



## Grant Communication Guidelines

### Acknowledging The Able Trust High School High Tech Grants

Congratulations on receiving a High School High Tech (HSHT) grant from The Able Trust. Your grant has been made possible by the Florida Legislature and other generous donors who have contributed to the discretionary funds of The Able Trust.

When news of a grant made by The Able Trust is publicized, the benefits are widespread:

- Your organization receives positive attention for the important work you are doing in the community, which in turn can spark interest from other donors.
- The Able Trust and its partners are recognized as well, which can promote additional grant funding in your community and throughout the state.
- Other nonprofit organizations learn about The Able Trust and potential opportunities for collaboration.

Members of the media are interested in hearing directly from a nonprofit organization and the people it serves. You are the most knowledgeable about the programs, events, and results you have achieved with the support of funders, including The Able Trust. By coordinating our efforts, we can be more successful in informing the public about our collective work and the impact throughout the state.

### Grant Recipient Responsibilities

We highly encourage you to acknowledge your grant from The Able Trust in whatever ways are within your organization's communications capabilities. The following guidelines are intended to assist in the communication of your HSHT grant:

1. **Include news of your grant in any publications you produce for distribution.** This includes news releases, newsletters, brochures, annual reports, etc. Please allow The Able Trust communications staff to review releases and announcements prior to releasing them to the media.
2. **Include The Able Trust's logo in publications, signage, brochures, videos, exhibits, PowerPoint presentations, and any other printed materials about the HSHT program.** The Able Trust's HSHT logo and logo guidelines are included as an attachment to these guidelines and are available on The Able Trust's website ([www.abletrust.org](http://www.abletrust.org)).
3. **Acknowledge The Able Trust at programs or public events related to the HSHT program.** Acknowledge The Able Trust orally as a sponsor at programs and events related to the HSHT program. Include The Able Trust's logo on event signage. Please let The Able Trust know the schedule of all opening events and other celebrations at least one month in advance so that a staff person may attend when possible.

**4. Use one of the following credit statements in all communications materials:**

If The Able Trust's grant provides the **majority** of financial support for the program:

*"Principal funding for the (insert county name) HSHT program is provided by The Able Trust."*

If The Able Trust's grant provides **supplemental** support for the program:

*"The (insert county name) HSHT program is funded in part by The Able Trust."*

If a description of The Able Trust is needed, please use the following:

*The Able Trust, also known as the Florida Endowment Foundation for Vocational Rehabilitation, is a 501(c)(3) public-private partnership foundation established by the Florida Legislature in 1990. Its mission is to advance employment for Floridians with disabilities through engagement, investment, and collaboration. Today's students are our future workforce, and The Able Trust youth programs support students with disabilities by providing transition services to help prepare them for life after high school. These programs help to connect students with disabilities to a future they might not have thought possible.*

**5. Provide a hyperlink between your organization's website and that of The Able Trust**

**[www.abletrust.org](http://www.abletrust.org)**.

**6. Acknowledge and thank elected state officials responsible for appropriating funds to The Able Trust High School High Tech program.**

**LETTER WRITING SUGGESTIONS:**

- Keep letters/emails to one printed page.
- Have letters signed by your board chairperson or executive director.
- Thank legislators for this year's appropriation and for your grant.
- Tell compelling stories about how your work impacts the community.
- Emphasize the public benefits (i.e. promoting education and employment for people with disabilities, access for underserved populations, economic impact).
- List private dollars your organization has raised to match The Able Trust HSHT grant and describe how the grant helps leverage those dollars.

**Sample Letter/Email to Legislator**

The Honorable John Smith  
Florida House of Representatives  
Tallahassee, FL 32399

Dear Speaker Smith:

Revised: 09/06/2024

I am pleased to report that (name of organization) has received a grant of \$22,000 from The Able Trust for the High School High Tech program (HSHT). Thank you for your continued support of The Able Trust and the HSHT program.

The Able Trust's support is an essential component of our organizational infrastructure. It is an investment in our organization as well as in the community we serve. HSHT provides high school students with all types of disabilities the opportunity to explore jobs or postsecondary education leading to successful careers. Through empowering, educating and employing our youth with disabilities, we are able to contribute to the economy while simultaneously helping Floridians with disabilities realize their true potential.

I hope we can welcome you at an upcoming HSHT event so we can show you firsthand how your support impacts our community. I will contact your office within the next few weeks to schedule a time when you might see the program at work. In addition, we will be celebrating (insert details of a public event here) on (date). I invite you to save the date and join us in celebrating this achievement. We would be most honored if you would say a few words at (name of the event).

Thank you again for this investment in The Able Trust and in (name of your organization). We will be in touch with news about the HSHT program and to make arrangements for (name of event).

Sincerely,

(Your Name)

#### OTHER WAYS TO GET LEGISLATORS INVOLVED:

It may be helpful to think about state legislators as another stakeholder in your organization – like a member or corporate donor. Here are some ways to connect your work with their public policy agenda:

- Meet with legislators in your district to talk to them personally about the importance of funding employment programs for people with disabilities.
- Give your legislators printed materials from the HSHT program and your organization.
- Invite legislators to HSHT kick-offs, workshops, site tours, and celebrations. Publicly recognize them at the events and give them an opportunity to speak.
- Add legislators to mailing lists for events, media announcements, and newsletters.
- Include legislators in your social media work. 'Like' your legislators on Facebook; 'Follow' them on X and/or Instagram. Be sure to acknowledge their support/attendance with a public post on your wall/feed and their wall/feed.