

## Grantee & SBGP Communication Guide

For questions about Community Grants, please contact:

- Liz Cornish, Deputy Director of Programs  
[lcornish@sbgpartnership.org](mailto:lcornish@sbgpartnership.org), 253-720-6300
- Ashley Davis, Manager, Community Grants  
[adavis@sbgpartnership.org](mailto:adavis@sbgpartnership.org), 804-518-6776
- Alexandria Sweeney, Manager, Community Grants  
[asweeney@sbgpartnership.org](mailto:asweeney@sbgpartnership.org), 443-961-5306

For other questions:

### Operations Team

[inbox@SBGPartnership.org](mailto: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.**

### Reviews and Approvals:

[inbox@SBGPartnership.org](mailto: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.

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

### Communications & Outreach

Erica Pitkow, Deputy Director of Operations,

[epitkow@sbgpartnership.org](mailto:epitkow@sbgpartnership.org), 443-615-1346

- Primary contact for press releases and/or SBGP interviews

Please reach out to [outreach@sbgpartnership.org](mailto:outreach@sbgpartnership.org) for the following:

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

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