



the David &
Lucile Packard
FOUNDATION

Dear Kimberly,

We know this is a challenging time as we confront the coronavirus pandemic and we hope that you, your family, and your community are safe and healthy. As our Foundation's interim CEO, Craig Neyman, has noted in this [message](#), we recognize the profound impacts this is having on each of you, both professionally and personally, and we seek to accommodate, as best we can, the unique demands that you are confronting. Craig's message includes a set of guiding principles our Foundation is using to support our grantees, and we provide more detail on those principles below.

One of our Foundation's guiding values is the belief in individual leadership. Guided by that value, we take this moment to acknowledge our trust in you, our grantees, knowing that you will make the best use of the Foundation's funding during this time of crisis. If you are experiencing coronavirus-related disruptions to the work that you are doing with our support, please reach out to your Program Officer, Program Associate, or other Foundation contact (please see the list below) so we can understand the situation and identify how we might be able to help.

The following provides additional guidance about the flexibility that we can make available to support your organization as you confront this situation. (Note that if you have an Expenditure Responsibility grant there are a few differences in these guidelines that are explained below.)

- You will automatically receive a four-month extension for any grant reports due between February 28 and June 30, 2020. We will make payments on your grants as scheduled, but we are open to requests for expedited payments if that would be helpful. We can also consider adjustments in the timeline, payment dates, or reporting deadlines for your grant.
- If you received a project grant and can still use our funds for the original project but need to make changes to the budget, changes in the progress you expect to achieve towards particular outcomes, adjust the timeline for the project, or change any other administrative or reporting requirements, please let us know how we can help address those needs.
- If you received a project grant and are no longer sure you can use the funds for their intended purpose, or you would like to use the funds for a different purpose associated with the coronavirus challenge, please reach out so we can discuss your specific situation and figure out the best solution. In some cases, we will be able to change project grants to General Operating Support or allow you to use the funds for a different purpose associated with coronavirus.
- If you have an Organizational Effectiveness (OE) grant that is active or in the proposal process that might need adjustments, please be in touch with the OE team (contact information is below).
- If you have received a General Operating Support grant, you already have flexibility to use those funds in whatever way best serves the interests of your organization. We are happy to adjust timelines or reporting deadlines as needed.

If you have received an Expenditure Responsibility (ER) grant (because, for example, your organization is not a registered public charity), there are a few differences in how we can handle your needs that you should be aware of. For ER grants, while we can provide extensions on the reporting requirements as noted above, if there are remaining payments on your grant or you will soon receive a new grant, we will not be able to make the next payment to your organization until we receive the required reports. We are also unable to convert your grant to a General Operating Support grant (although we may be able to allow you to make changes to address impacts or opportunities associated with coronavirus, so please reach out to discuss this if needed).

This situation is rapidly evolving for everyone, and new issues will no doubt arise that will affect your organization and your work in both the near-term and

the long-term. Our OE program is collecting a growing list of organizational resources that you can see [here](#). We also know that beyond the flexibility we can provide with existing grants as described above, you may need additional funding either to complete your existing project, to address challenges created by coronavirus, or even to pursue opportunities that have emerged. We encourage you to be in close touch with your Program Officer and Program Associate in the coming months. We will do our best to help to ensure that you are able to continue the important work that you are doing for our children and families.

Warm regards,

A handwritten signature in black ink that reads "Meera". The letters are cursive and fluid, with a large initial 'M'.

Meera Mani
Director of Children, Families, and Communities
The David and Lucile Packard Foundation

Children, Families, and Communities Team Contact Info:

Bernadette Sangalang, Program Officer, bsangalang@packard.org
Deborah Kong, Program Officer, dkong@packard.org
Jeff Sunshine, Program Officer and Manager, jsunshine@packard.org
Diana Garcia, Program Research Analyst, dgarcia@packard.org
Joanne Tong, Program Associate, jtong@packard.org
Katie Beckmann, Program Officer, kbeckmann@packard.org
Katie Harkin, Program Associate, kharkin@packard.org
Mimi DiBartolomeo, Program Associate, mdibartolomeo@packard.org

OE Team Contact Info:

Jean Ries, OE Program Officer, jries@packard.org
Laasya Bhagavatula, OE Program Associate, lbhagavatula@packard.org