



HAWAII COMMUNITY FOUNDATION

Advisory Committee Funds Reporting Guidelines

Family Literacy/Literacy, Laila Twigg-Smith AIR,
Okumura Family Fund, and von Hamm Fund

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 (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 (including in-kind) for the project (if applicable)
5. Program/Project Matrix: (attached)
Submit an updated outcomes matrix reflecting your accomplishments while citing those in your proposal.
*NOTE: Matrix required only for those applicants who submitted a matrix with their initial proposal.

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 the Program Officer monitoring your project at (808) 537-6333. 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.



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Advisory Committee Funds Final Report Coversheet

Please Print or Type

1. Project Information

Title: _____

Fund: _____ 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 Name: _____ Title: _____

_____ Email: _____

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



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_____ Fund
Final Program/Project Matrix

	Objective	Program or Strategy	Actions	Outcomes	Indicators / Measures
	<i>Why are you doing this work?</i>	<i>What are you going to do?</i>	<i>How many people? How much time? How often?</i>	<i>What will be the effect of your program or strategy?</i>	<i>How will you know? What will you use to measure?</i>
<i>Submitted with Proposal</i>					
<i>Actual</i>					
<i>Submitted with Proposal</i>					
<i>Actual</i>					

**Please feel free to use additional sheets as necessary.*