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Charles McCaffrey  
Eastern Market Main Street  
700 Pennsylvania Ave, SE  
Washington, D.C. 20003

Dear Mr. McCaffrey

I am pleased to inform you that the Advisory Neighborhood Commissioner of 6B has approved a grant in the amount of \$4,000.00. The activities your project illustrates will provide a wonderful benefit to our community. It is our pleasure to recognize your contribution with this small and simple project.

It is essential that you follow the Grantee Compliance and Accountability process. Within 60 days following disbursement, you the grant recipients **MUST PROVIDE** the following updates to the Commission on the status and use of grant funds:

- A. A report/short narrative
- B. An expenditure report that provides an itemized view of how funds were spent
- C. Copies of receipts
- D. Copy of products produced / associated with the grant (i.e. promotional materials)

**Please note:** Grant recipients must also be prepared to make any other program documentation available to ANC 6B that is required by the DC Auditor. Any funds expended for purposes not authorized by the Commission must be reimbursed to the Commission. If the Commission votes to extend the time by which funds not expended within six months may be expended by the recipient, the recipient shall provide a final report (including receipts) of its expenditures within two months after the date of such extension(s) of time or return such funds. Any recipient that fails to provide a report within the time frame specified by the commission shall not be eligible for future grants. Failure to provide timely documentation of program reports and financial receipts in support of the grant may result in notification to the organization's chair of the board, the Internal Revenue Service, and the DC Inspector General's office.

To receive your funding check, we will need to know the mailing address, the organization's official name and the name of the grant project manager.

The ANC is eager to work with your organization to ensure that this project is a success. Best wishes to your organization for a successful project. We look forward to seeing your results.

Sincerely

A handwritten signature in blue ink, appearing to read "Brian Ready". The signature is stylized and somewhat abstract, with long horizontal strokes.

Brian Ready  
Chair of ANC 6B