



2019 ANNUAL REPORT

COOKE FOUNDATION, LTD.

MISSION STATEMENT

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.



ANNA CHARLOTTE COOKE

(1853–1934)

photo by Matteo Sandona



CHARLES MONTAGUE COOKE

(1849–1909)

photo by Jim Carter

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.

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...”

“...extend and expand, all worthy endeavors for the betterment and welfare of this community and other communities...”

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 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 a 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,

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.

"...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."

TRUSTEES & SUCCESSORS

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 –
Clarence H. Cooke 1920 – D. 1944	Richard A. Cooke Jr. T. 1944 – R. 1998	Lynne Johnson T. 1998 – R. 2014	Gregory C. Wrenn T. 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	Elisabeth (Lissa) Dunford T. 2004 –
Alice C. Spalding 1920 – R. 1963	Phillip 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 –	Amber Strong Makaiau T. 2017 –

OFFICERS & TRUSTEES



PICTURED (LEFT TO RIGHT)

Gregory C. Wrenn, *President & Trustee*

Alison Baclig, *Alternate Trustee*

Charles C. Spalding, Jr., *Vice President, Treasurer & Trustee*

Elizabeth (Lissa) Dunford, *Vice President & Trustee*

Rikki Cooke, *Alternate Trustee*

Caroline Bond Davis, *Vice President, Secretary & Trustee*

Dale Bachman, *Alternate Trustee*

Boyd Davis Bond, *Alternate Trustee*

James (Toby) King, *Alternate Trustee*

Nicole Spalding, *Alternate Trustee*

Amber Strong Makaiau, *Vice President & Trustee*

Edith Cooke, *Alternate Trustee*

Robert Cowell, *Alternate Trustee*

NOT PICTURED

Catherine L. Cooke, *Vice President & Trustee*

Craig Spalding, *Alternate Trustee*

Fred Cowell, *Alternate Trustee*

Juliet Johnson-Moore, *Alternate Trustee*



OUR FOND ALOHA, SPALDING HOUSE

Photo courtesy of the Honolulu Museum of Art

From time to time in prior annual reports, we have honored family and Board members who have gone before us. This year, we celebrate a place. The place is Spalding House and it is both special to our family and beloved by the broader community. Built in 1925 — at the same time that the Honolulu Academy of Arts was being constructed on the site of her former home — it was the residence of Cooke Foundation, Ltd. founder, Anna Rice Cooke. Befittingly named Nuumealani by Mrs. Cooke, it graces the slopes of Makiki Heights and truly is a “Heavenly Terrace.” Nestled on almost 3.5 acres of lush gardens, the home was designed by prominent architect Hart Wood, known for his distinctive “Hawaiian style” of architecture. It was later remodeled by another esteemed architect of that period, Vladimir Ossipoff. Originally, the location was anything but lush. Rather, it was a dusty, barren ravine. It was only transformed into spectacular gardens through the landscaping talents of the Rev. K.H. Inagaki. Over the years, the gardens and its pathways have been tenderly altered and cared for by a few local landscape architects.

The home was once described in a report to the National Register of Historic Places as “a large bungalow residence, distinctly regional in character with deep lanais and easy access to the outdoors, designed for island living with large, open living spaces and good cross ventilation.”

Upon Anna Cooke’s passing in 1934, Nuumealani was bequeathed to her daughter, Alice Spalding, and henceforth the monikers “Cooke-Spalding House” and later simply “Spalding House” became its new name. Alice Spalding was one of the original Trustees of Cooke Foundation, Ltd., having served for 43 years from 1920 until her retirement in 1963. Her grandson, Charles “Cary” Spalding Jr., is the present Treasurer and most senior Trustee of the Foundation. When asked about his time at Spalding House, Cary describes fond childhood memories of regular afterschool visits to his grandmother at her beautiful home. Former Alternate Trustees, Michael Spalding and Philip Spalding III, would find themselves at home here when they spent time on Oahu. It was truly a multigenerational ohana residence.

In 1968 when Alice Spalding passed away, the property was left to the Honolulu Academy of Arts (present day Honolulu Museum of Art). It was sold about 10 years later, changing hands a few times through different owners and developers, and then returning full circle to the Honolulu Museum of Art in 2011 via an almost 25-year incarnation as The Contemporary Museum.

In Fall 2019, the Honolulu Museum of Art made the tough decision to part with the house once again, which means that the fantastical journey of this special place is not over yet. Nuumealani, the Cooke Family bids you our fond Aloha one more time. Not lost is our loving memories and the eternal spirit of your Heavenly Terrace, and the many souls you have so gently touched.



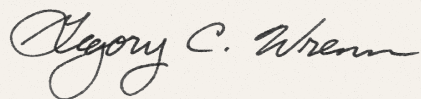
Photos courtesy of the Honolulu Museum of Art

2019 YEAR IN REVIEW

The Trustees of the Cooke Foundation, Ltd. 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. In this report, we are pleased to highlight the work of several grantee organizations which exemplify the variety and impact of the projects funded by the Foundation this year.

As 2019 draws to a close, we find ourselves at the advent of a great milestone, the Foundation's Centennial. Such a significant demarcation of time lends itself to moments of thoughtful reflection. I am struck with awe as I consider my great-great-grandmother, Anna Charlotte Rice Cooke, and her selfless vision of creating a lasting gift "for the betterment and welfare of this community and other communities." Even though I was not born until a few decades after her passing, I feel as if I know this remarkable woman through the institutions she created in her lifetime and the countless lives that her endeavors touched.

For nearly 100 years, successive generations of our family have strived to faithfully perpetuate her compassionate and noble intentions through the Cooke Foundation's grantmaking activities. This would not be possible without the courageous, bold and tireless work of Hawaii's nonprofit community. With deep appreciation, we salute the leadership, staff and volunteers of the many organizations that are working hard to ensure a better tomorrow for our island home. Our lives are enriched by the work they do.



Gregory C. Wrenn

President & Trustee

ALOHA HARVEST

Aloha Harvest rescues quality excess food from local food donors and delivers it on the same day, free of charge, to nonprofit agencies that serve the nutritional needs of Hawaii's low income and homeless individuals. The organization works with almost 300 food donors, rescuing 1.9 million pounds of food. Through a grant from the Cooke Foundation, Aloha Harvest was able to leverage a grant from Ad2 to update their communications, attracting 90 additional food donors, including local grocery stores. Overall, Aloha Harvest worked with 173 community organizations to provide meals and groceries to over 57,000 individuals across Oahu.



HONOLULU THEATRE FOR YOUTH

Honolulu Theatre for Youth produces educational theatre programs to reach children, families, and educators throughout the state. Since 1955, the organization produces six to eight plays and drama education workshops annually that benefit the youth of Hawaii. Through a grant from the Cooke Foundation, Honolulu Theatre for Youth produced

Home of the Brave, a play that explores the lives of the children of U.S. military service members. Over 8,000 elementary and middle school children from 75 schools watched the performance, raising awareness and empathy for a unique population in Hawaii.



KOKUA KALIHI VALLEY COMPREHENSIVE FAMILY SERVICES

Kokua Kalihi Valley Comprehensive Family Services (KKV) provides innovative programs that directly address the needs and aspirations of the diverse residents of Kalihi Valley, ranging from medical and dental services, to cultural and community programs working with youth and kupuna. With a grant from the Cooke Foundation, KKV conducted its Art and Aina project that helped

develop Native Hawaiian traditional art programs in Kalihi Valley through an artist residency, visiting native artists, and art workshops. Fifty-two events hosted 1,450 participants and engaged them in workshops including carving, papermaking, kapa making, shell jewelry, apu making, photography, painting, canoe-making, metal forging, poetry, and many others.



LE JARDIN ACADEMY



Le Jardin Academy began as a small preschool in Kailua in 1961 but has grown to serve over 800 students from preschool through high school. Le Jardin is an authorized International Baccalaureate World School utilizing a particular curriculum that encourages students to think critically and to consider local and global contexts. Through a grant from the Cooke Foundation, Le Jardin

replaced a 20-year-old play structure and area, allowing for its youngest students to engage outdoors, encouraging movement, exploration and creativity. Through physical activity, Le Jardin supports its students growth and development, recognizing the correlation between physical activity and cognitive development through a student's primary years.



COMPARATIVE SUMMARY

Grant and Contribution Distributions, Years Ended June 30, 2019–2015.

Year	2019		2018		2017		2016		2015	
Arts, Culture & Humanities	433,145	40%	368,994	39%	339,500	34.5%	353,825	34.8%	322,000	42.0%
Education	310,000	28%	261,000	27%	139,000	14.1%	260,720	25.7%	138,000	18.0%
Environment	167,000	15%	102,985	11%	153,000	15.6%	138,670	13.6%	120,000	15.6%
Health	—		—		—		—		25,000	3.3%
Human Services	180,967	17%	217,600	23%	351,500	35.8%	262,516	25.9%	162,200	21.1%
Total	\$1,091,112	100%	\$950,579	100%	\$983,000	100%	\$1,015,731	100%	\$767,200	100%

PERCENT OF TOTAL GRANTS FOR 2019

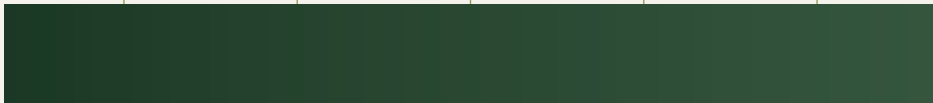
ARTS, CULTURE & HUMANITIES

40% (\$433,145)



EDUCATION

28% (\$310,000)



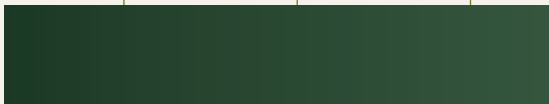
ENVIRONMENT

15% (\$167,000)



HUMAN SERVICES

17% (\$180,967)



5% 10% 15% 20% 25% 30% 35% 40%

GRANTS FOR 2019

JULY 1, 2018 – JUNE 30, 2019

ARTS, CULTURE & HUMANITIES

CAPITAL

ARTSPACE PROJECTS, INC

Ola Ka Ilima Artspace Lofts 20,000

FRIENDS OF IOLANI PALACE

Iolani Palace Galleries Project 10,000

HANA ARTS

Art Barn & Ceramics Studio – Renovation Request 5,000

HAWAII CARRIAGE DRIVING SOCIETY

Antique Doctors Buggy Restoration 4,250

HUI NOEAU

American Made French Tool Etching Press Installation
& Printmaking Program Upgrades 8,895

KILAUEA DRAMA & ENTERTAINMENT NETWORK (KDEN)

Great Container Project 4,000

LYMAN HOUSE MEMORIAL MUSEUM

Island Heritage Gallery 50,000

ST. MARY'S EPISCOPAL CHURCH

Stabilization and Safety for Soldiers Chapel 5,000

PROGRAM

CHAMBER MUSIC HAWAII

Education Outreach Pakaa Project 5,000

HAWAII ALLIANCE FOR ARTS IN EDUCATION

Hawaii Arts Alliance: Transforming Hawaii Communities
Through the Arts 10,000

FILM INDEPENDENT INC

Taxi Dance Film LLC: Last Taxi Dance 10,000

HAWAII OPERA THEATRE

La Traviata 10,000

HAWAII PERFORMING ARTS COMPANY, LTD.

Hawaii Premiere of Allegiance 30,000

HAWAII SYMPHONY ORCHESTRA

Hawaii Symphony Orchestra Concert Season 30,000

HAWAIIAN MISSION CHILDREN'S SOCIETY

Partners in Change: Re-visioning the Missionary Album 20,000

HONOLULU ACADEMY OF ARTS

Annual Grant – Unrestricted General Support 100,000

HONOLULU THEATRE FOR YOUTH

HOME OF THE BRAVE 5,000

KOKUA KALIHI VALLEY

COMPREHENSIVE FAMILY SERVICES

NieiRek (Women of Vision) Cultural Arts Project 19,000

MA KA HANA KA IKE BUILDING PROGRAM

Hoi la Haloa 20,000

MANOA HERITAGE CENTER

Annual Grant – Unrestricted General Support 50,000

OAHU CHORAL SOCIETY

Expanding Access to Choral Music Appreciation:
Raise Hawaiiki/Pops/Singspiration 5,000

PLAYBUILDERS OF HAWAII THEATER COMPANY

Missionary Descendants Play 17,000

TOTAL ARTS, CULTURE

& HUMANITIES \$398,145

EDUCATION

CAPITAL

ASSETS SCHOOL

Building a K-4 Village at Assets School 25,000

CAMP HALE KOA ASSOCIATION

Camp Hale Koa Association: Cabin Renovation 15,000

FRIENDS OF THE LIBRARY OF HAWAII

Campaign for a Permanent Facility
for Friends of the Library of Hawaii 20,000

GIRL SCOUTS OF HAWAII

Paving the Way to Camp Paumalu 10,000

KAIMUKI CHRISTIAN CHURCH

Playground Enhancement Project 3,000

KUPU

Green Jobs Training Center 30,000

PAIA YOUTH COUNCIL, INC.

PYCC Hekili Multimedia Lab Equipment Purchase 5,000

ST. ANTHONY SCHOOL – MAUI

Tech Upgrade and Renovation Program 5,000

UNIVERSITY OF HAWAII FOUNDATION

John Young Museum of Art Capital Request 25,000

UNIVERSITY OF HAWAII FOUNDATION

Glass Art Studio Renovation 50,000

PROGRAM

BRIGHT BEGINNING PRESCHOOL

Literacy Grant 9,000.

GUIDE DOGS OF HI ADAPTIVE AIDS CANINES & ADVCY FOR THE BLIND

Get Ahead with Technology 5,000

HANAHAUOLI SCHOOL

Annual Grant – Unrestricted General Support 50,000

HAWAII PREPARATORY ACADEMY

Hawaii Preparatory Academy Community Arts:
A Public/Private Partnership in Art Education 10,000

HOALA FOUNDATION FOR EDUCATION

Hoala Foundation for Education: Awakening Wisdom 20,000

INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

Ike Hawaii Science Center Project 10,000

KIDS 4 CPR, INC.

Kids Teaching Kids to Save Lives 8,000

PURPLE MAIA FOUNDATION

Kaikaina Project 2019–2020 10,000

TOTAL EDUCATION \$310,000

ENVIRONMENT

CAPITAL

FRIENDS OF AMY B.H. GREENWELL

ETHNOBOTANICAL GARDEN

Now and Forever — Purchase of the Garden
by Friends of Amy B.H. Greenwell Ethnobotanical Garden 30,000

MOLOKAI LAND TRUST

Molokai Land Trust Operations
& Service Learning Center Capital Project 25,000

THE TRUST FOR PUBLIC LAND

MAO Palikea Expansion 20,000

PROGRAM

BISHOP MUSEUM

Hawaii Barcode of Life: Building a Molecular Reference
to Complement Hawaii's Biological Survey 7,000

HUI HOOLANA

Hui Hoolana's Native Sanctuary and Seed Bank 15,000

MALAMA MAUNALUA

Malama Maunalua: Establish Maunalua Bay's Role
as a Living Lab 5,000

MOANALUA GARDENS FOUNDATION, INC.

Huakai o Kamananui No Na Keiki 15,000

STORYBOOK THEATRE OF HAWAII

"It's Their Home, Too!" 5,000

THE NATURE CONSERVANCY OF HAWAII

Annual Grant – Unrestricted General Support 25,000

THE NORTH SHORE COMMUNITY LAND TRUST

Kahuku Point Community-Based Ecosystem Restoration 20,000

TOTAL ENVIRONMENT \$167,000

HUMAN SERVICES

CAPITAL

HAWAII FOODBANK

New Refrigerated Truck for Kauai Branch 17,500

MAUI FOOD BANK, INC.

Vehicle Replacement Project 5,000

ST. JOHN APOSTLE & EVANGELIST CATHOLIC CHURCH

St. John One Community Center 10,000

YWCA OF KAUAI

Technology Upgrade and Maintenance 3,000

PROGRAM

AMERICAN RED CROSS, HAWAII STATE CHAPTER

Home Fire Campaign 24,167

BEST BUDDIES INTERNATIONAL INC.

Best Buddies Hawaii Middle School,
High School and College Project 5,000

CALIFORNIA COMMUNITY FOUNDATION

Wildfire Relief Fund 2,500

COMMON GRACE

YouthGrace 5,000

DEEP & BEYOND INC.

Snorkel Day for People with Disabilities 3,300

FAITH ACTION FOR COMMUNITY EQUITY

Organizing the Homeless 8,000

HAWAII COMMUNITY FOUNDATION

Hunger Coalition 10,000

HAWAII FI-DO SERVICE DOGS

Hawaii Fi-Do Service Dogs 2018 Program 5,000

HELPING HANDS HAWAII

Benefit (SSI/SSDI) Management/Stabilization
for Low-Income or Homeless Adults with Mental Illness 10,000

HOOLA NA PUA

Trafficking Prevention Education Program 15,000

KAUAI FOOD BANK INC.

Keiki Cafe 10,000

NA KAMA KAI

Inspiring Safe Ocean Practices and Environmental Stewardship
Through Traditional Hawaiian Values 10,000

NA KEIKI O EMALIA

Children's Bereavement Program 7,500

THE FOOD BASKET INC.

"We Got Your Back" Keiki Backpack Program 5,000

WAIKIKI COMMUNITY CENTER

Malama Senior Program 10,000

WAIKIKI HEALTH

Expanding Next Step Shelter's Job Training Services
to Promote Homeless Adults' Self-Sufficiency 5,000

WOMEN IN NEED

Supportive Permanent Housing 10,000

TOTAL HUMAN SERVICES \$180,967

TOTAL COOKE

FOUNDATION, LTD. \$1,056,112

2020 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.
- Applicants must be in existence for five years based on the IRS ruling date of federal income tax exemption and be in stable financial condition. Applicants that do not meet the five-year eligibility requirement must be sponsored by a Trustee.
- The Foundation does not generally fund loans; 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. Fiscal sponsors are eligible to sponsor multiple projects at a time, including their own; however, the Foundation's guidelines below, regarding ongoing funding and support for two consecutive fiscal years, will apply to fiscally sponsored organizations, as well as organizations serving as a fiscal sponsor.
- The Cooke Foundation encourages Hawaii non-profit organizations to build their long-term sustainability through support from diverse funding sources such as foundation grants, public grants and contracts, individual donations, and earned income. The Foundation generally does not provide ongoing funding, support any one program for more than two consecutive fiscal years, or fund any one organization for more than two consecutive fiscal years.
- The Foundation may choose to fund over a number of years. In the case of a multi-year pledge, payments are released in twelve-month intervals, and each payment is contingent on receipt of a satisfactory progress report.
- Requests for more than \$20,000 must be sponsored by a Trustee.
- Requests for more than \$5,000 should demonstrate that the Cooke Foundation portion of the budget does not exceed 30% of the total project budget.
- 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 <https://nexus.hawaiicomunityfoundation.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 Ophelia Bitanga-Isreal via email at obitanga-isreal@hcf-hawaii.org or call (808) 566-5593, toll free from neighbor islands (888) 731-3863 ext. 593.

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)*

Project Overview: Provide a general overview of the project. Explain why you chose this approach to address the problem or opportunity. Provide a project timeline. If this is an ongoing project provide past results and achievements. *(Maximum 4,500 character count single spaced)*

Activities and Expected Results: Complete the Project Matrix form and upload as an attachment (see online application to download form). Describe the activities to be performed, project outputs, anticipated results, and measurement of results.

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

- Completed Project Matrix Form.
- Board of Directors list.
- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or 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.
- Project budget showing:
 - Anticipated income (source, amount restrictions, and whether secured or pending)
 - Anticipated expenses (overall expenses, and expenses for which Cooke grant will be used)

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: <https://www.hawaiicommunityfoundation.org/grants/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	... will be considered at the Trustee's meeting in
September 1, 2020	December

Completed applications must be submitted by **5:00 p.m.** on the deadline dates indicated above.



COOKE FOUNDATION, LTD.

827 Fort Street Mall Honolulu, HI 96813-4317

Phone (808) 537-6333 | Fax (808) 521-6286

www.cookefoundationlimited.org

Notes

We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides, but have opted not to use them in this digital report since they display inconsistently across various computer platforms/browsers and do not conform to search engine optimization.

Cover photo courtesy of the Honolulu Museum of Art.