

# Press release template for Grant Winner

This template can be used to create a press release for your project. The highlighted sections explain what information should be put in each section and examples are included. Text in brackets should be replaced with your own relevant information.

Once it is completed send it to Rosie - [rosie.bird@healthwatchhampshire.co.uk](mailto:rosie.bird@healthwatchhampshire.co.uk) who will arrange sign off and add a quote if required.

## Logos

Insert your organisation's logo alongside HWH's logo at the top of the page.

## Embargo

If you would like the story to be published after a particular date you could include an embargo date and time so the story isn't printed early.

Embargoed until (time) on (date)

## Title

The title should tell the story in a few words. Avoid anything too creative as it may not explain the grant properly.

(Project name or name of organisation) awarded Healthwatch Hampshire Community Cash Fund grant.

## Main text

The first paragraph should include all key information about the grant. Who has received it, where you are based, what the project will do and when work will start/ the finished building re-open.

Example: Today, (name of organisation) has received (grant amount) from Healthwatch Hampshire's (HWH) Community Cash Fund for an exciting project, (name of project), in (location of project). The project focuses on clients seeking to establish their gender identity or those who are transitioning from one gender to another and its impact on those people and their families.

Further down, insert a short description of the project. Avoid detailed information. Stick to health and community benefits that are of interest to everybody and avoid jargon.

Example: The project will carry out 30 very detailed surveys with current and previous clients and hold discussions with...

Add some interesting information about your charity or company - why is your cause so important?

Example: (Name of organisation) is an organisation that works with those who are transitioning to help them to feel supported, learn life skills...

## Quotes

Add a quote from your organisation: keep it short, in natural speech and enthusiastic. Aim to create a 'sound bite' the media will want to use.

Example: Commenting on the awarded grant, (name of project spokesperson) said: "We are thrilled to have received funding from Healthwatch Hampshire and are confident that the project will help to support those who are transitioning, their families and those feeling lost and confused."

Add a quote from HWH. Email your draft release to [rosie.bird@healthwatchhampshire.co.uk](mailto:rosie.bird@healthwatchhampshire.co.uk) and Rosie will insert a quote from the relevant HWH spokesperson.

## Notes to editors

Notes to editors is a useful way to include further background information about your organisation and HWH. Please always use the HWH paragraph exactly as provided.

### Notes to editors

#### About (name of your organisation)

(Insert information about your organisation & some contact details)

#### About Healthwatch Hampshire

There is a local Healthwatch in every area of England. We are the independent champion for people using local health and social care services. We listen to what people like about services and what could be improved, and we share their views with people with the power to make changes. People speak to Healthwatch about the issues that matter most to them. Healthwatch Hampshire shares these experiences with local professionals so that services can be improved. We also share them with Healthwatch England, the national body, which identifies common issues affecting people across the country, and informs those with the power to make change happen.

Healthwatch Hampshire have run the Community Cash Fund for five years, prioritising resources for projects across the Hampshire region to help and make a difference to local communities.

[www.healthwatchhampshire.co.uk](http://www.healthwatchhampshire.co.uk)

Follow us on [Facebook](#) and [Twitter](#) and use #HWHCCF.

## Further information

Add contact details which media can use for further information

#### Further information

For further information, images and interviews please contact (name of contact) at (organisation) on (telephone number and email address).