

## Reporting Requirements and Payment Terms

Grantees will be required to submit a final report to CalMHSA at the conclusion of the proposed event(s).

### The terms of each grant will include reporting that details the following:

- 1) Organization name, event title, date(s) event occurred, and full address of event location.
- 2) Description of Event and/or Activities.
- 3) Number and types of efforts to implement the Community Engagement activities.
- 4) Approximate number of people reached through Community Engagement activities.
- 5) General demographic information of audience(s), to the extent applicable.
- 6) After the Community Engagement activities have concluded, collect (verbally, written, or electronically) responses from target audience(s) using the below (or similar) questions:
  - *Are you more aware of mental health services and resources in your community?*
  - *Do you have a better understanding of health and wellbeing?*
  - *Are you more likely to tell a family member, friend, coworker, or neighbor about mental health services and resources?*
  - *Are you more likely, as a result of this information and/or engagement, to seek out mental health services and resources?*
- 7) Methods through which Community Engagement was promoted throughout the community (e.g. news releases distribution of fliers, posters, email campaigns, social media posts, etc.)
- 8) Event media coverage: both day-of and pre-event promotion (if applicable). (**Photos and social media posts require a signed media release.**)
- 9) Provide photos and/or snap shots of social media posts, materials, etc. that capture the Community Engagement activities. *We strongly encourage awardees to capture their activities through social media. Some examples could be: to create a "hashtag" for your activity, tag "Why We Rise," "LACDMH."*
- 10) Final event report detailing outcomes at the conclusion of Community Engagement activities. This is the conclusion of the entire report; summarizing the event in its entirety, how you feel it was received by the community and if you feel the overall goals were achieved.
- 11) Please provide a final (actual) budget for our review. Pending total spent, adjustments will be made accordingly with final payment (reduction in final payment or reimbursement may be required).

### Payment:

- 1) Funding awards will be issued in two installments. 75% of total grant award will be issued **upon approval of award**, with the remaining 25% of funding being issued **upon submittal of final event report and approval**.
- 2) **Payment will be issued to the address on current W-9.**
- 3) Payments will be issued within fourteen (14) calendar days of notice of approval.
- 4) Submittal of application and final report(s) does not guarantee payment. Both the application and final report must be reviewed and approved prior to release of funds.