BOARD OF COMMUNITY ASSISTANCE
Enhancing Life and Community in Upper Merion Township

ORGANIZATION PROJECT COMPLETION REPORT

An Organization Project Report must be submitted by **COB November 30th** of the grant year.

The **BCA Organization Project Completion Report** is to include the following:

- **Written summary of project**:

Organization name	
Project name	
Project objectives	
Project items completed; project items not completed	
Funds Used for the Project as compared to the Project Plan Funds	
Comments	

- **Receipts** (copy) of all project-related expenditures

Deliver your BCA Project Report to Gerri Vattimo via one of the following:

- o **Email: gvattimo@umtownship.org**

- o **Mail:**
  Gerri Vattimo, BCA Staff Liaison
  175 W. Valley Forge Road
  King of Prussia, PA 19406

- o **Drop off c/o Gerri Vattimo:** Upper Merion Township Cashier Window, Second Level Township Building during normal business hours

Questions? Contact Gerri Vattimo, Board of Community Assistance Staff Liaison on email at gvattimo@umtownship.org or call 484-636-3899.

BCA Organization Grant Award Project Report Directions