

April 26, 2000

Memorandum

To: Governor Ronnie Musgrove

From: Lisa Mader

Subject: Proposed process for notification of grant approvals

I would suggest that the following process be followed when notification of grant approvals are received. Please review and advise.

- 1) Governor's office receives written notification of grant approval
- 2) Governor receives original letter with a copy to the Chief of Staff
- 3) Governor determines if a letter of congratulations should be sent to the appropriate department.
- 4) Copy of the letter sent to Governor's Senior Advisor (or to designated grant point person on Governor's staff)
- 5) Copy of the letter sent to the Governor's Communications Director.
- 6) Communications Director will contact departmental communication director to determine necessity for press conference, press release and/or media event.

The purpose of developing this process is to ensure that we:

- 1) Establish a pattern that is organized and effective
- 2) Communicate the effectiveness of grant writing to department directors, legislators, elected officials and the public at large
- 3) Encourage additional grant writing