

Take Action LA Community Grants – January 17, 2024 Update

Congratulations on being awarded a Take Action LA May 2024 grant! We are excited for the work that is to come, supporting the residents of Los Angeles County to Take Action for themselves, for others, and for their community.

Your efforts over the coming months will culminate in events which provide access to resources for vulnerable populations, reduce stigma and discrimination related to mental health, and encourage help-seeking behaviors.

Contract Updates & Upcoming Deliverables

Contracting will extend into next week (January 22-26, 2024). We appreciate your patience while we develop all of the agreements.

- Contracts will be sent via DocuSign to the designated person for each organization.
- The contracts will contain specific project and budget details, with standard deliverables and deadlines. As a reminder, the terms and conditions are non-negotiable.
- It is important to read your contract in full and we recommend it be reviewed by your legal counsel.
- Payments will be made in three installments tied to deliverables, with full details provided in the contract.

Because we are contracting at a slightly later date than expected, we wanted to ensure you were aware that **all organizations will have a deliverable due to CalMHSA by February 2nd (below).**

Implementation Workplan and Timeline

1. Submit written event workplan and timeline for planning and implementation of event(s) to CalMHSA no later than February 2, 2024. Send to takeactionla@calmhsa.org.
2. Event(s) will not be held on the same date as the LACDMH event in Contractor's Los Angeles County Service Area.
3. Workplan will include obtaining any permits required to hold the event.
4. Workplan is subject to CalMHSA approval.

Certificates of Insurance, W9's, and ACH Forms

- If your organization has not yet submitted your Certificate of Insurance or W9, please remember to send them to takeactionla@calmhsa.org by the deadline of **today, January 17**.
- ACH Forms should be sent to accountspayable@calmhsa.org if you would like to receive electronic payments.
- For those who have submitted questions regarding these forms, we will respond as quickly as possible and acknowledge that our response time may affect your ability to submit your documents today.

General Communication

Please continue to send all communication to takeactionla@calmhsa.org and give us a few business days to get back to you. We will read all messages and respond as quickly as possible.

****Remember to include your organization name in the Subject line of every email****