

**BEF Kids Count Grant  
PROJECT COMPLETION REPORT**

Recipient(s) name(s), title(s): \_\_\_\_\_ Report Date: \_\_\_\_\_

School or Program: \_\_\_\_\_

Phone (work): \_\_\_\_\_ Phone (home): \_\_\_\_\_

Program Title: \_\_\_\_\_

Date of Award: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_

Number of students served: \_\_\_\_\_ Ages: \_\_\_\_\_ Grade levels: \_\_\_\_\_

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

The Foundation must receive reports within 45 days of the completion of the program. Future funding will be contingent on BEF receiving this report. Please provide a typed summary of the following items:

1. Complete the Grant Plan Template, reporting the outcomes of your program.
2. Please provide a complete accounting for all grant funds by providing the following:
  - a. Items purchased, date purchased, cost of each item.
  - b. Total expended and unexpended funds.
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](mailto:info@beavertonEDfoundation.org), of your students participating in the program, 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 typewritten summary to this form, advise the District Grant Accountant of unexpended funds, and send your report via interschool mail OR to: Beaverton Education Foundation, 3800 SW Cedar Hills Blvd., Suite 168, Beaverton OR 97005. 503-643-7453**

\* 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 should remain in the Beaverton School where you were assigned at the time funds were awarded.

Please use this template. We encourage you to use bullet points. As you are completing this form make sure that your learning objectives, activities, and anticipated results are aligned. Does each learning objective connect with planned activities and anticipated results? Will your measurement tools validate anticipated results.



BEF KIDS COUNT GRANT PROGRAM COMPLETION FORM		PROGRAM TITLE:	SCHOOL:	
LEARNING OBJECTIVE	ACTIVITY	MEASUREMENTS	ANTICIPATED RESULTS	ACTUAL RESULTS
<i>Grade level targets, School improvement plan or District Goals.</i>	<i>Activities are well defined actions taken towards achieving the Learning Objective</i>	<i>Measurements are instruments to capture data (pre/post tests, survey, rubrics, etc.)</i>	<i>Anticipated results of the activities undertaken.</i>	<i>Were the Learning Objectives Met? Results of measurements.</i>
<b>Example</b> – To eliminate summer loss of reading skills and increase reading skills.	<b>Example</b> – Each student will receive individual and intentional instruction within a group of 4-5 students with a teacher for 30 minutes.	<b>Example</b> – Pre and post DRA (Developmental Reading Assessment).	<b>Example</b> – Each student will make growth in reading skills and/or DRA.	<b>Example</b> – 100% of students made significant growth in specific areas of reading readiness. 63% of the students made a 2-4 month overall reading gain (accuracy, fluency and comprehension) as measured by the DRA2.