HAWAI'I COMMUNITY FOUNDATION

Reporting Guidelines
Advancing Nonprofit Excellence
Executive Transition Program

Overview

Below are guidelines for the final report that you are required to submit. The guidelines are designed to give you an opportunity to convey the information and anecdotes which you feel best capture the work that was done during the grant period; and second, to allow us to report to various internal and external audiences about the work supported by this grant. The real value of these reports falls more on the side of *learning* than oversight. Your candor about what worked, and what did not is what makes these reports useful as communication and evaluation tools.

Final Reports

Please use the following descriptive file name when uploading your files: Application ID_Your Org Name_Final Report (.pdf or .doc) (for example: 'ExecTrans_2022_12345_HCF_FinalReport.pdf').

Reports should answer the following questions:

1. Did you hire a new executive director? If you did, please describe the characteristics of the person you hired and what impact you believe s/he will have on the organization. Please submit the new executive director's resume or curriculum vitae. If you have not yet hired a new executive please describe where you are in the process and what the challenges have been.
2. Were there any key insights, successes, and/or challenges that the board or senior staff learned about your organization through this transition process?
3. Please include a financial report detailing actual expenditures compared against the original project budget.

Final reports are due by the date indicated on your original grant award letter.

Please upload your final report directly to the Grants Portal. Scheduled reports may be found under the "My Grant Activities" section of the Grants Portal. For more information about how to submit reports, please refer to the Applicant User Guide and see page 21. If you have any questions, please contact kabalos@hcf-hawaii.org.

Grant Report Extensions

We are often asked about extending the deadline for a grant report. We understand that projects sometimes take longer to implement than initially anticipated. You can request a no-cost extension through the Grants Portal by accessing the grant under the Active Tab in the "My Applications Tracker." Please refer to page 20 of the Applicant User Guide for step-by-step instructions on submitting your no-cost extension request.