



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:**

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| 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 of all project-related expenditures are **REQUIRED** a part of year end.

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

- **Email:** gvattimo@umtownship.org
- **Mail:**
Gerri Vattimo, BCA Staff Liaison
175 W. Valley Forge Road
King of Prussia, PA 19406
- **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.