

## Take Action LA Community Grants – March 26, 2024 Update

Hello,

Below are a few important updates to support your Take Action LA projects:

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### TAKEACTIONLA.COM

The Take Action website is now live! Visit [takeactionla.com](https://takeactionla.com) to view everything happening in May.

- Attached to this email is a QR code for the website which you are welcome to use in your communications.
- If your submitted events required corrections or were received after the February 28 deadline, you may not see your event listed immediately. These events (or corrections) will be added within the next 2 weeks.
- You may see some minor edits to your event detail, which were made if we noticed a typo, wording that fit better within MHSA standards, etc. Please note, no changes were made which change the context of any information.

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### SURVEY AND DATA COLLECTION WEBINAR (DELIVERABLE 4.4)

As a reminder, the Survey & Data Collection webinar is on **April 17 from 12pm – 1pm PST**. **Please be sure that you or a representative from your organization is in attendance to complete the Deliverable.**

**[A webinar link will be sent out soon.](#)**

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### APRIL 4<sup>TH</sup> KICK OFF EVENT

We're so excited to meet those of you who can make it to the April 4<sup>th</sup> Kick Off event at St. Anne's (invitation sent in a previous email).

If you need ADA Accommodations, please email [takeactionla@calmhsa.org](mailto:takeactionla@calmhsa.org).

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### MARKETING & COMMUNICATIONS

We have enjoyed seeing what everyone is putting out for marketing. While you're welcome to share your marketing materials with us, we do not need to approve your materials. We simply ask that your marketing materials work within the Style Guide and Marketing Tips sent out earlier this month.

**NEW:** We've recently learned some best practices for making documents ADA accessible and wanted to share with you for your implementation where feasible:

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- Use a Serif or Sans Serif Font
    - Serif: Times New Roman, Bookman, Courier New
    - Sans-Serif: Arial, Century Gothic, Verdana
  - Font size is no smaller than 12-point. When possible, use 14-point font.
  - Line spacing should be 1.5 or 2.0 (double-spaced) when possible.
  - Page margins should be at least 0.5 (half an inch) around the page.
  - Column spacing should be at least 0.5 (half an inch) between columns.
  - Per the Dept. of Healthcare Services, large print materials should use a 20-point Arial font.

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Using social media and want to tag LACDMH and CalMHSA? We'd love that! We'll share information at the April 4 Kick Off meeting (and follow up via email for those who can't attend).

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We now have Take Action branded flyers and social media templates for your use. These are optional but available should you choose to use them. Files are available on <https://www.calmhsa.org/lac-grants/> under "Marketing".

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## **OFFICE HOURS**

Thanks to everyone who has joined Office Hours! Office Hours will now be held every other week. Please see below for upcoming instances of Office Hours:

- March 28, 2024: 9:30-10:30am
- April 11, 2024: 9:30-10:30am
- April 25, 2024: 9:30-10:30am

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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) or +16694449171,,83561562159#

Dial by your location

• +1 669 900 9128 US (San Jose) or +1 669 444 9171 US

Find your local number: <https://calmhsa-org.zoom.us/j/83561562159>

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

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### **GENERAL COMMUNICATION**

Have you checked out the landing page developed especially for Take Action LA grant-awarded organizations? If not, take a look! <https://www.calmhsa.org/lac-grants/>

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Please continue to send all communication to [takeactionla@calmhsa.org](mailto: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\*\***