​

***Congratulations on being awarded a grant from EPAK!***

Please review the following guidelines which you signed when applying for your grant.

1. You will use these funds for the purpose I have stated.
2. You will deposit your grant check quickly for the convenience of the EPAK Treasurer.
3. You will buy supplies quickly so that your students can make good use of them.
4. You will request permission in writing *before*​ ​ making any changes.
5. You will send this post project report and ​**original receipts stapled to an 8 ½ x 11 paper, labeled, and tallied using the table on the back of this sheet.**
6. You will return unused funds to EPAK or request in writing before using them.
7. You will leave anything purchased with these funds at your school if you leave the District, so that the children of East Palo Alto will continue to have the benefit of this grant. Your principal may sign a waiver to move the equipment you purchase if you move to another school in the district.

***Post Project Report***

In order to qualify for a future EPAK grant, you are ​**required**​ to submit the post project report on the reverse of this sheet along with your receipts no later than ​**December 18, 2015**​. You may attach extra pages if needed. Please send receipts to: EPAK, P.O. Box 50542, Palo Alto, CA 94303, Attn: Martha Hanks ([marthahanks@hotmail.com](mailto:marthahanks@hotmail.com) or 650-796-5224)

***Teachers can help EPAK by:***

* + Like us on Facebook o www.facebook.com/pages/EPAK­East­Palo­Alto­Kids­Foundation/17854 6657700
  + Follow us on Twitter o @epakdotorg
  + Comment on greatnonprofits.org o http://greatnonprofits.org/reviews/east­palo­alto­kids­foundation1/page:1/
  + Send

o Student and teacher quotes o Thank you notes o Pictures o Artwork

* + Volunteer

# Post Project Report

Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What were the benefits of your funded EPAK project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Teachers who received individual grants, please fill table below.**

Receipt Table

|  |  |  |
| --- | --- | --- |
| Vendor | Description | Receipt Amount |
|  |  |  |
|  |  |  |
|  |  |  |

**Total Amount:**

**Teachers who combined their grants with other teachers, please submit all receipts TOGETHER and fill table below.**

Group Receipt Table

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor | Description | From whose grant | Receipt Amount |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Total Amount:**

In order to qualify for a future EPAK grant, you are required to submit receipts and this post project report no later than ​**December 18, 2015**​. Please send receipts to: EPAK, P.O. Box 50542, Palo Alto, CA 94303, Attn: Martha Hanks (650-796-5224 or [marthahanks@hotmail.com](mailto:marthahanks@hotmail.com) )

**Thank** ​***you***​ **for your dedication to the students of East Palo Alto and East Menlo Park!**

If you have any questions or concerns, please contact Martha hanks at [marthahanks@hotmail.com](mailto:marthahanks@hotmail.com)