

**Email To:** Executive Director of each organization on the HIC

**From:** Funders Collaborative Representative

**Date:** Week of April 10<sup>th</sup>, 2017

**Attachments:** SWAP introduction email, Webinar PowerPoint, SWAP FAQ, and personalized organizational budget sheet

Dear XXX,

I am reaching out to you today regarding the SWAP project. My colleague Alice Minervino has sent several emails to key stakeholders over the last month. I am including information in this email in the hopes that the attached documents will help you get up-to-speed. This information can also be found at [www.ct.gov/dmhas/SWAP](http://www.ct.gov/dmhas/SWAP)

- March 17<sup>th</sup> email outlining the project and inviting you to the webinar
- March 29<sup>th</sup> SWAP webinar: [https://zoom.us/recording/play/In\\_VMVGeP515CZerIbROgo-kl4NOgNd3aLG3sVZcYW2Ltj9NuJyG1vQXN1O3jzkM](https://zoom.us/recording/play/In_VMVGeP515CZerIbROgo-kl4NOgNd3aLG3sVZcYW2Ltj9NuJyG1vQXN1O3jzkM)
- Webinar PowerPoint
- Webinar FAQ

We launched this project last week with a webinar hosted by the Funders Collaborative and Focus Strategies. We received positive feedback from the stakeholders who participated and are moving forward with the data gathering stage of the project. As was shared in the webinar, each of the 130+ organizations will have a primary Funders Collaborative contact. I am pleased to share that I am your contact and look forward to working together over the next several months. So let's get started.

In order to be most helpful it would be ideal if we could set up a quick call to orient each other to this project and answer any questions. Please let me know a good time for you in the next two weeks.

In the meantime, attached is the requested budget information that was shared during the webinar and is due back to me **by April 19<sup>th</sup>**. Please note the tabs on the bottom of the excel spreadsheet. The first tab has the instructions for completing this form. If you have any questions at all, please don't hesitate to email me.

I look forward to working with you.

Funders Collaborative Representative