

**From:** [Chris Liu](#)  
**To:** [Michelle Benetua](#)  
**Cc:** [Kaiwen Lee](#)  
**Subject:** Fwd: REI Co-op Grant Update  
**Date:** Thursday, May 13, 2021 1:23:05 PM  
**Attachments:** [image001.png](#)  
[REI Co-op Grant Communication Guidance - 2021.pdf](#)

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Hi Michelle!

Yes, we were awarded the Co-op Grant, and we've shared the news with our team. I assumed you'd been CC'ed here or that Rebecca would've let you know! Thanks for checking in and for being a huge part of this effort!

Chris

----- Forwarded message -----

**From:** Joe Impecoven <[jimpeco@rei.com](mailto:jimpeco@rei.com)>  
**Date:** Thu, May 13, 2021 at 8:41 AM  
**Subject:** REI Co-op Grant Update  
**To:** Outdoor Asian Washington <[washington@outdoorasian.com](mailto:washington@outdoorasian.com)>  
**Cc:** Chris Liu <[chrisliu3160@gmail.com](mailto:chrisliu3160@gmail.com)>, [erica.an.rickard@gmail.com](mailto:erica.an.rickard@gmail.com)  
<[erica.an.rickard@gmail.com](mailto:erica.an.rickard@gmail.com)>, Rebecca Bear <[Rebecca@seattleparksfoundation.org](mailto:Rebecca@seattleparksfoundation.org)>, Andrea Arenas <[andrea@seattleparksfoundation.org](mailto:andrea@seattleparksfoundation.org)>

Congratulations! Outdoor Asian has been awarded a \$10,000 grant from REI Co-op. Your physical grant check will be mailed to the address listed on your grant application by mid-May. Electronic Funds Transfers are not currently available. If you have not received your grant check by **May 31st**, please e-mail [REIgives@rei.com](mailto:REIgives@rei.com).

***\*\*Please review the following information carefully, share it with relevant members of your organization, and save it for future reference\*\****

**DETAILS AND DELIVERABLES**

- **PARTNERSHIP PLANNING:** REI will lead efforts to create a mutually agreed upon partnership plan for the year. This informal plan will articulate how we will collaborate to maximize our partnership in the years ahead. I will initiate this collaborative effort with you to complete the plan before June 30<sup>th</sup>, 2021.
- **SIMPLE PROGRESS REPORTING:** A simple grant progress report is due December 10<sup>th</sup>, 2021. Please add this important date to your calendar. You will find the Progress Report on your dashboard in [REI's online grant system](#). Please access the system to complete and submit the Progress Report by the December 10<sup>th</sup> due date.
- **2022 FUNDING:** 2022 funding will be determined & distributed in March 2022.
- **FINAL REPORT:** Final grant report due December 9<sup>th</sup>, 2022.

- **EXPENDING FUNDS:** Grantees should spend 2021-2022 grant funds by April 30<sup>th</sup>, 2023.

**ACCESS TO YOUR 2021 APPLICATION:** As the *applicant* on your 2021 REI grant, you can log into REI's online grant system anytime to view the current year application, past applications, and preview this year's progress report.

**CHANGES TO PRIMARY CONTACT FOR 2021 GRANT:** As the *applicant*, it is your responsibility to report any primary grant contact changes. Please do so by emailing new contact first/last name and email to [reigives@rei.com](mailto:reigives@rei.com). When an organization's contact information is incorrect, it affects the organizations' ability to receive critical partnership information.

**COMMUNICATION GUIDANCE FOR 2021:** The attached document has links to our logo and communication guidance for our 2021 partnership. Please save this award letter and the attached document to reference/use as needed.

**ADDITIONAL COMMUNICATION:** REI promotes national messages or initiatives that encourage the protection of public lands, outdoor stewardship, fighting for life outdoors. Throughout the year, the co-op may invite our grant partners to help spread these messages via their social media and other communication channels. When the opportunity arises, we will contact you to share details.

On behalf of all of us at REI, thank you for the terrific work that you are doing. Please do not hesitate to contact [REIgives@rei.com](mailto:REIgives@rei.com) if you have any questions, ideas, or feedback. Sincerely,

**Joe Impecoven**

Market Coordinator

REI Experiences Puget Sound

**Email:** [jimpeco@rei.com](mailto:jimpeco@rei.com)

**Phone:** 425-300-3612



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