



BAMFIELD COMMUNITY AFFAIRS SOCIETY

*Bamfield, British Columbia
Canada, V0R 1B0*

BCAS Grant-in-Aid Project Completion Report

This Project Completion Report is a requirement of all funding recipients and must be submitted to bamfieldcommunityaffairs@gmail.com within two weeks of project completion.

Name of Project:	Date:
Name of Organization or Individual Applying:	
Amount of Grant Funding Received:	
\$	

EXPENDITURES (add separate page if more space is required)

Expenditures should be consistent with the application form and associated budget page for which BCAS Grant-in-Aid funding was approved. Proof of payment (Acceptable documentation includes invoices and corresponding receipts, bank statements, cancelled cheques, etc.) must be included with this Project Completion Report. Detail any project budget amendments and include correspondence confirming BCAS pre-approval of budget amendments not forming part of the original application and associated budget page. Where total project expenditures were less than expected resulting in a surplus, ensure return of these surplus funds to the BCAS Secretary with the submission of this Report.

Supplies, Materials	Amount
Equipment	

Labour	
Other	
TOTAL	
Approved Project Budget Amendments	
Surplus To Return	
TOTAL SURPLUS TO BE RETURNED TO BCAS	
TOTAL BUDGET EXPENSES (minus surplus)	

PROJECT COMPLETION SUMMARY (add separate page if more space is required)

Please include a project brief with this report summarizing: what need(s) the project has met, how it benefits the community, noteworthy project successes, challenges encountered completing the project, any project changes, remaining tasks, next steps, etc. Where possible, please include photos of project outcomes, etc., as applicable.

Project Completion Summary

DECLARATION

1. I represent the Applicant/Organization and I am authorized to submit this Project Completion Report.
2. The information I have provided in this Project Completion Report is true, accurate and complete in every respect.

NAME: _____ PHONE: _____

EMAIL: _____

SIGNED: _____ DATE: _____