



USE FOR
GRANTS
OCCURRING
BEFORE 2013

HAWAII COMMUNITY FOUNDATION

Community Funds Reporting Guidelines

East Hawai'i, Ewa Beach, Ho'ohui o Waimea (Smart), Kahuku,
A.S. Knudsen-Kaua'i Community Funds, Kuki'o, Lana'i, West Hawai'i

Below are guidelines for the final report that you are required to submit one month after your project end date. The guidelines are designed to serve two primary functions: first, to give you an opportunity to convey the information and stories which you feel best capture the work that was done during the grant period; and second, to allow us to gather information about the overall impact of grants through this fund in our communities. The real value of these reports falls more on the side of learning than oversight. Your candor about what worked and what didn't is what makes these reports useful.

Please include the following information:

1. Final Report Cover Sheet (see attached)
2. The Project
 - a. *What issue is your program or project designed to address?*
 - b. *What did you do? Who benefited from your project? Were there modifications from your original project? If so, in what ways? (Note: modifications should be approved by HCF prior to implementing)*
 - c. *What challenges did you encounter? What lessons did you learn?*
 - d. *What is the impact or accomplishments of your project? How do you know? What indicators are you using to measure the impact?*
 - e. *What unexpected benefits occurred as a result of your project?*
 - f. *What is the next step for this program or project? Is the program likely to be sustained?*
3. Tell Us Your Story

Please use this opportunity to tell the stories and convey the experiences that you feel best capture your work and the impact this project has had.
4. Financial Report - The financial report should include:
 - a. The original project budget and the actual project expenditures;
 - b. Other sources of income received (including in-kind) for the project (if applicable)

We hope these guidelines are clear and useful. We look forward to receiving your report and reading about the work you have done. If you have any questions, please contact Christel Wuerfel, Philanthropic Services Assistant, at 537-6333 or cwuerfel@hcf-hawaii.org or the Program Officer monitoring your project. The toll free number for Neighbor Islanders is 1-888-731-3863.

Please email the report to advisorycommittee@hcf-hawaii.org with the applicable fund name in the subject line.

We thank you for your contribution to our community.



HAWAII COMMUNITY FOUNDATION

Community Funds Final Report Coversheet

Please Print or Type

1. Project Information

Title: _____
HCF Grant ID#: _____
Amount Awarded: \$ _____ Grant Period of Award: _____

2. Organization Information

(If you have used a fiscal sponsor that is a 501(c)3 tax-exempt organization, you must also complete Section 5.)

Organization: _____
Address: _____ Phone: _____
_____ Fax: _____
Website: _____ Email: _____

3. Organization's Chief Staff or Volunteer

Name: _____ Phone: _____
Title: _____ Fax: _____
Email: _____

4. Contact for this request *(if different from chief staff or volunteer)*

Name: _____ Title: _____
Address: _____ Phone: _____
_____ Fax: _____
Email: _____

5. Fiscal Sponsor Organization Information *(complete if you used a fiscal sponsor)*

Organization: _____
Address: _____ Phone: _____
_____ Fax: _____
Contact: _____ Title: _____

Ewa Beach (96706)	Kahuku (96731)	Hawai'i Island	Lana'i Island	Kaua'i Island
<input type="checkbox"/> Ewa Beach Community Fund (up to 24 months)	<input type="checkbox"/> Kahuku Community Fund	<input type="checkbox"/> East Hawai'i Fund <input type="checkbox"/> Kuki'o Community Fund <input type="checkbox"/> Ho'ohui o Waimea <input type="checkbox"/> West Hawai'i Fund	<input type="checkbox"/> Lana'i Community Benefit Fund	<input type="checkbox"/> A.S.Knudsen Fund – Kaua'i Community Grants

Two signatures required:

We agree that the information provided in this final report is true and accurate.

Executive Director (or Chief Compensated Staff)

President, Board (or Chief volunteer)

Print or Type Name and Title

Print or Type Name and Title