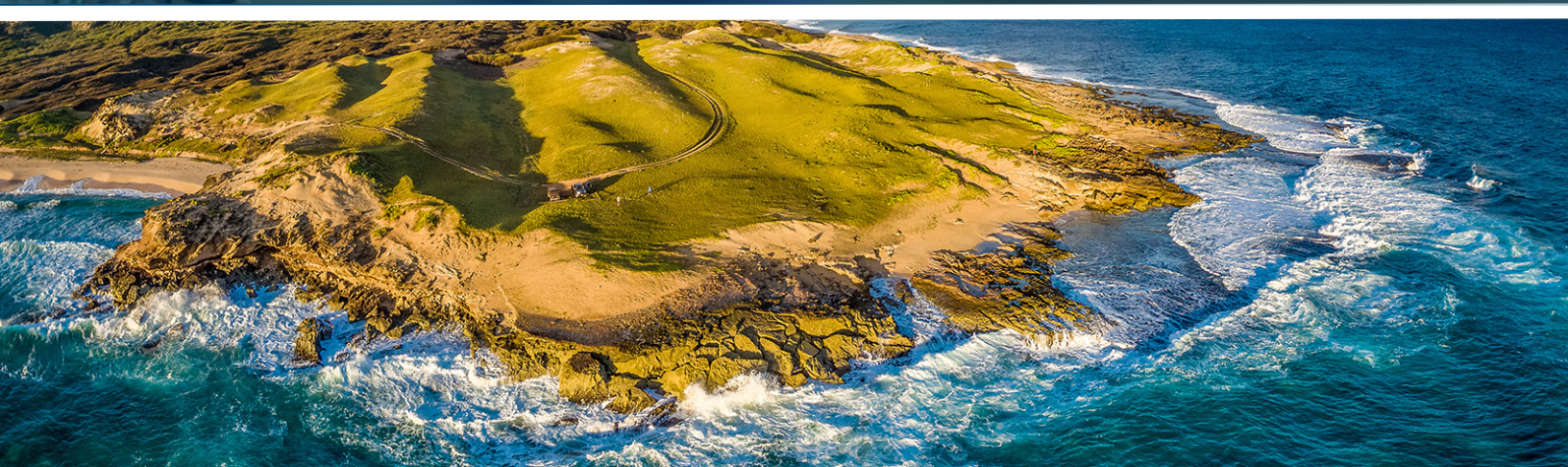




2022 ANNUAL REPORT



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

HISTORY

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,

"...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.



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. 1989 – 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 – R. 2017	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*
Fred Cowell, *Alternate Trustee*
Michael Fitzgerald, *Alternate Trustee*
Juliet Johnson-Moore, *Alternate Trustee*
Craig Spalding, *Alternate Trustee*



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 excited to highlight the work of several grantee organizations, which exemplify the variety and impact of the projects funded by the Foundation this year.

In a world that has become increasingly divided, destabilized and uncertain, largely as a consequence of human behavior, we find ourselves grasping for answers, searching for solutions, and yearning for truth.

Our collective problems can seem insurmountable at times, and one could easily feel dispirited and discouraged. Yet we are constantly given the promise of hope when we witness the courageous, bold, and tireless work of Hawaii's nonprofit community. With admiration and heartfelt appreciation, we salute the leadership, staff, and volunteers of the countless organizations working hard to ensure a better tomorrow for our island home. Our lives and souls are enriched by the work they do. With gratitude, we thank our partners at the Hawaii Community Foundation for their steadfast guidance and support.

A handwritten signature in black ink that reads "Gregory C. Wrenn". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Gregory C. Wrenn, President & Trustee

AMERICAN BIRD CONSERVANCY

Founded in 1994, American Bird Conservancy (ABC) envisions a future in which Hawaii's birds are thriving and native habitats and ecosystems are being restored. ABC works across multiple fronts to restore native habitats, protect Hawaiian birds from invasive predators, better understand threats in order to develop new conservation strategies, and address the existential threat posed by avian malaria to Hawaiian forest birds.

Native Hawaiian forest birds are among the most endangered birds in the world, and the most imminent threat is avian disease spread by non-native mosquitoes. As global temperatures rise, mosquitoes are invading the last forested strongholds for the honeycreepers and are projected to eliminate suitable habitat for most species, leading to another wave of extinctions.



Photo credit: Robby Kohley

American Bird Conservancy is a leader in the *Birds, Not Mosquitoes* steering committee working on a solution to this conservation crisis that uses the Incompatible Insect Technique (IIT) to protect these species on Maui, and across Hawaii. IIT uses a bacteria (*Wolbachia*) that functions as "mosquito birth control." By releasing male mosquitos, which do not bite, with this bacteria, the wild population will be significantly suppressed, leading to protection for Hawaii's birds. Throughout 2022, ABC increased its community outreach, engagement, and education efforts to build support among different communities and prepare for the various public hearings that are part of the regulatory approval process necessary to advance the project.

Cooke Foundation funds supported rapid assessment trips to detect changes in the Kiwikiu and Akohekohe distributions across their ranges, and documented distributions and changes in mosquito densities. The rapid assessment surveys and scouting and capture trips provided an index of the Kiwikiu population in the East Maui forests, and is critical for planning and prioritizing the management activities to save this species.



Photo credit: Maui Forest Bird Recovery Project

ANGEL FLIGHT WEST

Angel Flight West (AFW) delivers health and hope using donated flights to serve those with healthcare or other compelling human needs. Across Hawaii and 11 other Western states, AFW links volunteer pilots and commercial airlines with people whose non-emergency health needs require air transportation to access care. In addition to medical flights, AFW arranges transportation for other humanitarian purposes such as individuals and families escaping domestic violence, military personnel taking part in therapeutic programs for wounded veterans, specialty camps for children battling life-threatening illnesses, and flights to deliver blood, tissue, organs, and other life-saving cargo. For Hawaii residents who need specialty medical care, particularly interisland or on the continent, air travel is the only option. And for so many families and individuals, commercial flights are prohibitively expensive, especially for those already struggling to pay for medical expenses. Cooke Foundation grant funds supported AFW in the areas of volunteer recruitment and engagement, community outreach and education, and its overall mission operations.

Since the first AFW pilot went wheels up in 1984, the organization has completed nearly 92,000 missions — the equivalent of \$95 million in flight costs donated by its volunteer pilots and airline partners. And, since merging with AirLifeLine in 2003, nearly 2,000 of those flights have had Hawaii residents on board.



KA IPU MAKANI CULTURAL HERITAGE CENTER

Ka Ipu Makani Cultural Heritage Center was incorporated in 2016 with a mission to foster awareness of cultural and natural resource management and heritage preservation in Hawaii, by promoting cultural and natural richness, diversity, arts, languages, sciences, history, and traditions of Molokai. The organization advocates the community's role as active stewards of the island's resources by providing programs that enhance traditional Hawaiian methods of preservation, restoration, and cultural perpetuation. Leveraging grant funds from the Cooke Foundation, Ka Ipu Makani has been able to further develop its Culture and Aina Based Education framework and curriculum for the Kawao Kaamola Huliama Training Program, which trains residents to become proficient in loipunawai kalo farming techniques, harvesting practices, as well as kalo preparation and food processing while restoring the natural wetland area of Kaamola.

Cooke Foundation grant funds provided internship opportunities for nine Molokai community members ages 14 to 40, all of Native Hawaiian descent. During the program year, Ka Ipu Makani hosted 14 in-person community workdays and events, engaging 264 community members. These workdays were used to train community members in loipunawai kalo farming techniques, while promoting olelo Hawaii and highlighting *moolelo* (oral history) of the origin of kalo. Over the course of the year, 800 pounds of raw kalo and 160 pounds of raw luau leaf were harvested and distributed for community consumption.



MALAMA KAUAI

Founded in 2006, Malama Kauai is a community-based organization that focuses on increasing local food production and access for Kauai through a lens of resilience and sustainability, leveraging workforce and economic development efforts, partnerships and innovative programs to grow community capacity. During the pandemic, Malama Kauai supported \$1.1 million in local food purchases from over 126 Kauai farmers and over 600 consumers.

Malama Kauai has begun development of the Moloaa AINA Center, a new food hub in partnership with the Moloaa Irrigation Cooperative, which comprises 70 small farms spanning more than 6000 acres in rural Moloaa. The Center will expand capacity of all of Malama Kauai's local food programs while also providing farmers access to processing and packing facilities, new sales channels, and technical assistance.

As of August 2022, Malama Kauai has completed site preparation, excavation, finish grading, wastewater system installation, underground utilities installation, and concrete foundation and floors. Phase two of the project has begun, which includes construction of a two-story post-harvest processing facility and technical assistance hub. Cooke Foundation funding was used to purchase doors and windows for the facility.



COMPARATIVE SUMMARY

Grants and Contribution Distributions, Years Ended June 30, 2022–2018

YEAR	2022		2021		2020		2019		2018	
ARTS, CULTURE & HUMANITIES	\$731,188	47%	\$826,996	52%	\$370,000	33%	\$433,145	40%	\$368,994	39%
EDUCATION	\$331,000	21%	\$304,140	19%	\$245,00	22%	\$310,000	28%	\$261,000	27%
ENVIRONMENT	\$190,000	12%	\$153,500	10%	\$175,000	15%	\$167,000	15%	\$102,985	11%
HEALTH	—		—		\$50,000	4%	—		—	
HUMAN SERVICES	\$304,000	20%	\$293,870	19%	\$295,000	26%	\$180,967	17%	\$217,600	23%
TOTAL	\$1,556,588	100%	\$1,578,506	100%	\$1,135,000	100%	\$1,091,112	100%	\$950,579	100%

PERCENTAGE OF TOTAL GRANTS FOR 2022

ARTS, CULTURE & HUMANITIES

47%
(\$731,188)

HUMAN SERVICES

20%
(\$304,400)

TOTAL:
\$1,556,588

ENVIRONMENT

12%
(\$190,000)

EDUCATION

21%
(\$331,000)

FY 2022 GRANTS LIST

ARTS, CULTURE & HUMANITIES			
Organization	Project Description	Capital	Program
Aloha Performing Arts Company	Eddie Would Go		\$4,500
Chamber Music Hawaii	Chamber Music Hawaii Concert Season, Education and Community Engagement		\$10,000
Diamond Head Theatre	A New Diamond Head Theatre	\$50,000	
Downtown Art Center	Creative Placemaking — Community Engagement in the Chinatown Arts District		\$20,000
Hana Arts	Inspiring East Maui Youth through Art		\$10,000
Hawaii Public Radio	Purchase News Boss Software System for HPR Newsroom		\$19,488
Hawaii Opera Theatre	Mainstage production of Nolan Gasser's opera "The Secret Garden" at Blaisdell Concert Hall		\$20,000
Hawaii Symphony Orchestra	HapaSymphony Concert Series — 2022-23 Season		\$30,000
Hawaiian Church of Hawaii Nei	E Hoomau O Na Malama I Na Iwi Kupuna		\$5,000
Honolulu Academy of Arts	Annual Grant — Unrestricted General Support		\$100,000
Honolulu Academy of Arts	HoMA Beretania Campus Capital Improvements (pmnt 2 of 5)	\$200,000	
Honolulu Biennial Foundation	Hawaii Triennial 2022 Community Engagement		\$50,000
Honolulu Civil Beat Inc.	Community Health Reporting		\$20,000
Honolulu Theatre for Youth	Honolulu Theatre For Youth's Digital Theatre Program		\$15,000
Manoa Heritage Center	Annual Grant — Unrestricted General Support		\$50,000
Maui Preparatory Academy	Maui Preparatory Academy — Performing Arts Program Bozich Center Lighting		\$10,000
Mokuaikaua Church	Preservation and Protection of Historic Mokuaikaua Church	\$20,000	
North Kohala Community Resource Center	Bond Library Restoration project	\$25,000	
Pai Foundation	Ola Ka Ilima	\$25,000	
Palama Settlement	Preserving 125 Years of Palama Settlement History		\$20,000
The Merwin Conservancy Inc.	Reopening a Garden that Speaks to the World: Deepening and Expanding Garden Experiences		\$14,000
Young of Heart Workshop	Kipuka Material Culture Project		\$13,200
SUBTOTAL		\$320,000	\$411,188
ARTS, CULTURE & HUMANITIES TOTAL		\$731,188	

FY 2022 GRANTS LIST

EDUCATION			
Organization	Project Description	Capital	Program
After-School All-Stars Hawaii	Social Emotional Learning Initiative		\$20,000
Boys & Girls Club of Hawaii	What's Next		\$20,000
Christian Liberty Ministries of Hawaii Inc.	A Telescope for STEM Education		\$1,000
Girls Who Code Inc.	Expanding Reach of 3rd-12th Grade Afterschool Girls Who Code Clubs Program in Hawaii		\$20,000
Hale Halawai Ohana o Hanalei	Keiki Afterschool Enrichment Program 2022-23		\$10,000
Hanahauoli School	Annual Grant — Unrestricted General Support		\$50,000
Hawaii Agricultural Foundation	Sustaining and Expanding Hawaii Agricultural Foundation's K-12 Agriculture Education Programs		\$20,000
Hawaii Aquatics Foundation	Aquatic Safety Education for Hawaii Elementary Schools		\$20,000
Hawaiian Islands Land Trust	Hawaiian Islands Land Trust Aina-Based Education Program		\$10,000
Hui Makua Punana Leo O Molokai	Tuition Assistance and COVID-19 Response Project		\$20,000
Kahua Paa Mua Inc.	Kohala Community Food Systems		\$20,000
Kupu	Transforming Environmental Education for Hawaii's DOE Students and Educational Systems		\$20,000
Malaai — The Culinary Garden of Waimea Middle School	Hawaii Island School Garden Network		\$10,000
Malama Huleia	Malama Huleia Community Education Program		\$20,000
Moanalua Gardens Foundation Inc.	Malama Kamananui Valley Environmental Education Program		\$20,000
Na Kama Kai	Inspiring Safe Ocean Practices and Environmental Stewardship Through Traditional Hawaiian Values		\$10,000
Purple Maia Foundation	Hoopulapula Program		\$20,000
St. John Vianney Parish School	St. John Vianney Parish School Early Learning Program (ELP) Playground Repair and Refurbishment Project	\$20,000	
SUBTOTAL		\$20,000	\$311,000
EDUCATION TOTAL			\$331,000

FY 2022 GRANTS LIST

HUMAN SERVICES			
Organization	Project Description	Capital	Program
Aloha Harvest	Meals with Aloha		\$20,000
Angel Flight West	Wings Over Hawaii		\$8,000
Assistance Dogs of Hawaii	Assistance Dogs of Hawaii — Assistance Dog Program		\$10,000
Big Brothers Big Sisters Hawaii Inc.	Mentoring Hawaii's At-Risk Youth		\$10,000
Boys & Girls Club of Maui Inc.	Enhancing Teen Programming		\$15,000
Common Grace	Malama Mentors		\$5,000
Family Promise of Hawaii	Capacity		\$20,000
Friends of Big Island Drug Court Inc.	Support of Big Island Drug Court		\$8,400
Friends of The Children's Justice Center of Oahu	Hoola Na Manao — Hope and Healing		\$5,000
Going Home Hawaii	Hawaii Island Reentry and Recovery Housing		\$10,000
Hawaii Appleseed Center for Law & Economic Justice	Affordable Housing Policy Fellows — Supporting community members facing housing insecurity to take on leadership roles in affordable housing policy and practice		\$20,000
IHS, The Institute for Human Services Inc.	Hele2Work Program		\$20,000
Kauai Food Bank Inc.	Keiki Café		\$10,000
Kauai North Shore Food Pantry	Food Purchases for the KNSFP		\$20,000
Kids Hurt Too Hawaii	Therapeutic Care for Children Affected by Grief and Trauma		\$15,000
Ma Ka Hana Ka Ike Building Program	Malama I Na Hulu Kupuna (pmnt 2 of 3)		\$20,000
Malama Na Makua A Keiki	Nutritional Support Program		\$18,000
Maui Aids Foundation	Rural Outreach Prevention Education, Health, and Housing Clinic		\$5,000
Maui Youth And Family Services Inc.	School Based Outpatient Treatment Program		\$19,000
Residential Youth Services And Empowerment	Residential Youth Services and Empowerment Assessment Center		\$20,000
Susannah Wesley Community Center	Trafficking Victim Assistance Program		\$6,000
Waikoloa Community Development Corporation	Puu Nui Playground	\$20,000	
SUBTOTAL		\$20,000	\$284,400
HUMAN SERVICES TOTAL		\$304,400	

FY 2022 GRANTS LIST

ENVIRONMENT			
Organization	Project Description	Capital	Program
808 Cleanups	Panoramic Pono: Building Blocks of Stewardship		\$20,000
American Bird Conservancy	Protecting Maui's Endangered Birds from Non-native Diseases		\$10,000
Ka Ipu Makani Cultural Heritage Center	Huliamahi Loipunawai Restoration and Farming Training Project		\$15,000
Marine Mammal Center	Building Hawaiian Monk Seal Response and Community Engagement on Maui Island		\$10,000
Molokai Land Trust	Annual Grant — Unrestricted General Support		\$25,000
Re-Use Hawaii	Local Tree Reclamation		\$20,000
The Nature Conservancy of Hawaii	Annual Grant — Unrestricted General Support		\$25,000
The Nature Conservancy of Hawaii	Trustee Initiated — Special Initiative for the Prevention of the Extinction of Hawaii Forest Birds		\$10,000
Trust For Public Land	Hawaii Next Generation of Land Protection Professional		\$20,000
University of Hawaii Foundation	Fish Pono: Save Our Reefs		\$25,000
Waiorg Inc.	Bridging Gaps in Wastewater Pollution Detection and Outreach		\$10,000
	SUBTOTAL		\$190,000
	ENVIRONMENT TOTAL		\$190,000

TOTAL COOKE FOUNDATION, LTD.

\$1,556,588

APPLICATION GUIDELINES

EFFECTIVE JULY 1, 2022 THROUGH JUNE 30, 2023

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 & 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 or must apply through a fiscal sponsor with 501(c)(3) status. The Foundation does not make grants to supporting organizations classified under section 509(a)(3) of the Internal Revenue Code.
- 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 or direct cash payments 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 nonprofit 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 12-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 Cooke Foundation Trustee. Trustee sponsorships must be secured prior to the submission of an application.
- Requests for more than \$5,000 should demonstrate that the Cooke Foundation portion of the budget does not exceed 30 percent of the total project budget.
- The Foundation does not accept incomplete applications or applications from organizations with overdue reports.

APPLICATION PROCEDURES

Applications must be submitted online through Hawaii Community Foundation's Grants Portal. New users may register for an account here: https://Hawaiiicf.smartsimple.com/s_Login.jsp. Registered users may log in to their account to submit an application. Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements. For assistance with the online application process, please submit a support ticket at <http://hawaiicommunityfoundation.org/ticket>.

APPLICATION GUIDELINES

INSTRUCTIONS

- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
- The online application accepts diacritical markings in written olelo Hawaii (Hawaiian language).

ORGANIZATION PROFILE

As part of the online application, your organization profile (and fiscal sponsor organization profile, if applicable) must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization profile (and fiscal sponsor organization profile, if applicable) includes, but is not limited to the following:

- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Number of full-time staff, part-time staff, regular volunteers
- Organization mission
- Service location(s)
- Types of services provided (including age, gender, and target populations served)
- Financial statements
 - Annual operating budget for the current year
 - Income statement (or profit/loss statement) for the *most recently completed fiscal year*
 - Balance sheet for the *most recently completed fiscal year*
 - Audited financial statements are preferred but not required

- Annual operating budget for the current year
- Local units of national organizations must submit local unit financial information
- Board of Directors list

APPLICATION

The application consists of 4 sections. Information needed to complete your application includes the following:

PROGRAM OVERVIEW

- Provide general information and characteristics about the program including, but not limited to, program title, duration, area of interest, program location(s), and ages and genders served.
- If you have a fiscal sponsor, you will be asked to identify your fiscal sponsor. Please note, your fiscal sponsor must be registered in the Grants Portal prior to submitting your application.

PROGRAM INFORMATION

Organization Description: Describe the history and mission of the organization/program. What is the organization's experience implementing this program and staff capabilities to conduct the proposed work? (*Maximum 2,500 character count, single spaced*)

Problem or Opportunity: Clearly describe the problem, need, or opportunity to be addressed by the project. Support your statements with relevant data, research or information. 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

APPLICATION GUIDELINES

ongoing project, provide past results and achievements.
(Maximum 4,500 character count, single spaced)

Activities & Expected Results: Describe the activities to be performed and the results or goals you expect to achieve. Describe how you will measure if your goals are met.
(Maximum 3,500 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 percent 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)

BUDGET

Provide your total program budget, amount requested through this application, and upload a copy of your program 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)

SUPPORTING DOCUMENTS & CERTIFICATION

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

- Fiscal sponsor's Board of Directors Resolution authorizing project fiscal sponsorship:
<https://www.Hawaiicomunityfoundation.org/grants/fiscal-sponsor-materials>
- Fiscal Sponsor's Agreement:
<https://www.Hawaiicomunityfoundation.org/grants/fiscal-sponsor-materials>

DEADLINES

Application Due Date	Trustee Meeting
September 1, 2022	December 2022
March 1, 2023	May 2023

Completed applications must be submitted by
4:00 pm HST 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

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 photos courtesy of Richard "Rikki" A. Cooke III and Jack Jeffrey.