

**Jody Tow**

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**From:** Tara Alcock  
**Sent:** Wednesday, May 17, 2023 9:08 AM  
**To:** Jody Tow  
**Subject:** FW: Congratulations! | Grant Award #17897

FYI

**From:** Monica Garcia-Itchoak <mitchoak@rasmuson.org>  
**Sent:** Monday, May 15, 2023 2:06 PM  
**To:** Tara Alcock <talcock@petersburgak.gov>  
**Cc:** Monica Garcia-Itchoak <mitchoak@rasmuson.org>  
**Subject:** Congratulations! | Grant Award #17897

Dear Taralee,

Congratulations! Your Tier 1 grant award to purchase a copy machine and expand collections with an outright grant of \$23,000.

You will receive an award letter and grant agreement in snail mail (sometimes take up to 10 business days), and a check will **arrive separately from bill.com** – this is a new process for the Foundation. If you want to sign up for EFT for future grants, the [bill.com](#) letter will include instructions on setting that up. It is not necessary to sign up for ETF.

If you have any grant portal or payment questions, please email [grants@rasmuson.org](mailto:grants@rasmuson.org) and Cc me on all correspondence so I can track and help expedite.

I will be your PO for this grant through the final reporting deadline. The Foundation looks forward to hearing about your progress. Please share photos when you submit your final report so we can highlight your organization's impact on the community. In addition, a press release will go out within the next week on all our social media platforms – feel free to share within your networks.

Let me know if you have any questions during your project.

All the best,  
Monica



**Monica Garcia-Itchoak**  
she/her/hers  
Program Officer

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