KANETA FOUNDATION

827 Fort Street Mall ▪ Honolulu ▪ Hawai`i ▪ 96813-4317 ▪ (808) 566-5524

Progress/Final Report Cover Sheet

The Directors of the Kaneta Foundation appreciate your work and look forward to learning more about it. Your final report has two major purposes: It gives you the opportunity to describe the work you did in the grant period and the difference it made, and it provides important information to help the Directors assess the Foundation's programs. The report is a learning tool. Your candor about what worked and why – and what didn't work and why not – makes your report valuable and appreciated.

Please mail your report to the address shown above.
Please direct questions to Pam Funai at pfunai@hcf-hawaii.org or (808) 566-5537.

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

Attach required narrative and financial reports

☐ **Narrative report.** Please be brief (1-3 pages), and use these headings:

Issue What issue does your program or project address?

Activities Describe what your organization or program did in the grant period, including numbers of people served or services delivered.

Outcomes What is the impact of your organization's or program's work? How do you know?

What did you learn and what will happen next? Describe challenges encountered, unexpected benefits, and lessons learned. What are the next steps?

Stories Please briefly share a story or experience that best captures your work and its impact.

☐ **Financial report.** Please provide:

An itemization of the expenditures for which this grant was used; and
Your organization's actual operating budget for the most recently ended fiscal year; and
Your organization's operating budget for the current fiscal year.

Required signature

_____ _____

Executive Director Type or print name Date

If no ED, chief compensated staff person must sign.