

## **SAMPLE PRESS RELEASE ANNOUNCING A CONGRESSIONALLY-DIRECTED GRANT**

Please include reference to “*a Congressionally-directed grant through the Department of Education*” as your funding source in all press releases, in all publications, and on any Web sites related to the project.

Work with your institution’s public relations staff to send out information on your project to local print and news media. Your institution may have its own template for creating the press release; but below is a sample format you may use for issuing a press release for the grant award.

### **SAMPLE PRESS RELEASE FORMAT**

**Contact:** Project Director’s Name, Address, Phone Number, E-mail Address

**For Immediate Release**

Date:

**\*\*MEDIA ALERT\*\***

**Congress Awards Grant to Name of Institution  
For Name of Project**

**WHAT:** The U.S. Congress, through the Department of Education, has awarded a amount of the award grant to the name of the institution and department for the name of the project. Name the percentage of federal funds used for the project, e.g., sixty percent of this name the total cost of the project, e.g., two million dollar project is funded by federal government, with the remaining name the percentage funded by nongovernmental sources.

**WHEN:** The name of the project activities begin date and extend to end date.

**DETAILS:** Description of the project. Abstract used for submission would be appropriate.