My Community Hub *Sussex*

Content Guide for Charities & Community Groups

This guide is here to help you **share your story easily and effectively**, so readers can see the great work you're doing in your community.

1. What You Can Submit

You can use your space to share:

- A story about your work or impact

- An update on a project or service

- A volunteer appeal or fundraising campaign

- A community success story or thank-you piece

- Information about an upcoming event

(200–400 words is ideal, but shorter is absolutely fine!)

2. Simple Structure to Follow

You don't need to write an essay — think *friendly and conversational*, like telling a friend what's new.

A. Headline / Title

Keep it short and clear — e.g.

> *"New Community Garden Opens in Worthing"*
> *"Helping Local Families Stay Warm This Winter"*

B. Introduction (2–3 sentences)

Say *who you are* and *what this story is about.*

> E.g. - "We're My Community Hub Sussex, and this month we launched our digital newsletter to support charities in Sessex."

C. The Story (2–3 short paragraphs)

Share what happened, why it matters, and who it helps.

- What problem were you trying to solve?
- What difference has it made so far?
- Any quotes from a team member, volunteer, or beneficiary?

D. What's Next / Call to Action

End with what readers can do:

> E.g. - "We're looking for new volunteers — visit our website to get involved."

3. Photos & Images

Images make a huge difference!
You can include up to **4 photos**, such as:

- Your team in action
- A project, event, or community moment
- A logo or banner image

Make sure you have permission from anyone shown in the photos!

4. Deadlines & Submissions

- The newsletter is published **every two months**.

- Submit your story by the **end of the month before release.**
  *(e.g. For the December/January issue, send it in by **29th of November.**)*

💡 5. Final Tips

- Write as if you're *talking to your community* — no jargon needed.

- Be proud of what you're doing; authenticity matters more than polish.

- If you're unsure, just share the basics — **our editorial team will help shape it.**