

VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

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Capacity Building Final Report (or Progress Report) Cover Sheet

The Trustees appreciate your work and look forward to learning more about it. Your final report provides important information that helps the Trustees to evaluate the Foundation's programs. Your candor about what worked and why -- and what didn't work and why not -- makes your report valuable and appreciated.

Your report is due no later than 13 months after the date of your grant award letter. The Foundation does not accept proposals from organizations with overdue reports.

Please complete this cover sheet, attach the narrative, an updated tracking matrix and final financial reports, and upload the PDF document to the grant portal "Reporting" section for this award. Direct questions to Kehau Meyer, Program Officer at 808-566-5537 or by email at kmeyer@hcf-hawaii.org.

Organization information	
Organization Name:	
Contact information for the person who prepared this report	
Name:	E-mail:
Title:	Tel:
Project information	
Grant ID#	Grant amount: \$
Project title:	
Attach financial report, narrative report, and tracking matrix	
<input type="checkbox"/> Financial report: Provide original project budget shown in your grant application Show all actual project income and expenditures Indicate expenses for which this Geist Foundation grant was used.	
<input type="checkbox"/> Narrative report: The capacity building issue addressed The activities that occurred The extent to which the outcomes described in the Project Matrix that was submitted in the original proposal were achieved or modified. Please include the original project matrix and complete the "Actual Changes" column Describe any short-term and long-term impact, positive or negative, on your organization that you foresee resulting from this work. Summarize major achievements during the program year If your project included working with a consultant, what 2 or 3 key insights did you gain about how to work effectively with a consultant? What advice would you give another non-profit embarking on a similar project about what you would do differently or the same?	
<input type="checkbox"/> Updated Tracking Matrix	