

Complete all of the following:

1. What are your criteria for providing services to an individual/family?
2. What are your criteria for refusing services to an individual/family?
3. Attach **copies of receipts and copies of checks or credit card statements used to purchase grant items**. Please highlight items purchased with this grant.
4. **Include a photo** of the completed project for documentation and PR purposes. Photos must be e-mailed to the foundation or be on reproducible photo paper. Please be aware that any pictures sent could be used in future publications for RCCF.
5. How was this grant publicized? Provide copies of publicity. ***This is not optional.***

You must complete each item on this form. Use additional sheet if necessary.

Officer making report: _____

Email address of officer: _____

Phone number of officer: _____