



Alpha State Texas Educational Foundation (ASTE F)

2023 - 2024 Project Stipend Report

Mid-Year Report – Due January 31, 2024

Recipients of ASTEF Project funds are required to complete and submit a **Mid-Year** and an **End-of-Year** report and an accounting of how grant funds were used. ASTEF is required under IRS regulations to ensure that funds are used only for the project as approved. ASTEF has the authority to recover funds in the event that funds are, or appear to be, misused. **NOTE: If you have already completed the project, you have the option of completing both the Mid-Year and the End-of-Year Report and submitting both at the same time. In any case, both reports must be completed and submitted no later than the respective due date.**

Project Title:	
Project Type (Select one):	<input type="checkbox"/> Individual <input type="checkbox"/> Chapter <input type="checkbox"/> Council <input type="checkbox"/> Area
<u>Recipient Name</u> (Name of Individual, Chapter, Council, or Area Number that corresponds to the application) and Area Number	
Amount of Funding Awarded:	\$
Amount of Funding Expended:	\$

Describe project activities that have already been conducted. What other activities will be done to complete your project?

To date, how have ASTEF funds been used? Refer to your budget in the application for how funds were approved to be used. Also complete the expenditure report (page 3).

*Specifically, **how** have members been involved in the project thus far and **how many** members have been involved in some aspect? If an **individual** project, how have you been directly involved in implementing the project?*

How has the project been modified/adjusted for any challenges or barriers encountered?

Has the project been completed? If not, when it is expected to be completed?

Project Manager completing this Mid-Year Report:

Name:	Personal Email:
Mailing Address:	City/Zip Code:
Telephone:	Alt. Phone:

By typing your name below, you are certifying that the information contained herein is true and correct.

Your Typed Name:	Date:
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Include photos (preferably in .jpg) with captions (or video clip) of the project in action. Keep on file a photo release for all persons photographed.

Complete the expenditure report on page 3.

By January 31, 2024, send report (including photos) electronically to: programs.astef@gmail.com

Note: An End-of-Year Project Report must be submitted by June 1, 2024. With the End-of-Year Report, include both photos with captions (or video clips) of the project in action and an article suitable for publishing. Project stipend recipients are also required to create a project scrapbook (5 – 10 pages) to display for exhibit at the Regional Area Workshop or TSO Convention. A photo release for all persons photographed must be kept on file with the individual or group submitting reports and/or display.

Mid-Year Expenditure Report For Project Stipend Recipients

Refer to the budget in your approved Project Stipend Application and list expenditures that correspond to the approved budget. List expenditures to date.

Keep original receipts on file should additional verification be requested. Any funds remaining unspent as of June 30, 2024, must be returned to ASTEF. Contact: programs.astef@gmail.com for clarification if needed.

Items Purchased with ASTEF Funds:	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expended To Date	\$

List other funding/donations/contributions for the project to date:

Source of Other Funding and Description of Item(s)	Amount/Value
	\$
	\$
	\$
	\$
Total of Other Funding Expended To Date	\$