

# FollowUp Form

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## *Website*

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Has this report been posted on the PCF website?

Yes

## *Pinellas CARES Nonprofit Partnership Fund*

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### Project Name

Celebrate Outreach Kitchen Capital Improvements

### Priority Funding Areas

Food

### Award Type

Reimbursement for Future Programming

### Amount Awarded for Future Programming

\$33,888.54

### Amount Spent - February 1, 2021 to February 28, 2021\*

How much grant funding was spent **between February 1, 2021 and February 28, 2021?**

\$4,960.00

### Amount Spent as of February 28, 2021\*

How much of the awarded funding was spent from project inception to February 28, 2021?

\$32,345.00

## Brief Spending Narrative\*

Please briefly explain the spending activities from **February 1, 2021 to February 28, 2021**. If you have not expended any funds, please return to the top of this report and indicate so.

**Example:** ABC Charity has only expended \$1,000 this week on program personnel while our food pantry was open. ABC Charity buys its food in bulk on the 15th of every month, and therefore there will be an uptick in expenditure that week.

Spending activities were primarily preparing the site, interior and exterior, for the kitchen rehab. TECO installed a line for gas hook-up. The walls, plumbing and electricity have had work done in preparation for the hood, stove, range and sinks.

## Client Story\*

Please give the true story of a client served this month by your programming. You may change identifying details. This allows us to connect to your programming on an emotional level.

There is a woman (i'll call her cowgirl because of her latest get-up) I speak to while she's waiting for her meal. She is always operating in a parallel universe. It would appear as though we are having a dialogue because her timing is 100% appropriate. One evening, while i was distributing masks, Cowgirl was speaking enthusiastically, about which i had no idea, and without missing a beat she looked at me directly and told me to get out of the street so i wouldn't get hit by the approaching car. I love that moment.

## Food Metrics

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### February 1 to February 28, 2021 - Individuals Served - Food\*

Please specify the number of individuals that were served food between **February 1 and February 28, 2021** through this grant funding.

1117

### February 1 to February 28, 2021 - ZIP Codes of Individuals Served - Food\*

Please **SUCCINCTLY** describe the ZIP codes of program services and program recipients (if recipient data is available). **These numbers should add up to the number of total individuals served specified above for the time between February 1 and February 28, 2021.**

**FOLLOW THE EXAMPLE FORMAT EXACTLY, INCLUDING THE COLON.**

**ZIP CODE: Number served**

#### **Example**

Food Distribution Site at Tropicana Field (Program Service ZIP Code)  
33705: 700

**Home-Delivered Meals at Recipients' Homes (Participant ZIP Codes)**

33782: 5

33764: 3

33760: 8

33701: 1117 meals served at:

the Unitarian Universalist Church of St. Petersburg Friday Night Picnic

Praise the Lord Outreach Ministries Saturday morning and Sunday evening

## *Cost Reimbursement Basis - Justification of Expenditures*

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### **Monthly Reimbursement Request\***

Please complete the Pinellas CARES Reimbursement Request worksheet, attach appropriate backup documentation and **upload as a PDF here**.

If you have a regular reporting/invoicing process, you may use your own similar worksheet, however, for your convenience, we have provided a template you can **DOWNLOAD HERE**.

If you have any notes on this document, please put them in the field below.

#4 Pay Reimbursement Request.pdf

I have included a spreadsheet itemizing the invoiced expenditures that occurred in February. I have identified February expenses on the invoices.

I have made notes on receipts and invoices identifying sales tax that i removed from the total charge. I have marked the TECO expenditure on the Celebrate Outreach bank statement. I have identified the last page as Premier's deposit slip for the most recent check from Celebrate Outreach. That check covers February and March.

### **Does the documentation above contain live signatures?\***

The accounting documentation above requires live signatures on the template in the "Prepared by" and "Reviewed by" lines. Please check that signatures are present, and affirm this by checking the box below.

Yes, there are live signatures in the documentation attached above.