



Single Points of Contact Form

Grant Program	
Fiscal Agent	

The CWDB will need to be in contact with you throughout the grant term for various reasons including grant administration, project oversight, field work, technical assistance, and in sharing announcements on events and offerings. To ensure that all members of your project are informed, please tell us who we should be communicating with.

Project Lead

Main point of contact for the CWDB to engage with on grant administration, project status and activities, and information requests. Responsible for responding on behalf of the grant to the CWDB. This contact will be included on all emails regarding the grant, including communication to contacts listed below based on topic. A primary and secondary contact are required.

Primary:

Name	
Title	
Email	
Phone	

Secondary:

Name	
Title	
Email	
Phone	

Fiscal Point of Contact

Responsive to fiscal questions on behalf of the grant. Up to two contacts allowed.

Name	
Title	
Email	
Phone	

Name	
Title	
Email	
Phone	

Participant Data Reporting Point of Contact

Responsive to participant data reporting questions and follow-up, including information requests outside of the data capture system. Up to two contacts allowed.

Name	
Title	
Email	
Phone	

Name	
Title	
Email	
Phone	

Networking & Communities of Practice

Project team members to include when sharing information about webinars, communities of practice, peer learning events, networking opportunities, etc.? Project team members, including partners, can be included. If more than 10 contacts, please notify the CWDB.

Name	
Organization	
Project Role	
Email	

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