



Congratulations, you are being awarded a grant from the East Palo Alto Kids Foundation.

EPAK Board

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Teacher's Name: _____

School/Grade: _____

Please review the Agreement (page one of your grant application), which you signed when applying. These 6 items determine how to proceed with your grant.

For problems with your grant contact Dianne Otterby at 650/323.0884
For problems with your receipts contact Barbara Susco at 650/493.3076

In order to qualify for a future EPAK grant you are required to submit receipts no later than December 31st for fall grants and June 1st, 2008 for winter grants, in addition to submitting the following:

Post Project Reporting

1. How did EPAK help you meet your project goals?
2. What were the benefits of the EPAK funded project to your students?

3. A thank you note: EPAK is always looking for student and teacher quotes, thank you notes, children's artwork and photos to use in fundraising activities.

Receipts, thank you notes, and post evaluations are all due ASAP, but **MUST BE POSTMARKED NO LATER THAN DECEMBER 31, 2007 FOR FALL GRANTS AND JUNE 1, 2008 FOR WINTER GRANTS.**

Mail to: EPAK, P.O. Box 50542, Palo Alto, CA 94303