

USP DOCKET COVER MEMO | GUIDELINES

TO: Ken Zimmerman
FROM: Name of Director, Fund/Campaign Name
DATE: Date of Submission
RE: Fund/Campaign Name, Date of Docket Meeting, please note if Out-of-Docket



NOTE: Once you create a docket in Foundation Connect, your cover memo should go in the **Docket record** of the **“Overview”** section.

PRIMARY AUDIENCES

USP Director Ken Zimmerman and OSF President Chris Stone.

PURPOSE

Help Ken and Chris understand how the various grants you are presenting in the docket fit into your Fund/Campaign’s strategy. Given the infrequency of our meetings with Chris, the cover memo is an opportunity to share how your grant making approach may be shifting or flag particular issues or dynamics meriting his attention (i.e. leadership changes, particularly interesting strategy, adoption of new technology, linkages to other OSF programs and goals, etc.)

GENERAL COMMENTS

- Start with a short paragraph that provides the **total being recommended** in this docket, and the **percentage of your total budget** that this amount represents.
- Explain clustering of grants (if any)

EXAMPLE

On this docket, the Justice Fund is pleased to present fourteen (14) grant recommendations totaling up to \$4,210,000 of which \$1,000,000 will be drawn from the USP Reserve Fund. Together, these recommendations comprise roughly one-quarter of our \$14,650,000 budget for 2013. These recommendations include six (6) that support our priority of reducing mass incarceration, five (5) that support our priority of challenging extreme punishment and three (3) that advance our goal of promoting justice system accountability.

- Provide your rationale behind recommending these grants and how they fit within your programmatic strategy.

EXAMPLE

The Campaign for a New Drug Policy (CNDP) was established to act on George Soros’s belief that punitive drug policies are a threat to open society and a practical failure, even in terms of the public safety rhetoric of the “War on Drugs.” CNDP’s four grant recommendations for consideration on April 29, 2013 are representative of the strategic course that CNDP is initiating in 2013 and proposes to pursue in implementing its 2014-17 strategy. These grantees include **Alcohol and Substance Abuse Providers of New York** (Albany), **Community Advocates** (Milwaukee), **The Defender Association’s Racial Disparity Project** (Seattle) and the national **Harm Reduction Coalition** (NYC, Oakland and Washington, DC). These grants, and those remaining for 2013, would position CNDP to shift the focus of its work to a strategy that integrates health-based drug policy and community-level, non-punitive responses to drug use and markets as the seeds of a new paradigm for US drug policy.

- Avoid generic language.
- Note any potential developments or opportunities emerging in the field specifically tied to your Fund/Campaign strategy.
- Highlight any linkages to other USP Fund/Campaigns through joint funding or involvement.
- Do **not** provide individual descriptions for each grant.

COVER MEMO EXAMPLES



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- ✓ [USP CNDP April 29 2013](#)
- ✓ [USP National Security & Human Rights 4-29-13](#)
- ✓ [USP Democracy Fund 7-17-2013](#)