

SAMPLE PRESS RELEASE ANNOUNCING A CONGRESSIONALLY-DIRECTED GRANT

All Congressionally-directed grants must include reference to the U.S. Department of Education as the funding source in all press releases, in all publications, and on Web sites. The following is required pursuant to EDGAR 34 CFR 75.620 in any publication that contains the U.S. Department of Education's project materials.

Publications

The contents of this (insert type of publication, such as book report, film) **were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and does not assume endorsement by the Federal Government.**

Sample Press Release Format

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

For Immediate Release

Date

Media Alert

U.S. Department of Education Awards Noncompetitive Congressionally-directed Grant to *Name of Institution* For *Name of Project*

WHAT: The U.S. Department of Education has awarded an *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* 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.*

Work with your institution's public relations staff to send out information on your project to local print and news media. The institution may have its own template for creating a press release; however, when issuing statements, press releases, and other documents or announcements describing this project, it must include (pursuant to *Public Law 105-78 Sec. 508*):

- 1) The dollar amount of federal funds for the project;
- 2) The percentage of the total cost of the project to be financed with federal funds; and,
- 3) The percentage and dollar amount of the total cost of the project to be financed by nongovernmental sources.