

Take Action LA Community Grants – February 2, 2024 Update

Thank you all for being so responsive to our many updates and for your diligent follow up. We have a lot of important information to share with you today! Please be sure to read this email in its entirety.

Implementation Plans

If you haven't already sent in your Implementation Plan, this is a friendly reminder that it is **due today**.

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.

Thank you to those who have submitted your work plan. We are reviewing each of them and will respond once review is completed.

Marketing Plan

All organizations have a marketing plan due to CalMHSA on **February 16th**. Included in this email is the template for your marketing plan and a sample plan if needed for reference.

Please return the marketing plan to takeactionla@calmhsa.org by 5pm on February 16, 2024.

Website Content (Deliverable No. 3) – UPDATED DUE DATE

The due date for submitting website content has been extended to **February 28, 2024**.

The information will be submitted via an online survey. We will send you the link to the survey in the coming weeks.

Information collected will include the event name, venue name & address, date, time, and description. We may ask for some additional details as well.

Your organization's event will be posted to a website advertising all Take Action LA events.

Office Hours - Coming Soon!

- ✓ Do you have questions that aren't answered in your contract, announcements from CalMHSA, or these updates?
- ✓ Would you like to collaborate with other grantees or get their perspective on something related to your project?

Great news! We will be setting up regular "Office Hours" in the near future, hosted by Erin Jernigan, CalMHSA. Please keep an eye out for an invite coming to your primary contact's email address (the primary contact listed in your application, unless you have since provided us with an updated contact).

Attendance at the Office Hours are optional, and the frequency may be adjusted based on interest/attendance.

Take Action Grants Landing Page

CalMHSA has developed a dedicated landing page to support you in locating resources that have been sent via email.

<https://www.calmhsa.org/lac-grants/>

This page will be updated regularly with news, forms, links to meetings/webinars, and other resources for grant-awarded organizations. We encourage you to add it to your bookmarks!

Please note, this site is not of benefit for your event attendees. It is specifically tailored to be a repository for tools provided to your organization to implement your grant-sponsored event.

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****