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June 6, 2016
Graham Family Foundation
544 61st Street
Oakland, CA 94609

Dear Dorothy Graham,

At Not In Our Town, we are extremely pleased with your recent grant of \$13,000. This generous donation will allow us to complete a **NIOS Upstander Program Guide**. Your previous grants have allowed us to us to produce three popular elementary Not In Our School films that promote safety and inclusion, and also to publish and distribute our NIOS Video Action Kit.

For your records, the donation is fully tax-deductible and our federal ID number is **94-3082546**.

In our discussions with you, we agreed to do the following:

- Produce a NIOS Upstander Program Guide for middle and high schools with an array of tools to implement and measure impact. The Guide will provide resources to help youth become upstanders, drawing on best practices of 10 years of NIOS implementation.
- Offer the Guide at an estimated cost of \$200 (not to exceed \$200 without providing additional program tools such as lesson plans, teacher training materials, etc.).
- Provide free copies of the guide, including program tools to the first 30 low-income schools who apply in California by June of 2018.
- Create a simple application process for schools to request free copies of the Guide.
- Offer a limited number of free and reduced cost copies for low income schools in subsequent years (low income schools are determined by the number of students who receive free and reduced lunches).

We are very grateful that your funding will support the completion of this project.

Sincerely,

A handwritten signature in black ink that reads 'Dr. Becki Cohn-Vargas'. The signature is written in a cursive, flowing style.

Becki Cohn-Vargas, Ed.D.
Director, Not In Our School
The Working Group/Not In Our Town
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