



COOKE FOUNDATION, LIMITED

...

ANNUAL REPORT 2014





*ANNA CHARLOTTE COOKE*

(1853-1934)

*photo by Matteo Sandona*



*CHARLES MONTAGUE COOKE*

(1849-1909)

*photo by Jim Carter*

## COOKE FOUNDATION, LIMITED

### MISSION STATEMENT

The Cooke Foundation supports worthy endeavors  
in the community that the family feels will make a significant difference  
in the betterment of welfare of the people of Hawaii.



# HISTORY

On June 1, 1920, the forerunner of the Cooke Foundation, Limited, the Charles M. and Anna C. Cooke Trust, was created by Anna C. Cooke. The purpose of the Trust was:

**"to assure in some measure the continuance of, and also to extend and expand, all worthy endeavors for the betterment and welfare of this community and other communities by gifts and donations to the United States of America, any State, Territory, or any political subdivision thereof, and to corporations now or here after organized and operated exclusively for religious, charitable, scientific, or educational purposes, or for the prevention of cruelty to children or animals ..."**

The funding for the Trust was 300 shares of Charles M. Cooke, Limited.

Anna Charlotte Cooke was born in Honolulu on September 5, 1853, the fifth child of William H. and Mary H. Rice, who were missionaries to the Islands. She grew up on Kauai, and in April of 1874 married Charles Montague Cooke. Charles M. Cooke was born in Honolulu on May 16, 1849, the fifth child of the missionaries Amos S. and Juliette M. Cooke. He died on August 17, 1909.

*...to extend and expand, all worthy endeavors for the betterment  
and welfare of this community and other communitites...*

Charles M. Cooke, Ltd. was formed, at Charles' suggestion, by incorporating his and Anna's holdings. He had obtained his considerable assets over the years by first working for Castle and Cooke; by investing in sailing ships carrying sugar, molasses and rice; by becoming a partner in Lewers and Cooke, Ltd., a lumber company; by acquiring large holdings in Lihue Plantation, Hawaiian Agricultural Company, and C. Brewer Company; and through other investments, such as Hawaiian Electric Company, Mutual Telephone Company and Ewa Plantation Company. After his retirement in 1894, he and P.C. Jones started Bank of Hawaii in 1897 and, later, Hawaiian Trust Company.

In 1898, as Charles was making his will, he wrote to Anna, in California at the time, suggesting that they merge their estates. He did not want his holdings to be made public when he died, as was customary in those times. Additionally, as stated in his will:

**"... the object of forming said corporation (Charles M. Cooke, Ltd.) was to hold my wife's and my own estate intact for the benefit and enjoyment of our children ..."**





Anna agreed to this plan, so Charles M. Cooke, Ltd. was formed with one-fifth shares belonging to Anna, and four-fifths to Charles M. Cooke. Clarence H. Cooke, speaking of his father:

**"... I have often marveled at the clear foresight of father in forming this corporation as a means of holding the family as a unit, each of his children continuing to hold equal interest in ownership. That never could have resulted if a distribution of his holdings had been made at the time of his passing, thus keeping the family together, and continuing the form of investments along the lines that he personally originated ..."**

Charles M. Cooke, Ltd. was dissolved at the end of 1942, and its assets distributed to its 58 stockholders. The first Trustees of the Charles M. and Anna C. Cooke Trust were Anna C. Cooke and her six children: C. Montague Cooke, Jr., Clarence H. Cooke, George P. Cooke, Richard A. Cooke, Alice C. Spalding, and Theodore A. Cooke. Meetings were held on Thanksgiving Day on Anna's lanai at her country home at Malaekahana.

In 1971, Theodore Cooke, who had served as president of the Trust since 1944 when he succeeded Clarence Cooke, resigned. Richard Cooke, Jr. was then elected president of the Trust that had now passed to the third generation of Cookes.

In June of 1971, Charles M. and Anna C. Cooke Trust, a private foundation, was incorporated in compliance with the Internal Revenue Code. Charles M. and Anna C. Cooke, Ltd. was formed. In 1972, the first annual report was published by the Trust. Four Trustee meetings per year were scheduled. Past meetings had been held once a year in December at Theodore Cooke's home. The assets of the Trust were transferred to Hawaiian

Trust Company, Ltd. to act as financial agent, manage the endowment portfolio, and act as grants administrator. Prior to this, Clarence Cooke and then Theodore Cooke had managed the portfolio and been grants administrators. The number of Trustees was later increased from five to six so that each family would be represented.

In 1980, the name of Charles M. and Anna C. Cooke, Ltd. was changed to the Cooke Foundation, Limited,

**"...recognizing the expanded interests of family members, and wishing to reflect this broadened perspective, we have become the Cooke Foundation, Limited as of July 1, 1980."**

Samuel A. Cooke was made a Trustee in 1973, and when Richard Cooke moved to California in 1989, Samuel Cooke, a member of the fourth generation, was elected president. In 1988, the Hawaii Community Foundation was made grants administrator.

At the 1987 April meeting, the Trustees adopted the policy that each Trustee appoint one or two alternates from their branch of the family to serve in their stead when they were unable to attend a meeting, or in the case of the Trustee's death, to be the successor to the Trustee, subject to the board's approval. The Alternate Trustees receive a copy of the minutes of meetings and attend the last board meeting of each year. In this way, the Trustees felt that more members of the family would become involved in the Cooke Foundation, Limited.

(Quotations are from Charles Montague Cooke 1849-1909 by Clarence H. Cooke, 1942; and Cooke Foundation, Limited, 1980 Annual Report.)





## TRUSTEES AND SUCCESSORS OF CHARLES M. COOKE, LIMITED

*Charles M. and Anna C. Cooke Trust and the Cooke Foundation, Limited*

### ORIGINAL TRUSTEES

### SUCCESSOR TRUSTEES

**Anna C. Cooke**  
1920 - D. 1934

**C. Montague Cooke Jr.**  
1920 - D. 1948

**Carolene C. Wrenn**  
T. 1948 - R. 1971

**Samuel A. Cooke**  
T. 1973 - R. 2012

**Catherine L. Cooke**  
T. 2012 -

**Gregory C. Wrenn**  
T. 2014 -

**Clarence H. Cooke**  
1920 - D. 1944

**Richard A. Cooke Jr.**  
T. 1944 - R. 1998

**Lynne Johnson**  
T. 1998 - R. 2014

**George P. Cooke**  
1920 - D. 1960

**Dora C. Derby**  
T. 1971 - R. 1989

**Anna Derby Blackwell**  
T. 1989 - R. 2008

**Caroline Bond Davis**  
T. 2008 -

**Richard A. Cooke**  
1920 - D. 1941

**Dorothea C. Paris**  
T. 1941 - D. 1982

**Betty P. Dunford**  
T. 1982 - R. 2004

**Lissa Dunford**  
T. 2004 -

**Alice C. Spalding**  
1920 - R. 1963

**Philip E. Spalding**  
T. 1963 - R. 1971

**Charles C. Spalding**  
T. 1971 - R. 1991

**Charles C. Spalding Jr.**  
T. 1991 -

**Theodore A. Cooke**  
1920 - R. 1971

**Catherine C. Summers**  
T. 1971 - R. 1993

**Dale S. Bachman**  
T. 1993 -







#### **FRONT ROW** (left to right)

**EDITH COOKE** *Alternate Trustee*  
**CATHERINE L. COOKE** *Vice President & Trustee*  
**CHARLES C. SPALDING JR.** *Vice President, Treasurer & Trustee*  
**CAROLINE BOND DAVIS** *Vice President, Secretary & Trustee*  
**BOYD DAVIS BOND** *Alternate Trustee*  
**TYLER SPALDING** *Alternate Trustee*

#### **NOT PICTURED**

**ALISON BACLIG** *Alternate Trustee*  
**RIKKI COOKE** *Alternate Trustee*  
**FRED COWELL** *Alternate Trustee*  
**JULIET MATSUMURA** *Alternate Trustee*  
**THANE PRATT** *Alternate Trustee*  
**NICOLE SPALDING** *Alternate Trustee*  
**GREGORY C. WRENN** *Vice President & Trustee ++*

#### **BACK ROW** (left to right)

**DALE S. BACHMAN** *President & Trustee*  
**AMBER STRONG MAKAIU** *Alternate Trustee*  
**ROBERT COWELL** *Alternate Trustee*  
**LYNNE JOHNSON** *Vice President & Trustee +*  
**LISSA DUNFORD** *Vice President & Trustee*  
**SAGE SPALDING** *Alternate Trustee*

+ Retired 2014

++ Elected 2014





## THEY ALSO SERVED

The Cooke Foundation, Limited is the innovating leader in a family foundation board succession practice that engages family members and is unique in Hawaii and on the Mainland. Its purpose is to provide for orderly transitions in Trustee board service, and diverse and informed points of view in the Foundation's decision making.

*...hard at work in the community, familiar with (or even working with)  
nonprofits in Hawaii, or possessing some special experience or expertise...*

Many family foundations have "Junior Boards" which are sometimes allocated funds by the Trustees to distribute. Some foundations even require service on the junior board before people can be considered for the full board; others allocate full board seats to junior members on a rotating basis.

For The Cooke Foundation, Limited, each Trustee has two Alternates: generally younger than they are, not always from the same family line, but ready to step in when a Trustee must be absent, or when the Trustee retires. They are usually hard at work in the community, familiar with (or even working with) nonprofits in Hawaii, or possessing some special experience or expertise which relates to Cooke Foundation, Limited aims, purposes, and special focuses. Two examples: Rikki Cooke is the Foundation's asset on Molokai, participates on several Molokai groups (e.g., Molokai Land Trust) and is knowledgeable about others. David Steadman (a former Alternate) had an illustrious career on the Mainland turning around art museums to make them viable in the present day.

Having a knowledgeable Alternate on Oahu can be a godsend for Trustees who live on the Neighbor Islands or even on the Mainland.

Then Trustee Samuel A. Cooke suggested establishing Alternate Trustees in the 1980s and by 1987 they were part of the Foundation's by-laws. Alternates have been sitting in for, and succeeding, Trustees ever since. They are polled as to their views on proposals, invited to a Trustee meeting annually, and participate in biennial retreats at which Trustees and Alternates determine the course that Cooke Foundation, Limited will follow in the future.



Alternates also take on projects at the request of the Trustees. For example, former Alternate (now Trustee) Gregory C. Wrenn has, since 2008, organized and coordinated the Beautification Award for Public Schools project: one school each at the elementary, middle and high school level from anywhere in Hawaii is chosen every two years to receive a cash prize for a campus beautification project - landscape or graphic art - that enhances that school's "ambiance" as it creates pride and appreciation among students, teachers and the school community. Other Alternates assist Greg by reviewing the applications and, in some cases, making visits to schools that receive awards.

Currently there are 11 Alternate Trustees who are learning about and adding value to the Cooke Foundation, Limited. Collectively they live on five islands and the mainland, have expertise in many fields (including the arts, education and the environment) and provide the Trustees with a wide perspective.

#### Current Alternates, their callings, and their descent are:

- Alison Baclig, teacher at Hanahauoli School: *C. Montague Cooke, Jr.*
- Edith Cooke, psychologist practicing in California: *C. Montague Cooke, Jr.*
- Fred Cowell, prominent in the Kona coffee industry: *Clarence Hyde Cooke*
- Robert Cowell, prominent in the Kona coffee industry: *Clarence Hyde Cooke*
- Boyd Davis Bond, oral historian and Kohala community worker: *George P. Cooke*
- Juliet Matsumura, DOE teacher: *Richard A. Cooke*
- Richard A "Rikki" Cooke III, photographer: *Richard A. Cooke*
- Nicole Spalding, realtor: *Alice Cooke Spalding*
- Tyler Spalding, CPA: *Alice Cooke Spalding*
- Amber Strong Makaiau, University of Hawaii director of curriculum and research: *Theodore A. Cooke*
- Thane Pratt, naturalist, Hawaii Volcanoes National Park: *Theodore A. Cooke*

#### Since the role of Alternate Trustee was established, there have been 27 alternates. Previous Alternates are:

- Heaton Wrenn III: *C. Montague Cooke, Jr.*
- Frances Kay Brossy: *Clarence Hyde Cooke*
- David Steadman: *Clarence Hyde Cooke*
- John M. Derby, Sr.: *George P. Cooke*
- Starr E. Cooke: *Richard A. Cooke*
- Michael Spalding: *Alice Cooke Spalding*
- Philip Spalding III: *Alice Cooke Spalding*
- Sage Spalding: *Alice Cooke Spalding*
- Lee Summers Wild: *Theodore A. Cooke*

#### Alternates who became Trustees:

- Catherine L. Cooke (*succeeded Samuel A. Cooke*)
- Elizabeth "Lissa" Dunford (*succeeded Elizabeth P. Dunford*)
- Anna Derby Blackwell (*succeeded Dora C. Derby*)
- Caroline Bond Davis (*succeeded Anna Derby Blackwell*)
- Gregory C. Wrenn (*succeeded Lynne Johnson*)
- Charles C. "Cary" Spalding, Jr. (*succeeded Charles C. Spalding*)
- Dale Bachman (*succeeded Catherine Cooke Summers*)

The Foundation's practice of creating Alternate Trustees has meant that new Trustees come to the position with years of experience with the Foundation and with the "cousins" with whom they will serve. Family foundations are families as well as foundations, and building and sustaining relationships over time strengthens the organization's governance and smooth succession.





# YEAR IN REVIEW

The Trustees of the Cooke Foundation, Limited are proud to support the efforts of Hawaii nonprofit organizations that provide meaningful programs and services and develop innovative ways to maximize their resources. Through grant awards to charitable organizations, the Cooke Foundation invests in and contributes to the well-being of communities throughout our state. We are pleased to highlight the work of five grantee organizations that exemplify the variety and impact of the projects funded by the Foundation this year.



## HAWAIIAN MISSION HOUSES HISTORIC SITE AND ARCHIVES

### 2014 Theatrical Productions

Actor portrays Dr. John Mott-Smith, Hawaii's first royal dentist and last Kingdom ambassador to the United States

The Cooke Foundation provided support during the past two years to help Hawaiian Mission Houses create one of their new signature programs, called Cemetery Pupu Theatre, a kind of museum dinner theatre presented at Oahu Cemetery. Each year, a new themed production takes audiences back to our shared history and allows them to “meet” people who have influenced Hawaiian history and hear their stories. The scripts are researched and documented, making the program a dramatic performance of authenticated history. In 2013, Hawaiian Mission Houses created *Tales from the Sea*, and in 2014, *For the Sake of the Public Health*, each play presenting the stories of five people intimately involved in that year's theme. The scripts are professionally written, and the play is directed and performed by acclaimed local actors. Actors stand by the memorial stones of the person they portray, and the audience rotates between stationed actors. Audiences have raved about the unique experience in a cemetery that combines good food, good conversation and good theatre.







## HOSPICE OF HILO

### Launching the Hawaii Palliative Care Center

The Palliative Care Center Team

Navigating a complex health system when diagnosed with a serious illness can be both terrifying and confusing for patients and the loved ones who care for them. To help alleviate the physical and emotional suffering of patients throughout East Hawaii, Hospice of Hilo launched the Hawaii Palliative Care Center in February of 2014. The team, consisting of Palliative Care Specialist Dr. Frances Spector, Care Coordinator Julie Kai and Nurse Practitioner Joanne Potts, supports patients to provide relief from the pain, symptoms, stress, and confusion of living with a serious illness. Patients are able to access this program at any stage of a serious illness and can receive support alongside curative treatment. To date, the team has provided assessments, guidance and support to patients and their loved ones in over 160 patient visits in a hospital setting and at the clinic. A previous patient described the care as, "Like receiving a glass of cold water after walking across the desert." By offering this extra layer of support, patients can experience improved quality of life as they seek out care that aligns with their wishes.







## LEADERSHIP KAUAI

### Piina Hoku Youth Leadership Training

Piina Hoku students participate in a  
“trust fall” activity

In 2003, Kauai volunteers from major community sectors stepped forward to launch Leadership Kauai to identify and develop individuals to lead Kauai into the 21st century. Today, the mayor, members of the County Council, school principals, nonprofit executives, and others are among Leadership Kauai's 173 adult and 114 youth alumni who serve communities island wide. Leadership Kauai's Piina Hoku (“Stars that Rise”) youth program began a multi-year expansion project in 2012 in public high schools to teach the fundamentals of leadership to many more students. Leadership is now part of the curriculum for all grade levels at Kapaa High School and the inaugural class will graduate in June 2015. With Cooke Foundation support, Leadership Kauai has implemented the program in partnership with the Department of Education, Kapaa High School administration and faculty, Kauai County officials, Kauai Chamber of Commerce, Kauai Community College, and other organizations. It plans to engage students in all of Kauai's public, private and charter schools in developing their full potential as leaders.







## PBS HAWAII

### NEW HOME Campaign

Rendering of New Facility

After 50 years of sharing space at the University of Hawaii, PBS Hawaii's lease is about to expire and the public television station is in the final stages of its NEW HOME Campaign. PBS Hawaii has made a mortgage-free purchase of a property on Sand Island Access Road and is conducting a fundraising campaign to pay for the renovation and expansion of an existing building. PBS Hawaii will soon begin construction and expects to be in its new home in early 2016. The new building will be comprised of a main television studio and a smaller interview studio, an emergency broadcast center, and a media innovation center, which will house HIKI NO, PBS Hawaii's flagship digital literacy and learning initiative. Designed to be a community gathering place, the facility will help PBS Hawaii better accommodate the public, with space for audience seating, moveable stages and sets, and a large area for community volunteers. PBS Hawaii will take full advantage of up-to-date media technology in its new 21st century headquarters.







## WAIKOLOA DRY FOREST INITIATIVE

### Hoola Hou

Third grade students learn about  
the dryland forest

The Waikoloa Dry Forest Preserve, located on the leeward side of the Big Island, encompasses 275 acres of remnant dryland forest. The Waikoloa Dry Forest Initiative's Hoola Hou project was introduced to bring the dryland forest back to life through natural resource management and community education and participation. Since the beginning of 2014, the project has dramatically reduced invasive plants and the threat of fire within the preserve while promoting the recovery of the native forest. Initiative staff and many volunteers, including students, have replaced weeds with 2,000 native plants in just ten months. In addition to land management and forest restoration, Cooke Foundation support has helped the organization improve existing programs to educate more adults and children in the community about the ecological and cultural importance of native dryland forest ecosystems. These activities have engaged 600 people in planting ten acres of future forest this year, leaving a legacy for future generations.





# YEAR IN REVIEW

These programs and services, as well as the others listed in this report, enrich the lives of many in our community. With deep appreciation, we salute the tireless work of the leadership, staff and volunteers of Hawaii's nonprofit organizations.

2014 marked a transition for the Cooke Foundation with the resignation of Trustee Lynne Johnson. During her 16 year tenure, Lynne made many contributions to the work of the Foundation, including inspiring the Cooke Foundation Beautification Award for Public Schools that began in 2008. The Foundation has benefited from Lynne's knowledge and wisdom, as have other organizations including the Honolulu Museum of Art (founded by Anna C. Cooke), on whose board she serves as Trustee. We are grateful to Lynne for her many years of service and guidance. With the resignation of Lynne, Gregory Wrenn was elected as a Trustee of the Foundation. Gregory previously served as an Alternate Trustee and we look forward to his participation in the Foundation's activities on behalf of the community. Lastly, I would like to thank Anna Derby Blackwell who contributed the essay in this report about the Foundation's Alternate Trustees.



**DALE S. BACHMAN**

*President and Trustee*



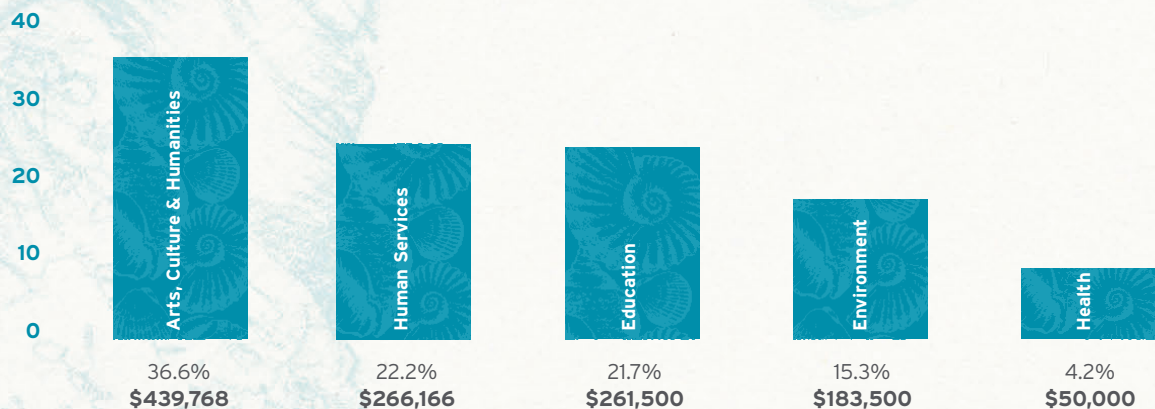


## SUMMARY OF GRANT AND CONTRIBUTION DISTRIBUTIONS

Years Ended June 30, 2014 - 2010

	2014 AMOUNT / PERCENT	2013 AMOUNT / PERCENT	2012 AMOUNT / PERCENT	2011 AMOUNT / PERCENT	2010 AMOUNT / PERCENT
Arts, Culture & Humanities	\$439,768 / 36.6%	\$389,500 / 36.4%	\$245,000 / 30.5%	\$290,540 / 29.7%	\$410,149 / 39.0%
Community Development					\$43,000 / 4.1%
Education	\$261,500 / 21.7%	\$188,000 / 17.6%	\$178,000 / 22.1%	\$196,712 / 20.1%	\$194,000 / 18.4%
Environment	\$183,500 / 15.3%	\$129,800 / 12.1%	\$110,000 / 13.7%	\$229,000 / 23.4%	\$95,000 / 9.0%
Health	\$50,000 / 4.2%	\$70,000 / 6.5%	\$80,000 / 10.0%	\$95,000 / 9.7%	\$52,500 / 5.0%
Human Services	\$266,166 / 22.2%	\$218,585 / 20.4%	\$130,034 / 16.2%	\$136,833 / 14.0%	\$128,333 / 12.2%
Religion/Spiritual Development		\$10,000 / 0.9%	\$35,000 / 4.4%		\$35,000 / 3.3%
Youth Development		\$65,000 / 6.1%		\$30,000 / 3.1%	\$95,000 / 9.0%
Other			\$25,000 / 3.1%		
<b>Total</b>	<b>\$1,200,934 / 100%</b>	<b>\$1,070,885 / 100%</b>	<b>\$978,085 / 100%</b>	<b>\$1,052,982 / 100%</b>	<b>\$1,127,319 / 100%</b>

### PERCENT OF TOTAL 2014





## GRANTS July 1, 2013 - June 30, 2014

### ARTS, CULTURE AND HUMANITIES

#### CAPITAL

Artspace Projects, Inc.....	\$20,000
<i>Ola Ka Ilima Artspace Lofts</i>	
Bishop Museum.....	\$50,000
<i>Comprehensive Architectural and Programmatic Renovation of the Historic 120-year-old Pacific Hall</i>	
Hawaii Public Television Foundation dba PBS Hawaii.....	\$50,000
<i>NEW HOME Campaign</i>	
Manoa Heritage Center.....	\$100,000
<i>Manoa Heritage Center Visitor Hale and Education Center</i>	

#### PROGRAM

Aha Kane Foundation for the Advancement of Native Hawaiian Males.....	\$19,768
<i>Hale Mua Project</i>	
Friends of the Palace Theater.....	\$10,000
<i>Theater Lighting and Audio Upgrades</i>	
Hawaii Opera Theatre.....	\$20,000
<i>Hawaii Opera Theatre production of Gilbert &amp; Sullivan's The Mikado</i>	
Hawaii Youth Opera Chorus.....	\$20,000
<i>Music Education for Oahu Elementary Schools</i>	
Hawaiian Mission House Historic Site and Archives.....	\$5,000
<i>HMH 2014 Theatrical Productions</i>	
Honolulu Museum of Art.....	\$20,000
<i>Improving the Quality of the Visitor's Experience</i>	
Honolulu Museum of Art.....	\$100,000
<i>Annual Grant</i>	
Tri-Isle Resource Conservation and Development Council.....	\$5,000
<i>Makawao Historical Walking Tour</i>	
University of Hawaii Foundation.....	\$20,000
<i>Curve of the Hook Book</i>	

**TOTAL FOR ARTS, CULTURE AND HUMANITIES.....** \$439,768

### EDUCATION

#### CAPITAL

Lutheran Church Missouri Synod Good Shepherd Preschool.....	\$5,000
<i>Preschool Expansion Project</i>	
Pacific Buddhist Academy.....	\$25,000
<i>Construction of a New Classroom Building</i>	
Paia Youth Council, Inc.....	\$5,000
<i>Equipment upgrade for Paia Youth &amp; Cultural Center's Hekili Multimedia Lab Program</i>	
St. Andrew's Priory School.....	\$25,000
<i>Education Equity and Access - Strategic Initiative</i>	
St. John Vianney Parish School.....	\$15,000
<i>An Early Learning Center for 3-year-old children</i>	
University of Hawaii Foundation.....	\$50,000
<i>Culinary Institute of the Pacific at Diamond Head</i>	

#### PROGRAM

Aikahi Elementary School.....	\$5,000
<i>2013 Cooke Beautification Award</i>	
After-School All-Stars Hawaii.....	\$15,000
<i>After-School Programs in Ten Title I Schools</i>	
Big Island Mediation, Inc.....	\$6,500
<i>Big Island Middle School Pilot Program Phase II - Conflict Resolution Education/Peer Mediation</i>	
Boys & Girls Club of Hawaii.....	\$50,000
<i>General Operations</i>	
Friends of Hawaii Robotics.....	\$10,000
<i>Waialua Intermediate STEM Learning Center</i>	
Friends of the Future.....	\$30,000
<i>Unwrapping the Standards</i>	
Kuikahi Mediation Center, Inc.....	\$5,000
<i>East Hawaii Peer Mediation Elementary School Pilot Project</i>	
Leadership Kauai.....	\$15,000
<i>Piina Hoku Youth Leadership Training Expansion 2013-2014</i>	

**TOTAL FOR EDUCATION.....** \$261,500





## ENVIRONMENT

### CAPITAL

Camp Mokuleia Inc.....\$25,000  
*A Sustainable Transformation at Camp Mokuleia*

National Tropical Botanical Garden.....\$50,000  
*Cultivating Paradise: The Campaign for National Tropical Botanical Garden*

### PROGRAM

Malama Maunalua.....\$25,000  
*Growing Volunteer Leaders: Community Kuleana in Action*

The Nature Conservancy of Hawaii.....\$50,000  
*Protecting Kauai's Native Forests*

Trust for Public Land.....\$20,000  
*The Trust for Public Land's Agriculture Initiative*

Waikoloa Dry Forest Initiative.....\$13,500  
*Hoola Hou*

**TOTAL FOR ENVIRONMENT.....\$183,500**

## HEALTH

### CAPITAL

Kapiolani Health Foundation.....\$50,000  
*Phase 1 Renovation of Kapiolani Medical Center for Women & Children*

**TOTAL FOR HEALTH.....\$50,000**

## HUMAN SERVICES

### CAPITAL

American Cancer Society.....\$10,000  
*Hope Lodge Hawaii - Temporary housing facility for cancer patients who are undergoing treatment*

IHS, The Institute for Human Services, Inc. ....\$20,000  
*IHS's Rooftop Training and Education Center "Kulia I Ka Nuku"*

Kauai Christian Fellowship.....\$50,000  
*Youth and Sports Center*

Kauai Habitat for Humanity.....\$25,000  
*Eleele Iluna Subdivision Infrastructure*

The Arc of Hilo.....\$12,000  
*Roof Replacement Phase II*

### PROGRAM

Big Brothers Big Sisters Hawaii, Inc.....\$19,500  
*West Hawaii Island Expansion*

Extreme Response International, Inc.....\$5,000  
*Philippines Typhoon Haiyan Disaster Relief*

Hawaii Community Foundation.....\$66,666  
*Pathways to Resilient Communities*

Hospice of Hilo.....\$15,000  
*Hospice of Hilo's Hawaii Palliative Care Center*

Love the Journey, Inc. ....\$5,000  
*Extended Furlough Housing Program*

Mental Health Kokua.....\$5,000  
*Video Support to Help Reduce Mental Health Stigma*

Project Vision Hawaii.....\$18,000  
*Better Vision for Hawaii: A Cataract Surgery Program for the Underserved*

The Salvation Army-Hawaiian  
& Pacific Islands Division.....\$10,000  
*Preschool & Therapeutic Nursery Outdoor Play Area Enhancement, Phase 2*

Waikiki Health.....\$5,000  
*"Sew Awesome": A Pilot Sewing Skills Job Training Program to Empower Homeless Women*

**TOTAL FOR HUMAN SERVICES.....\$266,166**

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**TOTAL GRANTS  
AND CONTRIBUTIONS.....\$1,200,934**





# GRANT APPLICATION GUIDELINES

## MISSION

The Cooke Foundation supports worthy endeavors in the community that the family feels will make a significant difference in the betterment and welfare of the people of Hawaii.

## ELIGIBILITY AND PRIORITIES

- The Foundation's priority interests are arts, culture and humanities; education; environment; and human services. The Foundation may make grants in other areas of interest at the discretion of the Trustees, but unsolicited proposals outside its priority interests will not be considered.
- Applicants must be classified under section 501(c)(3) of the Internal Revenue Code. The Foundation does not make grants to supporting organizations classified under section 509(a)(3) of the Internal Revenue Code or other organizations requiring expenditure responsibility.
- Applicants must be in existence for five years based on the Internal Revenue Service ruling date of federal income tax exemption and be in stable financial condition.
- The Foundation does not generally fund loans; operating support; endowments; funds for re-granting; conferences, festivals, and similar one-time events; religious programs; activities that have already occurred; scholarships; and grants to individuals or for the benefit of identified individuals.
- Applications from a unit of the University of Hawaii must be submitted through the University of Hawaii Foundation.
- A grantee may not receive more than one grant in any fiscal year (July through June), except that a grantee serving as the fiscal sponsor for another organization may receive a second grant for its own project.
- The term of a grant is usually one year. Grantees may reapply for funding in subsequent years, but must submit a final report before reapplying. In general, organizations may receive a maximum of three consecutive years of grant support.
- The Foundation may choose to fund over a number of years. In the case of a multi-year pledge, payments are released in 12-month intervals, and each payment is contingent on receipt of a satisfactory progress report.
- Requests to the Foundation over \$5,000 may not exceed 30% of the project budget.
- Requests for more than \$20,000 must be sponsored by a Trustee.
- The Foundation does not accept incomplete applications or applications from organizations with overdue reports.





## APPLICATION PROCEDURES

### Online Submission

This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <http://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

### Note

If you are requesting an account for the first time, it may take two to three days for you to receive the account information. We recommend that you request your account early to give yourself adequate time to complete the application by the submission deadline. If you are not able to submit your proposal online, please contact Terry Savage, via email at [tsavage@hcf-hawaii.org](mailto:tsavage@hcf-hawaii.org) or call (808)566-5508 or toll free from neighbor islands (888)731-3863 ext. 508

## EXECUTIVE SUMMARY

Please summarize the proposal narrative that follows as concisely as possible, using the same headings. (Maximum 4,000 character count, single spaced)

## PROPOSAL NARRATIVE

**Organization:** Describe the organization, including mission and history, year established, geographic reach, staff size, and staff capabilities to conduct the proposed work. (Maximum 3,500 character count, single spaced)

**Problem or opportunity:** Describe the problem or opportunity to be addressed by the project. Describe the population that will benefit from the project, including an estimate of size or numbers. (Maximum 5,000 character count, single spaced)

**Activities:** Describe the activities to be performed, and the services or products to be delivered, including quantities and a timeline. If the project is a partnership, describe each partner's role. Explain why you chose this approach to the problem or opportunity. (Maximum 5,000 character count, single spaced)

**Expected results:** Explain how participants or the community will benefit. (Provide specific, measurable expected results.) Describe the plan to determine the effectiveness of the project. (Maximum 3,000 character count, single spaced)

**Funding plan:** Explain the project budget, including adjustments to be made if not all anticipated funding is received. Describe the plan, if any, to continue funding the project after the grant period ends. Requests to the Foundation over \$5,000 may not exceed 30% of the project budget. (Maximum 3,000 character count, single spaced)

## ADDENDUM FOR CAPITAL REQUESTS

**Capital campaign:** Describe how the capital campaign is being conducted and the experience of board members and staff with capital campaigns. Identify how much funding has been secured as of the date of the proposal. (Maximum 3,000 character count, single spaced)

**Construction:** Describe the form of site control, including relevant terms of long-term leases or purchase agreements if not under ownership. Describe the status and timeline for design and engineering work and the status of required permits. Provide the source for cost estimates. Describe who will manage the design and construction phases and their experience in this work. (Maximum 2,500 character count single spaced)

## ADDITIONAL REQUIRED DOCUMENTS

### Please upload these files:

- Project budget showing: Anticipated income (source, amount, restrictions, and whether secured or pending); Anticipated expenses (overall expenses and expenses for which Cooke Foundation grant will be used)
- Board of Directors list
- IRS 501(c)(3) determination letter (not required if applying through a fiscal sponsor)





- Organization's annual operating budget for the current year
- Organization's balance sheet for the most recently completed fiscal year
- Organization's income statement (or profit/loss statement) for the most recently completed fiscal year. Audited financial statements are preferred but not required. Local units of national organizations must submit local unit financial information.

**If a fiscal sponsor is involved, please upload the following additional files:**

- Fiscal sponsor's Board of Directors Resolution authorizing project fiscal sponsorship available at:  
<http://www.hawaiicommunityfoundation.org/nonprofits/fiscal-sponsor-materials>
- Fiscal Sponsor's Agreement (click to download template) available at:  
<http://www.hawaiicommunityfoundation.org/nonprofits/fiscal-sponsor-materials>
- Fiscal Sponsor's IRS 501 (c)(3) determination letter
- Fiscal Sponsor's Board of Directors list
- Fiscal Sponsor's annual operating budget for the current year
- Fiscal Sponsor's balance sheet for the most recently completed fiscal year
- Fiscal Sponsor's income statement (or profit/loss statement) for the most recently completed fiscal year. Audited financial statements are preferred but not required. Local units of national organizations must submit local unit financial information

**DEADLINES**

Applications submitted by 5:00 p.m. (HST) on the first business day in:	...will be considered at the Trustees' meeting in:	...and applicants will receive decision letters in:
<b>March</b>	<b>May</b>	<b>early June</b>
<b>September</b>	<b>November</b>	<b>early December</b>







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