



## Grant Request Follow-up Guidelines

Funds given by Crossroads Hospice Charitable Foundation are designated funds to support end-of-life training and grief recovery support classes. Please send us your follow-up report via mail or email to the foundation within 30 days of program or event date(s). Attach photo efiles separately rather than embedding them.

- Organization (Legal name from W-9 form):
- Grant Check #
- Community program(s)/event(s) and Date(s)/frequency, locations (please be specific)
  - How or in what way was our donation used in your community (please be specific and detailed)
  - Total number of people in your local community benefitting from this grant funding
- How was our name and logo used (please attach photos separately)
- Please include pictures of your local community participation where this funding was utilized
- Secure permission from attendees so we may post photos, as needed, on our website:  
Crossroads Hospice Charitable Foundation (CRHCF.org)
- Authorized signature and date

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### Example of multiple programs/events

- Alzheimer's Assoc. of Tulsa County
- **Check #1658**
- Held six grief recover classes – 8 weeks each, Jan., Mar., May, July, Sept., Nov. in Tulsa
  - Funding was used toward additional handouts and refreshments
  - We were able to aid in grief recovery support in 8-week classes for more than 100 people dealing with grief issues.
- Held one caregiver training conference Feb. 18, 2014 at Marriott Hotel, Tulsa
  - Funding was used toward venue rental, CEUs, speakers and refreshments
  - We provided CEUs free of charge to Social workers and nurses, and training to both professional and family caregivers. Approximately 250 people attended.
- Held Caregiver retreat Aug. 18-20, 2014, Sequoyah State Park, Hulbert, OK
  - Funding was used for venue rental, food, conference speaker, printing handout materials
  - The retreat offered respite, sharing time and structured learning opportunities on topics such as relaxation techniques, coping skills for hospice and family caregivers. 35 attended and were treated to a relaxing, refreshing time near the lake.
- Attached are photos showing the Foundation name and logo's use(s) and of local community participation where this funding was utilized.
- We secured signed photo release permission from attendees.