

The following document is distributed as a link with each grant agreement letter so that grantees are aware of Communications resources at the foundation.

## COMMUNICATING ABOUT YOUR GRANT

The Communications Department of the William and Flora Hewlett Foundation welcomes you as one of our grantees, and looks forward to being a resource to you.

Per the grant agreement, basic disclosures in annual reports and similar documents about the funding you have received from the Hewlett Foundation *do not* require special permission. Indeed, as part of our commitment to openness, the foundation itself publicly discloses grants information – such as the grantee name, grant amount, duration, award date and purpose – via its website.

If it supports your charitable goals to use the foundation’s name or logo in your outreach activities, please connect with the appropriate person (listed below). We will help ensure that usage of the foundation’s name is accurate and clear. For example, grantees who receive project support are welcome to acknowledge the foundation if they clearly indicate that the foundation has provided the grantee with support for a specific program or project.

More generally, please note that the foundation does not seek to promote itself.<sup>1</sup> As such, our department is a partner to program staff and focused on strategic communications that supports your work, not on publicity for the foundation. If you are in the process of building your own outreach strategy, we are happy to serve as a resource, connect you with communications colleagues among other grantees, or help you think through consulting support, within the terms of your grant.

We look forward to hearing from you, and wish you the best for your new grant.

If your grant is from...	...then your Communications Contact is:
Economy and Society Initiative	Heath Wickline, Deputy Director of Communications 650-234-4662, <a href="mailto:hwickline@hewlett.org">hwickline@hewlett.org</a>
Education Program	Neha Singh Gohil, Communications Officer 650-234-4726, <a href="mailto:nsgohil@hewlett.org">nsgohil@hewlett.org</a>
Environment Program	Edit Ruano, Communications Officer 650-234-4738, <a href="mailto:eruano@hewlett.org">eruano@hewlett.org</a>
Gender Equity and Governance	Carla Aguirre, Communications Officer 650-234-4614, <a href="mailto:caguirre@hewlett.org">caguirre@hewlett.org</a>
Performing Arts Program	Carla Aguirre, Communications Officer 650-234-4614, <a href="mailto:caguirre@hewlett.org">caguirre@hewlett.org</a>
Philanthropy Program	Neha Singh Gohil, Communications Officer 650-234-4726, <a href="mailto:nsgohil@hewlett.org">nsgohil@hewlett.org</a>
Racial Justice	Edit Ruano, Communications Officer 650-234-4738, <a href="mailto:eruano@hewlett.org">eruano@hewlett.org</a>
Serving Bay Area Communities	Edit Ruano, Communications Officer 650-234-4738, <a href="mailto:eruano@hewlett.org">eruano@hewlett.org</a>
Special Projects	Vidya Krishnamurthy, Chief Communications Officer 650-234-4744, <a href="mailto:vidyak@hewlett.org">vidyak@hewlett.org</a>
U.S. Democracy Program	Heath Wickline, Deputy Director of Communications 650-234-4662, <a href="mailto:hwickline@hewlett.org">hwickline@hewlett.org</a>

<sup>1</sup> **A Note about Gifts and Awards:** Although we welcome acknowledgment of the foundation’s support when it serves a grantee’s goals, we ask that grantees *not* present awards to the foundation or its staff to recognize that support. Our policy and preference is for our grantees to be recipients of awards, rather than the foundation.