FRED BALDWIN MEMORIAL FOUNDATION

827 Fort Street ♦ Honolulu ♦ Hawai'i ♦ 96813-4317 ♦ (808) 566-5524

Final Report / 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 grant applications from organizations with incomplete or overdue reports.
Please email your report to foundations@hcf-hawaii.org. in PDF form and as one attachment.

Project information	
Grant ID#	Date of award letter:
Project title:	
Grant amount: $	
Organization information	
Name:	Website:
Address:	Tel:
City, State, Zip:	Fax:
Contact information for the person who prepared this report	
Name:	E-mail:
Title:	Tel:
	Fax:

Attach financial and narrative reports.

☐ Financial report: Provide the original project budget shown in your grant application, and the actual project income and expenditures.

☐ Narrative report: Maximum 2 single-spaced pages. No cover letters, videos, CDs. Use these headings:

Activities Describe the activities performed 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 and activities stated in the grant award letter.)

Outcomes Describe what happened as a result of the project, including any differences between these outcomes and the expected outcomes 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   Type or print name   Date
If no ED, chief compensated staff person must sign.