

Grant Partnership Overview

Congratulations on your recent grant from the PATH Foundation! The grant process is a partnership between the PATH Foundation and your organization, and we look forward to a shared learning experience that will ultimately strengthen the health and vitality of our community. This overview will explain what you need to know as you begin the grant process.

The First Few Weeks

After your grant is approved, you will receive a phone call from Program Staff to notify you of your award. Take note of the following important documents:

- **Grant Agreement:** Please take the time to carefully read and fully understand the PATH Foundation's Grant Agreement; it is a legally binding document that details obligations to be fulfilled by the PATH Foundation's grantees. The Grant Agreement must be signed by your Executive Director or Board Chairperson and returned to the PATH Foundation.
- **IRS Form W9:** A copy of your organization's IRS Form W9 must be submitted with your Grant Agreement to process payment.

Feel free to contact Program Staff with any questions. The PATH Foundation encourages grantees to assign someone within their organization to serve as a point of contact, and assume responsibility for meeting all grant requirements.

Announcing Your Grant

We ask that you do not publicly announce a grant until (1) the Grant Agreement is signed and executed by both parties, and (2) the PATH Foundation publicly releases information about your grant, typically through a news release or social media.

Before announcing your grant, please coordinate any publicity efforts with the PATH Foundation Communications Staff. The Grant Agreement states that the PATH Foundation must review press releases, posters, flyers, print ads, or any other promotion that is being sent to the media and/or the public. Please review the Grant Agreement for full details and guidelines.

The PATH Foundation Communications Staff should also be consulted on any materials that use the PATH Foundation logo. Please allow two business days for a response.

Please note that the PATH Foundation does not announce Technical Assistance grants, due to the internal nature of those funds.

The PATH Foundation's Communications Staff can be reached at: jcannon@pathforyou.org



Ongoing Communications

Throughout the grant process, please contact your Program Officer with any of the following related to your grant activities:

- Any news or updates on successes, challenges or concerns.
- Information about circumstances affecting your grant activities, especially if they have changed unexpectedly or may affect your ability to meet deadlines.

Grantee Reports

We approach grant reports as a routine part of our shared learning experience. You will receive an email reminder to submit grant reports two weeks before they are due. Please see the requirements for each grant type below.

For Make It Happen! and Technical Assistance grants:

- A final report, due no later than 30 days after the grant term ends.

For General Operations and Program & Planning grants:

- Informal reports conducted via phone or face-to-face meetings at the three-month and nine-month marks.
- A six-month interim report.
- A final report due no later than 30 days after the grant term ends.

It is important to file your reports on time so that staff can share your progress and success with our Board of Directors and Grants Committee members. The PATH Foundation is unable to consider any new applications from an organization if they have outstanding reports due.

Agencies that are current with reports may apply for other PATH Foundation grant opportunities if the requests are for different grant categories. For instance, if you are currently a Make It Happen! grantee, you would be eligible to apply for a Technical Assistance grant. However, you would not be eligible to apply for a second Make it Happen! grant until you've filed your final report for the initial Make it Happen! grant.

The PATH Foundation Partnership

The PATH Foundation is your partner, and we welcome and encourage feedback about our grants process. Please help us improve our grantmaking by providing input at any stage of your grant.

We wish you every success with your grant and thank you for the work you do for our community.

