



Building Healthy Communities: Long Beach
920 Atlantic Ave., Suite 102 Long Beach CA 90813

SAMPLE

Dear Jan Victor Andasan:

Congratulations! I am writing on behalf of the Building Healthy Communities: Long Beach steering committee to let you know that the steering committee recently voted to approve your project for partial funding through our mini-grant program.

Project name: Decentralized Community Gym: Healing our Physical & Spiritual bodies
Amount awarded: \$1,342

The BHC Long Beach Mini-Grant was created to:

- Support informal groups (501(c)3 status is not required);
- Provide an opportunity for learning and development;
- Directly support creative projects that align with the Building Healthy Communities: Long Beach Community Action Plan;
- Support community engagement;
- Make a positive impact in our focus area or other areas of Long Beach where community members experience health disparities.

Please review the attached document with terms and conditions of the grant that you agreed to when you applied.

Please credit Building Healthy Communities: Long Beach in promotional materials for your project and send the information to us so we can promote it to our networks as appropriate.

In order for us to process your award, please fill out a W-9 form and send it back to us. The form may be accessed here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please use the name and non-profit tax ID number of your organization or fiscal sponsor. The check will be made out to the individual or organization named on the W-9 and it will be mailed to the address provided.

Thank you for your contributions to Long Beach. We're excited to support your efforts.

If you have any questions, please feel free to contact me.

Thanks!

Ariel Halstead
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