

Grantee & SBGP Communication Guide

Acacia Asbell, Director, Community Grants
aasbell@sbgpartnership.org 443-600-7491

- Monitors outcomes and budget awards for all SBGP community grants and support project execution and completion
- Primary contact for all large Community Grantees
- Primary contact for submission and status updates relating to projects with Minority & Women Enterprise (MWBE) project goals
- Primary contact for SBGP's Keys to Capacity Program participants

Liz Van Oeveren, Manager, Community Grants
lvanoeveren@sbgpartnership.org 616-856-9739

- Primary contact for all spark, small and medium Community Grantees
- Monitors outcomes and budget awards for spark, small and medium SBGP community grants and support project execution and completion

Lauren McDade, Operations Manager
lmcdade@sbgpartnership.org 410-440-4586

- Grantees may contact for questions relating to processing of draw requests, ACH bank processing of reimbursements, certificate of insurance requirements
- Support clear communication with Grantee' fiscal sponsors

Colline Emmanuelle, Communications & Outreach Manager
cemmanuelle@sbgpartnership.org 443-920-4554

- Contact to invite SBGP to upcoming Grantee' events, activities and projects
- Resource for SBGP logos and signage
- Inform & Invite SBGP to upcoming community association meetings and efforts in the SBGP district
- Share photos and details of projects for SBGP to promote on website & social media
- Primary contact for press releases and/or SBGP interviews

Reviews and Approvals:

inbox@SBGPartnership.org

Submit all grant agreement/exhibits, draw requests/invoices/receipts, new vendor forms, W9 forms and other requested documentation.

Reporting:

<https://sbgpartnership.submittable.com/submit>

Submit all quarterly and final reports to the SBGP Submittable portal.

Stay updated to SBGP events and news on our [website and by signing up for our mailing list and following us on social media!](#)

***Important Reminder:* All Grantees must add the Grant ID Number on every type of communication with SBGP.**