

Take Action LA Community Grants – February 22, 2024 Update

Hello,

Thank you all for your work to implement your Take Action LA events. We appreciate everything you're doing! Below are a few important updates:

WEBSITE CONTENT (DELIVERABLE NO. 3)

The instructions and link for submitting your event website content were sent out on February 21st. If you didn't see this email in your inbox, please check your spam/junk folders.

The instructions and link are also on the [Take Action LA Grants landing page](#). Event information is due by February 28 and cannot be changed after this date.

Please refer to your contract for event requirements.

OFFICE HOURS

Thanks to everyone who has joined Office Hours! We've had a great response and will continue to host on Thursday mornings. Please see below for upcoming instances of Office Hours:

- February 29, 2024: 9:30-10:30am
- March 7, 2024: NO MEETING
- March 14, 2024: 9:30-10:30am
- March 21, 2024: 9:30-10:30am
- March 28, 2024: 9:30-10:30am

To participate in Office Hours, join the Zoom Meeting:

<https://calmhsa-org.zoom.us/j/83561562159>
Meeting ID: 835 6156 2159

One tap mobile
+16699009128,,83561562159# US (San Jose)
+16694449171,,83561562159# US

Dial by your location
• +1 669 900 9128 US (San Jose)
• +1 669 444 9171 US

Find your local number: <https://calmhsa-org.zoom.us/u/kejXTATRTW>

Attendance at the Office Hours are optional, and the frequency may be adjusted based on interest/attendance. The meetings are recorded and posted on the [Take Action LA Grants landing page](#).

TAKE ACTION GRANTS LANDING PAGE

As a reminder, 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.

MARKETING MATERIALS/STYLE GUIDE

Thank you for your patience while we finalize the marketing materials. We understand everyone is anxious to begin developing your marketing assets and will send out the necessary elements as soon as they are completed.

FINAL REPORTS – FINANCIAL REPORTING

CalMHSA will not require receipts to be submitted with your final reports, however, will ask for final numbers by budget category. Please keep track of your costs in the same categories outlined in the application:

1. Personnel
2. Services & Supplies
3. Equipment
4. Facilities
5. Indirect Costs (limited to 15% of budget)
6. Other Costs

As a reminder, Indirect costs include office space rent, utilities, computers, printers, office furniture, supplies, business insurance, accounting services, marketing, and regularly occurring expenses.

INVOICES

If you haven't already submitted your February invoice, please do so at your earliest convenience using the Invoice Template previously sent to your organization. The template can also be found at <https://www.calmhsa.org/lac-grants/>.

As a reminder, payment terms are 30 days from the date of receipt of a correct and approved invoice.

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****