information about your organization and its history, as well as the below information about Community Foundation of Howard County.

**About the Community Foundation of Howard County**

For more than 50 years, the **Community Foundation of Howard County** has served as a knowledgeable, trusted partner that forges connections between donors and nonprofit organizations to provide impactful investments in Howard County. In 2020 the foundation awarded more than $3.6 million through 457 grants to organizations delivering human service, arts and cultural, educational and civic programs. Funds to support grant programs comes primarily from income generated by the foundation’s endowment supported by more than 300 funds established by Howard County businesses, families and individuals. For more information, visit [CFHoCo.org](http://www.cfhoco.org/) or call 410-730-7840.

Lastly, repeat "For more information, contact:" as the last sentence.

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(*These marks “###” are centered just below the content of the release and signal the end of the release*.)