

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 supports 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 workshop program participants

Liz Van Oeveren, Senior Manager, Community Grants

lvanoeveren@sbgpartnership.org, 616-856-9739

- Primary contact for medium Community Grantees
- Monitors outcomes and budget awards for medium SBGP Community Grants and supports project execution and completion

Ashley Davis, Manager, Community Grants

adavis@sbgpartnership.org, 804-518-6776

- Primary contact for spark and small Community Grantees
- Monitors outcomes and budget awards for spark and small SBGP Community Grants and supports project execution and completion

Operations Team

inbox@SBGPartnership.org

- Grantees may email for questions relating to processing of draw requests, ACH bank processing of reimbursements, and certificate of insurance requirements
- Supports clear communication with Grantee' fiscal sponsors
- **To speak directly with an Ops team member, request a call back via email. Include name, phone number and purpose of call. Indicate if urgent.**

Colline Emmanuelle, Senior Manager, Communications & Outreach

cemmanuelle@sbgpartnership.org, 443-920-4554

- Primary contact for press releases and/or SBGP interviews

Radiance Pittman, Manager, Communications & Outreach

rpittman@sbgpartnership.org, 443-826-2900

- Contact to invite SBGP to upcoming Grantee events, activities, and projects and to share photos and details of projects for SBGP to promote on website & social media
- Resource for SBGP logos and signage

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.**