

FollowUp Form

Website

Has this report been posted on the PCF website?

Pinellas CARES Nonprofit Partnership Fund

Project Name*

Benison Farm

Priority Funding Areas

Food

Award Type

Installment

Unit of Service

This will only be visible to Administrators and will enable question branching in the case that an organization has specified a unit-of-service cost.

Amount Awarded for Future Programming

\$3,645.00

Amount Spent - October 25 to 31, 2020*

How much grant funding was spent between **October 25 and 31, 2020**?

\$889.91

Amount Spent - October 2020*

How much grant funding was spent during the **entire month of October 2020**?

\$889.91

Amount Spent as of October 31, 2020*

How much of the awarded funding was spent from project inception to October 31, 2020?

\$889.91

Brief Spending Narrative*

Please briefly explain the spending activities from **October 25 to October 31, 2020**. If you have not expended any funds, please explain why.

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.

St. Augustine's expended \$889.91 to purchase a pop up tent canopy and 4 - 8ft tables. All to be used at the farmers market.

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.

We delivered fresh produce to 3 families (13 people) through the Mercy Keepers food pantry. The parents in each of these 3 families had inquired about fresh food for their children so when we provided mustard greens, fresh eggs, and eggplant they were amazed and grateful.

Food Metrics

October 25 to 31, 2020 - Individuals Served - Food*

Please specify the number of individuals that were served food between October 25 and 31, 2020 through this grant funding.

13

October 2020 Projections - Food

This is the number of individuals your organization projected it would serve in **October 2020** through this grant funding.

25

October 2020 - Actual Total # Served - Food*

Please specify how many individuals were served food in **October 2020** through this grant funding.

13

October 25 to 31 - 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 week of October 25 to 31, 2020.**

FOLLOW THE EXAMPLE FORMAT EXACTLY.

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
33705: 13

Advanced Funds - Justification of Expenditures

Monthly Expense Reporting*

Please complete the Pinellas CARES Advanced Funds Monthly Expense Reporting 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, please put them in the field below.

OCTOBER_Pinellas-CARES-Advanced-Funds-Monthly-Expense-Reporting-Form.FINAL.pdf

I am submitting the financial report for October because that is when the items were ordered and received (put on the Amazon credit card). I heard in one of the Friday calls and in the financial webinar that expenses should be reported when charged to a credit card. We don't expect reimbursement yet, however, because we have not expended cash yet.