



COMMUNITY GRANTS FINAL / PROGRESS REPORT COVERSHEET

The Hawai'i Community Foundation and its fund advisory committees appreciate learning about your work. The report provides important information that helps to evaluate the overall impact of grants in our communities. Your candor about what worked and why – and what didn't work and why not – is what makes this report useful.

The report is due no later than 1 month after project end date. Please email the report with fund name in subject line to communitygrants@hcf-hawaii.org in PDF form and as one attachment. Submit a separate report for each fund.

Project Information			
Grant ID#		Grant Amount:	
Project Title:			
Grant Period:			
Organization Information			
Name:		Phone:	
Address:		Email:	
City, State, Zip:			
Fiscal Sponsor Organization, if applicable			
Name:		Phone:	
Address:		Email:	
City, State, Zip:			
Contact Information for the person who prepared this report			
Name:		Phone:	
Title:		Email:	
O`ahu Funds	Hawai`i Island Funds	Lana`i Funds	Kaua`i Funds
<input type="checkbox"/> Ewa Beach Community <input type="checkbox"/> Ka Papa O Kakuhihewa <input type="checkbox"/> Kahuku Community	<input type="checkbox"/> East Hawai`i <input type="checkbox"/> Kuki`o Community <input type="checkbox"/> West Hawai`i	<input type="checkbox"/> Lana`i Community Benefit	<input type="checkbox"/> A.S. Knudsen
Attach financial report			
<ul style="list-style-type: none"> Show all actual project income (including in-kind) and expenses. Show expenses for which this grant was used. Attach a copy of the original project budget included in your grant application. 			
Attach narrative report; max 2 single-spaced pages. No cover letters/videos/CDs/flash drives. Use these headings:			
<ul style="list-style-type: none"> Activities: Describe the activities conducted and the services delivered or products created, including quantities. Explain any changes from the activities described in your grant application. (You must use the grant only for the purpose stated in the grant award letter.) Results: Describe what happened as a result of the project, including any differences between these results and the expected results described in your grant application. What did you learn and what will happen next? Describe challenges encountered, unexpected benefits, and lessons learned. Describe future plans for this project or program. 			
Required Signature			
_____		_____	
Executive Director (or chief compensated staff)		Type or Print Name	Date
If fiscal sponsor is involved, an additional signature is required.			
_____		_____	
Executive Director of fiscal sponsor organization <i>If no ED, chief compensated staff person must sign.</i>		Type or Print Name	Date