

To Our Partners:

In just a matter of days, our world has changed dramatically.

In many communities, businesses and houses of worship are shuttered, schools are closed and streets are empty. We're all feeling tremendous uncertainty and tension as our nation and the entire world try to navigate this unprecedented moment. And the children, families and communities we all care about are facing greater challenges than ever before as we contend with the coronavirus pandemic — some immediate, and others as yet unknown.

We recognize that all of this has implications for your organization and the work we do together. Many of you must rightly turn your attention to addressing the most basic needs and concerns, not only for the people you serve but also for your own staff, children and families.

In light of these shifts, the Foundation is also making changes in how it operates and works with grantees and other partners.

Working Remotely

To do our part in mitigating the spread of the virus and potential strain on our health systems, the Foundation has officially closed all of its buildings and restricted business travel. All staff are working remotely.

We remain committed to being available to you and will continue our work as much as possible by phone and through videoconferencing. Please do not hesitate to reach out to your primary Foundation contact for support with your work or if you have questions.

Our [Grants Management team](#) will continue processing grants and payments and can answer questions about the [Grantee and Consultant Portal](#). If you have not already done so, now may be a good time to sign up for [electronic funds transfer](#) to receive your payments more quickly.

Adjustments to Agreements

We recognize that some of your Casey-funded work may slow down or not even happen this year as you focus on more pressing issues. Your primary contact at Casey will talk with you to determine whether your original plans under our agreement are still feasible and to discuss any necessary adjustments.

If we need to make changes to deadlines or scopes of work — or table some things entirely — please know that we will work with you to craft the best solution possible. Our primary focus is giving you the flexibility to ensure the health and well-being of yourself, your staff and the kids, families and communities you serve.

Foundation-Hosted Meetings, Conferences and Other Events

When possible, we've gone virtual for meetings and events — or postponed or canceled them entirely. A staff member will contact you about any event changes that affect you or your organization.

If you have incurred any expenses related to postponed or canceled Foundation events (e.g., for travel, lodging or registration), you may expense them as part of the existing budget in your grant or consulting agreement. And if you need to reschedule Casey-funded events down the road, you can work with your Foundation contact to determine the support available for those activities.

On a final note, we are constantly assessing and monitoring this ever-evolving situation. This is uncharted territory for all of us. We are making the best decisions we can based on the information we have and will keep you updated accordingly.

Whatever may come, we aim to be flexible, supportive and understanding of you and your capacity throughout this period, and we hope you will do the same for us. And while we will move work forward as much as possible, our top priority is everyone's health and well-being. So please remember to take care of yourselves, too.

Our mission, and the ultimate goal of our work, is to improve the lives of the children, youth and families whose well-being is at stake in this moment. Therefore, we are exploring ways to join with other foundations to address this crisis and ensure public systems and policymakers prioritize the needs of these young people and families.

Thank you for everything you are doing even as you deal with your own challenges. As always, we truly appreciate your efforts and your partnership, especially during this difficult time.

With gratitude,
Lisa M. Hamilton
President and CEO
The Annie E. Casey Foundation