

BEF Classroom Innovation Grant *PROJECT COMPLETION REPORT*

Project Title: _____

Contact Person: _____

School or Program: _____

Phone: _____ E-Mail: _____

Date of Award: _____ Amount Awarded: _____

Number of students served: _____ Grade Levels: _____

With the opportunity to accept BEF Classroom Innovation Grant funds comes the responsibility of accounting for the use and impact of awarded funds. The Foundation requires a timely written report on the outcomes of your project. This information is critical to the Foundation when seeking additional funds for other projects.

The Foundation must receive reports within 30 days of project completion. (If the project has not been started by June 1st, all funds must be returned to BEF, or a letter of request for an extension must be submitted.) Please provide a computer-generated summary of the following items:

1. Complete the Grant Plan Template, reporting the outcomes of your project.
2. Please account for all grant funds by providing the following:
 - a. Items purchased, date purchased, cost of each item.
 - b. Total expended and unexpended.
 - c. Copies of receipts, invoices or other evidence for all expenses.
 - d. Return unexpended funds of more than \$10 to BEF.
3. By signing below, you verify that all books and equipment purchased with this grant were labeled with stickers provided by BEF, "Provided by a grant from the Beaverton Education Foundation". _____
4. Send electronic photos to info@beavertonEDfoundation.org, of your students participating in the project, as well as quotes from students, parents and/or staff members for possible publication in our newsletters, Facebook, and website. Thank you.

Please attach your computer generated summary to this form, enclose a check to the Beaverton Education Foundation for unexpended funds of more than \$10, and send your report to: Beaverton Education Foundation via interschool mail or to the BEF office, 3800 SW Cedar Hills Blvd., Suite 168, Beaverton, OR 97005 (503-643-7453).

* Classroom Innovation grant funds are contributed by businesses, organizations and individuals in the community to benefit Beaverton school children. If you change assignment within the school district, grant funds and/or materials purchased with grant funds can go with you to your new assignment. If you leave the district *these funds and materials should remain in the Beaverton school where you were last assigned.* Please contact the foundation if you change building assignments or leave the district.

Please use this template. We encourage you to use bullet points. As you are completing this form make sure that your goals, activities, expected outcomes and targets are aligned. Does each goal connect with planned activities and expected outcomes? Will your measurement tools validate expected outcomes?



BEF CLASSROOM INNOVATION PROJECT COMPLETION FORM			PROJECT TITLE:	SCHOOL:	
GOAL	ACTIVITIES	EXPECTED OUTCOMES/ TIMELINES	MEASUREMENTS	TARGETS	ACTUAL OUTCOMES
<i>Project will enhance school improvement plans and learning targets.</i>	<i>Activities are well defined actions taken towards achieving the goal.</i>	<i>Outcomes are specific outputs/results of the activities undertaken while adhering to a timely and logical sequence.</i>	<i>Measurements are instruments designed to capture data.</i>	<i>Targets are the forecasted (quantitative + qualitative) numeric values or percentages to be achieved (comparison pre/post).</i>	<i>Results of Expected Outcomes, Measurements and Targets.</i>