**Grant Partner Guidelines and Information**

***CONGRATULATIONS!***

**Welcome to our Stigma-Busting Community**

Here are some guidelines we ask you to review and utilize. Keeping in touch will help us support your Project. You will be connected to an ACP Board Member for contact and support. Your feedback throughout is crucial to our goal of transforming the stigma surrounding abortion to universally respected and dignified access for all to abortion care services.

*Please keep in mind that ACP is a 501(c)3 Public Charity as defined by the United States Internal Revenue Service, and as such cannot provide grant money or resources (including our website and social media) to any direct lobbying, the influencing of named legislation or to partisan political campaigns. This is why we ask you to sign an agreement with us in your Grant Application that you agree not to earmark ACP grant funds for political purposes or engagements. Thank you-*

***Please:***

* Let us know immediately who the **contact people** are for this project and the best way to communicate with you. Phone # and email are essential. Send to [abortionconversation@gmail.com](mailto:abortionconversation@gmail.com)
* Please send us the **addresses** for all social media and web presence for your project.
* Review the newest **Application**, if you did not use it to apply, as it contains detailed information of our expectations. Find it at [www.abortionconversationprojects.org](http://www.abortionconversationprojects.org)
* **Review our Webinar (PDF format)**, [Planning a Stigma Busting Project](http://www.abortionconversationproject.org/toolkit/), if you have not already.
* Review the **Evaluation of Stigma-Related Projects** that will guide your evaluation tool development.

*Thanks to the Sea Change Program for this graphic.*

* Use the **ACP Final Report**/Evaluation Tool provided.
  + **The final report is due at the completion of your project activities but no later than one year from the award, ie, 12/1/2017.**
  + **This Report is mandatory for our own IRS record-keeping and maintenance of our 501(c)3 status.**
  + We urge you to include photos, quotes, and the results of participant evaluations in your report, so that we can better understand what is most effective in having productive conversations about abortion and reproductive justice. Further funding will not be offered without a final completion report. Extensions may be granted upon request.
* **A 6-Month Update Report** and other regular contacts will be initiated by an ACP Board Member throughout the Grant Cycle. Please feel free to call on us throughout your Project – *We’re here to help you succeed.*
* ACP would highly value **feedback** from participants/audience in your project (if appropriate) This feedback will, most likely, be a part of your Project Evaluation. We have some feedback forms for your use. Please ask.
* If ACP has only partially funded your request, we would like to see a **detailed revised budget** ***within two weeks of the receipt of this Award Letter***. Please be realistic as we will reimburse from receipts.
  + We want to remind you that we do reimburse receipts for materials, facility rental, printing, postage. We do not normally pay for personnel costs or honoraria. We have also decided that some consultant or expert fees *may* be eligible. P*lease inquire in your conversations with your ACP Contact*.
  + **Funds are available quickly with a paid receipt or invoice**. We strongly suggest that you scan receipts and documents and send them electronically to our Treasurer for fastest action. If you want us to pay a vendor directly, please create an invoice with a copy of the contract.

**Scan and Send all receipts and invoices to:**

ATTN: Treasurer

E-Mail: [abortionconversation@gmail.com](mailto:abortionconversation@gmail.com)

*You MUST send all receipts for reimbursement within the year of your Grant, ie. 12/1/2017.*

**Include your Project name and all your contact information for sending reimbursement check(s).**

* Please remember that acceptance of this grant gives ACP the **right to publicize** your projects on our website, on our Facebook page, and in other publicity materials. We also expect that you will give credit to the Abortion Conversation Project with our name/logo on all materials used to publicize your Project, both online and in print.
  + The approved-for-use **ACP logo** is located in the [Grantee Toolkit](http://www.abortionconversationproject.org/toolkit/) on our website.
  + Please include this sentence:

*This project received a Seed Support grant from Abortion Conversation Project s*

*to reduce abortion stigma.*

* We also would like to **extend awareness** of ACP and our resources. Please announce this grant in your circles, Facebook pages, blogs, listservs etc. We will send the **Media Release** we are using for your use, for your edits to send out the Release as directly coming from you and to focus on your Project.
* **Stay connected**. If you or your members are on Facebook, please **like** our page ***Abortion Conversation Project*** and **share** postings. Visit our website, [www.abortionconversationprojects.org](http://www.abortionconversationprojects.org) including our blog. We will register you to receive our e-newsletter and we would greatly appreciate you encouraging your board members, volunteers, and participants to also sign up for the newsletter at our website, [www.abortionconversationprojects.org](http://www.abortionconversationprojects.org) or on our Facebook page.
* You may wish to **learn more** about abortion stigma and activities to reduce it. We encourage you to sign up for the e-news at [www.seachangeprogram.org](http://www.seachangeprogram.org), at INROADS <http://endabortionstigma.org/>, and Safe Abortion Matters <http://ipas.org/> . We will pass on other resources as we learn of them.

Contact us anytime for more information or conversation

Again, we are very much looking forward to working with you.

Peg Johnston, ACP Secretary Terry Sallas Merritt, ACP President

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607 785-3429 321 537-4232

Attachments: Helpful materials are available in our [Grantee Toolkit](http://www.abortionconversationproject.org/toolkit/) on our website.

1. ACP Final Report form
2. *Sea Change* Stigma Project Materials
3. *The Real Life Guide to Talking About Abortion*