



April 29, 2014.

Ms. Jessica Kingston, Director
Saint Paul Department of Human Rights and Equal Economic Opportunity
15 W. Kellogg Blvd CH280
Saint Paul, MN 55102

Dear Ms. Kingston:

On behalf of the Trustees of The Jay and Rose Phillips Family Foundation of Minnesota, we are pleased to enclose a check payable to the City of St. Paul in the amount of \$30,000. This contribution to the City of St. Paul is in response to your proposal received in our office, and is a one-year grant for \$30,000 for the Saint Paul EMS Academy. We request that you email or send a written acknowledgment of the grant award payment to either tlamparty@phillipsfamilymn.org or to the address below within 30 days of receiving it.

As you know, it is important for the Board of Trustees and staff to carry out the Foundation's fiduciary responsibility to ensure that all grant funds are expended for the purposes intended. Please contact Foundation staff if the project for which funds were awarded significantly changes, or if the funds are not to be expended within the grant period. In addition, we ask that you send us a final report within 30 days of the end of the grant period. This report will be completed through our online grantmaking system. At the end of the grant period, we will email you a link to the grant reporting system and you will be asked to respond to a series of questions that address the outcomes of your work, lessons learned, and the activities you completed under the grant. In addition, you will be asked to attach a financial report documenting that the grant funds were used for the purpose intended, and a copy of the final program budget with actuals if applicable.

When informing others of your activities, we would appreciate it if all publications and announcements about the funded project indicate that support has been received from **The Jay and Rose Phillips Family Foundation of Minnesota**.

If you have specific questions about your grant award or these reporting requirements, please contact Patrick Troska, the Foundation's Executive Director, at (612) 623-1655.

We are pleased to support your important work in the community, and will look forward to receiving your report at the end of the grant year.

Please note our new address is: 615 1st Ave. NE, Ste 330, Minneapolis, MN 55413

Sincerely,
Board of Trustees

Enclosure