

BDPA EDUCATION TECHNOLOGY FOUNDATION

FINAL PROJECT REPORT

Project Name:

Report Date

Report Submitted by:

E-mail

Phone Number

Purpose

The purpose of this report is to provide the Foundation with information that confirms the funds were used for the purpose in which they were issued. Secondly, the contents of this report will be used to satisfy federal and state reporting requirements as required for tax-exempt organizations. Failure to submit this report or respond completely will jeopardize the approval of future requests for funds

Report must be filed no more than 60 days at the completion of the project. Failure to file a report will affect future funding.

I. CHAPTER INFORMATION

*Chapter

*Federal Tax ID

*Address

Phone Number

City

State

Zip Code

Fax Number

II. CHAPTER CONTACT INFORMATION

Name

Title

Phone Number

Email

Fax Number

III. FINAL PROJECT REPORT

Project Description

Planned Start Date Actual Start Date

Number of People Benefited by Project

Project Benefit to Community

Actual Project Accomplishments

Financial

Item	Budget	Actual
1.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
2.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
3.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
4.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
5.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
6.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
7.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
8.	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>

IV. OTHER REQUIRED DOCUMENTATION

Receipts

It is not required that you send your original receipts; however, it is required that you maintain all records associated with this project in the event of an audit.

Statement of Program Service Accomplishment

Describe the accomplishments from this project through measurements such as the number of students trained, project purpose, expected goals, accomplishments, geographical region served etc.

V. OATH OR AFFIRMATION

Two (2) different officers must sign this project close report.

We, the undersigned Chief Fiscal Officer and President (or other authorized officer), duly authorized to act on behalf of the organization for which this report is filed, certify that the contents of this report and including any accompanying appendices have been examined by us and are, to the best of our knowledge and belief, true, correct and complete.

We affirm and attest that no funds have been or will knowingly be used, directly or indirectly, to benefit or provide support, in cash or in kind, to terrorist, terrorist organizations, terrorist activities, or the family members of any terrorist.

Signature of chief fiscal officer

Print Name

Title

Date

Signature of president or other authorized officer

Print Name

Title

Date

Because a signature is required, you must either fax the completed report or mail to the Foundation address:

BDPA Education and Technology Foundation; 4423 Lehigh Rd #277; College Park, MD 20740

FAX: (202) 318-2194 Email: ExecDirector@betf.org