



# Who do I contact?

Contact information to reach out to the appropriate person at T4CI in Oakland and get your questions answered.

For a more detailed version, visit <http://bit.ly/TCIGoTo>

Last update: August 15, 2017

RAISING AND STEWARDING NEW FUNDS	
What I Need	Who to Contact
Getting our project “donate” page set up on the Trust for Conservation Innovation website	<a href="mailto:Shannon@t4ci.org">Shannon@t4ci.org</a> 415.423.3427
Reviewing, approving and/or submitting grant narrative and budgets, governmental proposals, or fee-for-service contracts. (We require <b>advance review</b> for all proposals that include budgets and we recommend review of preliminary proposals and letters of inquiry as well)	<a href="mailto:Laura@t4ci.org">Laura@t4ci.org</a> 415.423.3418  <a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665
Obtaining back-up documents (audit, 501c3, 990, letters of support) for grants or other competitive awards	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665
Setting up your website to accept donations	<a href="mailto:Ty@t4ci.org">Ty@t4ci.org</a> 415.612.8909
Launching a crowdfunding campaign	<a href="mailto:Shannon@t4ci.org">Shannon@t4ci.org</a> 415.423.3427
Fundraising or “friendraising” event planning. (Events take a lot of pre-planning. Two to three months preference.)	<a href="mailto:Shannon@t4ci.org">Shannon@t4ci.org</a> 415.423.3427
Status updates on new committed grant funds from foundations, governmental awards, or fee-for-service contracts where your project is the grantee, awardee, sub-awardee, or contractor.	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665
Information about incoming funds, pending or received, via checks, wires, web, payment platforms, etc.	<a href="mailto:Carolyn@t4ci.org">Carolyn@t4ci.org</a> 415.458.3617
Donor or foundation “TLC” or advice needed	<a href="mailto:Laura@t4ci.org">Laura@t4ci.org</a> 415.423.3418

SETTING UP CONTRACTS (PAYING OTHERS)	
What I Need	Who to Contact
Contracting for project or program advisory services to provide mission-based work (we prefer to draft, not have contractor draft), including terms advice, contract structuring, legal questions. <i>NOTE: All contracts should be completed PRIOR to contractor start date.</i>	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665  <a href="mailto:Laura@t4ci.org">Laura@t4ci.org</a> 415.423.3418
Contracts with other routine service providers/vendors using their own templates (online services, graphic designers, event venues, website developers, equipment leases, etc.)	<a href="mailto:Ty@t4ci.org">Ty@t4ci.org</a> 415.612.8909
Re-granting funds to another nonprofit organization or contracting with a governmental sub-awardee	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665

EXPENSE MANAGEMENT AND REPORTING	
What I Need	Who to Contact
Setting up/using Expensify, ClickTime (employees), technology, or systems critical to project operations	<a href="mailto:Ty@t4ci.org">Ty@t4ci.org</a> 415.612.8909
Creating or modifying codes for funders, programs, or activities	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665
Routine Revenue/Expense or Balance Sheet financials for your own internal use or for your advisory or steering committee's use (not specific to grants)	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665  <a href="mailto:Carolyn@t4ci.org">Carolyn@t4ci.org</a> 415.458.3617
Grant-related or governmental financial and narrative reports driven by funder deadlines	<a href="mailto:Kvetka@t4ci.org">Kvetka@t4ci.org</a> 415.458.3665

OUTGOING FUNDS AND PAYMENTS	
What I Need	Who to Contact
How to pay for a project expense (invoices, expense reimbursements, advances, reconciliations, other bills)	<a href="mailto:Jessica@t4ci.org">Jessica@t4ci.org</a> 415.458.2737
Status of payments already approved and in process to you, your team, or your contractors	<a href="mailto:Tenzin@t4ci.org">Tenzin@t4ci.org</a> 415.655.4927
Transferring funds from another sponsor or organization	<a href="mailto:Laura@t4ci.org">Laura@t4ci.org</a> 415.423.3418

<b>EVENTS, MARKETING, COMMUNICATION AND OUTREACH</b>	
<b>What I Need</b>	<b>Who to Contact</b>
Marketing, advertising, or publicity materials review and/or advice (As much notice as possible.)	<a href="mailto:Shannon@t4ci.org">Shannon@t4ci.org</a> 415.423.3427
Media database access	<a href="mailto:Shannon@t4ci.org">Shannon@t4ci.org</a> 415.423.3427
Event planning and management (As much notice as possible.)	<a href="mailto:Shannon@t4ci.org">Shannon@t4ci.org</a> 415.423.3427

<b>HUMAN RESOURCES (PROJECTS WITH EMPLOYEES ONLY)</b>	
<b>What I Need</b>	<b>Who to Contact</b>
Hiring a new employee	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
New hire orientation and paperwork	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Benefits enrollment or changes	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Ordering new corporate credit cards/replacement cards	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Paycheck and payroll	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Employee performance evaluations or recommending pay increases (Prior to taking action)	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Disciplining or discharging an employee (Prior to taking action)	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Initiating or transitioning employment	<a href="mailto:Kristin@t4ci.org">Kristin@t4ci.org</a> 415.458.2713
Initiating or transitioning first-time contractor arrangements	<a href="mailto:Laura@t4ci.org">Laura@t4ci.org</a> 415.423.3418

**SOMETHING ELSE?**

**Contact Ty at [ty@t4ci.org](mailto:ty@t4ci.org) or 415.612.8909 and she will connect you to the right person.**