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.*