

Grantee & SBGP Communication Guide

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Operations Team

inbox@SBGPartnership.org

- Grantees may email 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

Hannah George Sharp, Manager, Communications & Outreach
hgeorghesharp@sbgpartnership.org, 208-691-3344

- 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.