

## Helpful Tips

Be proactive and keep us up to date with your contact information and grant reports.

Is your organizational contact information updated in our grants management system?

Have you completed your reporting requirements?

Haven't heard from Cullen Foundation in a while about a grant check, report, news, or cycle updates?

**It may be due to:**

Your email address changed

Your physical address changed

Your main contact's email address changed

Your organization's main contact is no longer with you

There's an issue on Cullen's end

## General grants management tips a Grantee should consider

1

Who does Cullen have as our organization's main contact in Foundant (grants management system), and for Cullen's newsletter and/or mailing list?

2

If we've moved or made a change in how we receive our mail, have we notified everyone we work with, including funders?

3

Who at my organization is receiving reminders on Report deadlines and is he/she the right person to be receiving them?

## Other Important Reminders

If you are a Cullen Grantee, you will always receive a grant check (yes, old school). We do **not** use ACH payments for grant payments.

This means we will **not** ask you for your banking information (account number, routing number) or other confidential financial information.

When in doubt and/or if anything seems suspicious related to grant payments or exchanges of information, **please call us directly by phone (NOT BY EMAIL) to confirm before you take any action.**

No question is too small or insignificant- please call us if something seems off or outside our normal practices and procedures.

## How do I . . .

Request a change in my organization's contact(s) in Foundant?

Nick Schifano at:  
nschifano@  
thecullenfoundation.org

Request a change to my organization's mailing list and/or Cullen newsletter contact information?

Jess Cristiano at:  
jcristiano@  
thecullenfoundation.org

Reset my password in Foundant?

Nick Schifano at:  
nschifano@  
thecullenfoundation.org

Request an extension for a Grant Report?

Nick Schifano at:  
nschifano@  
thecullenfoundation.org

## Learn More



Visit our website for updates on Grant cycles, programs, and deadlines.  
[www.thecullenfoundation.org](http://www.thecullenfoundation.org)

Contact any Cullen staff member with questions about eligibility, updating your information, or grant-related issues.  
See a listing here: [www.thecullenfoundation.org/about-us](http://www.thecullenfoundation.org/about-us)

Continue reading this newsletter for more news and tips. If you have suggestions on content, contact Jessica Cristiano here:  
[jcristiano@thecullenfoundation.org](mailto:jcristiano@thecullenfoundation.org)