



Maine
Philanthropy
Center

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Publication Submission Guidelines

Goal

The Maine Philanthropy Center (MPC)'s mission is to "advance the effectiveness of philanthropy in Maine and its ability to make a meaningful difference." In light of that goal, we view the Center's print and electronic publications—which include, but are not limited to, newsletters, websites, social media sites and feeds, white papers, and reports—as channels for disseminating information that (1) educates the public about philanthropy and/or (2) helps Maine's funders and nonprofits learn, build relationships, and collaborate.

As a networked organization, the Maine Philanthropy Center is pleased to work with its members in efforts to bolster knowledge about Maine's philanthropic landscape. We thus will consider including in MPC publications content that is generated or suggested by MPC members. We reserve the right to consider and publish such content at our discretion.

Content Priorities, Topics, and Applicability

When deciding which member-generated or member-suggested content to publish or share, we will prioritize:

- educational pieces, stories, and news related to Maine's philanthropic landscape.
- pieces that help MPC members get to know one another and one another's work.

As a general rule, we will not publish or share promotional stories and/or content designed to (a) solicit new business, clients, funding, or donations and/or (b) benefit for-profit organizations.

If you are affiliated with an MPC member organization, we're especially interested in hearing about:

- new initiatives that your organization is pursuing—particularly around advocacy and/or DEI (diversity, equity, and inclusion).
- a best practice that is working well for your organization.
- a resource (book, website, report, etc.) that has proven especially helpful in improving your organization or advancing its work.
- your organization's involvement in community engagement initiatives or collaborative partnerships that seek to tackle structural problems or community issues.

When considering content suggested by MPC members, we ask whether it provides knowledge or resources that other organizations can learn from and use in their work. If the suggested content is too issue- or organization-specific to be transferable, it probably doesn't fit the bill, and we are unlikely to publish it.

Finally, we love pictures! If you have images that go along with your suggested content, let us know, and we'll consider publishing them, as well.

Publications

Content generated or suggested by Maine Philanthropy Center members may be included in the following publications:

Monthly Funder E-news

MPC member news usually appears in the “Around the MPC Network” section of our Funder E-news.

- **If a story is about a new staff person**, we try to include a brief piece introducing the new staffer to the MPC network (assuming said staffer is amenable). These pieces typically are a couple paragraphs long, and they take the form of an interview in Q-and-A format.
- The funder newsletter also contains a **list of headlines related to members’ activities, news, and accomplishments**. A headline may link to a press release found on a member organization’s website. Alternatively, it may link to a press release or news story found on the Maine Philanthropy Center website. For major developments or news, we may choose to include a few summary sentences in order to provide context or a high-level overview of what’s happened or happening.
- Because the MPC has so many members—all of whom have different grant deadlines—**we tend NOT to list grant deadlines in the “Around the Network” section of the funder e-news**; if we were to include headlines about all of our members’ grant deadlines, the newsletter rapidly would become too long and unwieldy. That said, we sometimes include headlines about grant deadlines in the funder newsletter when the associated grantmaking initiatives are new or otherwise noteworthy.

Monthly Nonprofit E-news

Deadlines for MPC funder members’ grantmaking programs are included in our nonprofit newsletter, which goes out to over 300 nonprofits. (Our funder members also receive a copy of this publication.) Our nonprofit newsletter often includes some grant-distribution headlines—usually when the grants are sizeable or newsworthy.

Website

We can share your content on the “News” page of the Maine Philanthropy Center website (<https://www.mainephilanthropy.org/news>). Your news may also appear in the “Recent News” column of the Maine Philanthropy Center homepage.

- If you’d like us to share a press release or news item via our website, please send your news to Alyssa Lodewick (alyssa@mainephilanthropy.org) as a Word document rather than a PDF.

Submission Procedures and Deadlines

If you would like to suggest content or pitch a story that fits within this document’s guidelines, reach out to Alyssa Lodewick, the MPC’s program and communications director (alyssa@mainephilanthropy.org). Tell her a bit about your proposed story, and she’ll get back to you as soon as possible.

We typically publish our funder and nonprofit newsletters the first week of each month, which means that **member-generated content needs to be finalized by the final day of the prior month**. For instance, if a newsletter is scheduled to be published the first week of September, member-generated content would need to be finalized by the end of August.