



COOKE FOUNDATION, LTD.



2024

ANNUAL REPORT

MISSION STATEMENT

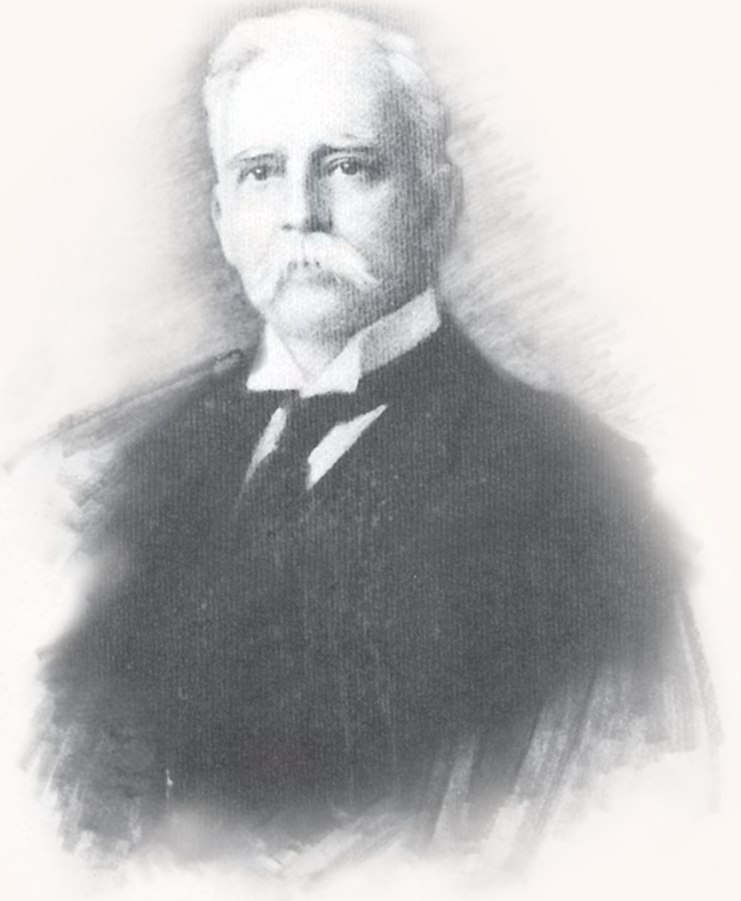
The Cooke Foundation supports worthy endeavors in the community that the family feels will make a significant difference in the betterment and welfare of the people of Hawai'i.



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..."

Charles' will continued that the object of the corporation was also to:

"...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,

HISTORY

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 Mālaekahana. 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,

"...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 Hawai'i 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. 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 – R. 2017	Amber Strong Makaiau T. 2017 –



OFFICERS + TRUSTEES

PICTURED (LEFT TO RIGHT)

Rikki Cooke | Alternate Trustee
Catherine L. Cooke | Vice President + Trustee
Amber Strong Makaiau | Vice President + Trustee
Caroline Bond Davis | Vice President, Secretary + Trustee
Dale Bachman | Alternate Trustee
Alison Baclig | Alternate Trustee
Charles C. Spalding, Jr. | Vice President, Treasurer + Trustee
Fred Cowell | Alternate Trustee
Elizabeth (Lissa) Dunford | Vice President + Trustee
Robert Cowell | Alternate Trustee through 2023

NOT PICTURED

Gregory C. Wrenn | President + Trustee
Ian Bond | Alternate Trustee
Cosmo Brossy | Alternate Trustee
Edith Cooke | Alternate Trustee
Hudson Cowell | Alternate Trustee
Juliet Johnson-Moore | Alternate Trustee
James (Toby) King | Alternate Trustee
Craig Spalding | Alternate Trustee
Nicole Spalding | Alternate Trustee

2024 YEAR IN REVIEW

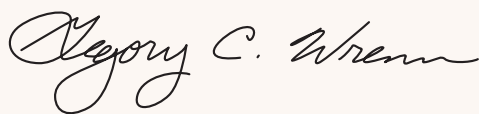
The Trustees of the Cooke Foundation, Ltd. are proud to support the efforts of Hawai'i nonprofit organizations that provide meaningful programs and services and develop innovative ways to maximize their resources. Through grant awards to charitable organizations, the Cooke Foundation invests in and contributes to the well-being of communities throughout our State. In this report, we are excited to highlight the work of several grantees, which exemplify the variety and impact of the projects funded by the Foundation this year.

2024 was a year of transition in our Board leadership as we bid a fond Aloha to retiring Trustee and Treasurer, Charles C. Spalding, Jr., who became a Trustee in 1991. With his background in accounting and finance, his more than 30 years of service to the Foundation and stewardship of our Endowment were invaluable. His legacy will not be forgotten, and he will be missed by his cousins. Mahalo nui loa, Cary! We welcome Alternate Trustee Fred Cowell as his successor.



President Gregory C. Wrenn,
Secretary Caroline Bond Davis, and
retiring Treasurer Charles C. Spalding, Jr.

In a world mired in global conflicts, instability and an increasingly fragmented society, I am still hopeful for a better future as I witness the many labors of love in our local community. With admiration and heartfelt appreciation, we salute the leadership, staff and volunteers of the countless organizations that are working hard to ensure a better tomorrow for our island home. Our lives are enriched by the work they do. With gratitude, we thank our partners at the Hawai'i Community Foundation for their steadfast guidance and support.



Gregory C. Wrenn
President + Trustee

HAWAII LITERACY

Hawaii Literacy has provided essential reading, writing, and lifelong learning skills to keiki and families in Hawai'i for over 50 years. By reaching some of the most economically and socially disadvantaged members of our community, Hawaii Literacy assists thousands of people to become confident readers and writers, take critical steps toward brighter futures, and break cycles of under-education and underemployment.

One of Hawaii Literacy's most beloved programs is its Bookmobile. In 2024 and with support from the Cooke Foundation, the Bookmobile visited 26 high-need sites on O'ahu and Hawai'i Island, serving over 3,000 keiki and adults and distributing a whopping 7,623 books. A highlight of the year was the "Children of the Pacific" series, which celebrated the languages and art of the Marshall Islands, Chuuk, Samoa, and Hawai'i. Seeing participants light up while sharing their traditions underscores the power of literacy to change lives, connect communities, and inspire pride across generations.



HAWAIIAN MISSION HOUSES HISTORIC SITE AND ARCHIVES

Hawaiian Mission Houses Historic Site and Archives (HMH) has been an active site for Hawai'i's history since 1820, is a National Historic Landmark listed in 1965, and was re-accredited by the American Alliance of Museums in 2024. HMH preserves two of Hawai'i's oldest remaining Western-style houses, a bedroom annex interpreted as a print shop that produced the very first printed materials in the Hawaiian language, and a reconstructed hale pili, built in partnership with cultural practitioners. The HMH library and historical archive holds over 80,000 digital pieces and is home to one of the largest collections of Hawaiian language printed material in the world.

With a capital grant from the Cooke Foundation, HMH has improved the storage options for its vast permanent-object collection. New heavy-duty shelving units, lightweight units on casters, and multi-drawer, flat-file organizers now house items ranging from delicate kapa pieces to large furniture. Items showcasing 1800s daily life, such as chairs, books, and a bass viol, are more accessible to the curators and can be shared more easily with the public. HMH welcomes today's community to come connect with the past by seeing and feeling history—a history that is now further protected and organized for years to come.



MAUI FAMILY YMCA

Founded in 1960, Maui Family YMCA proudly serves residents of the Valley Isle with programs designed to foster moral growth and build healthy spirits, minds, and bodies. Maui Family YMCA's focus areas are youth development, healthy living, and social responsibility, which it promotes through a diverse offering of classes and opportunities ranging from health, wellness, and farming/food sustainability practices to piano, 'ukulele, martial arts, swimming, ocean safety, and Parkinson's fitness.

Maui Family YMCA's afterschool music program aligns directly with the Cooke Foundation's long history of supporting arts and education. This year, Foundation grant funds helped Maui Family YMCA run programs at Pōmaika'i, Lihikai, Pu'ukukui, and Ha'ikū Elementary Schools, reaching more than 640 students. The second through fifth graders learned 'ukulele and music appreciation, which introduced the keiki to different musical genres, famous composers, and a wide variety of instruments. The music program has become a central part of Maui Family YMCA's afterschool programs, giving youth increased cognitive skills, stress reduction, increased self-esteem... and plenty of fun!



NORTH HAWAII HOSPICE

North Hawaii Hospice (NHH) has provided end-of-life care and support for the North Kohala, South Kohala, and Hamakua communities on Hawai'i Island for more than 37 years. Its programs include compassionate, quality in-home care for terminally ill patients and their families; grief counseling; education for the community about serious illnesses and preparation for the end-of-life; and care services for people with serious illness who are not quite ready for hospice care. NHH's support for its community ranges from elderly widows and widowers adjusting to new lives without their spouses to young parents learning how to talk about death and dying with their children.

NHH learned that in 2025 Medicaid would begin covering palliative care, and, with foresight, began preparing in 2024 to incorporate these services into its offerings. Support from the Cooke Foundation helped NHH expand after-hours coverage, add a daytime triage nurse and an outreach nurse to educate community health professionals about the new changes, increase volunteer programs and reach, and transition to a local Waimea medical director, thus ensuring improved support for the increasing complexity of services. NHH also partnered with six other nonprofit hospices to form the Hawai'i Palliative and Hospice Care Collaborative, creating a state-wide, united effort to address palliative care needs. As new services begin rolling out in 2025, North Hawaii Hospice is poised to serve and lead, as a flexible, cross-disciplinary organization that can respond to the needs of those facing one of life's most difficult times.

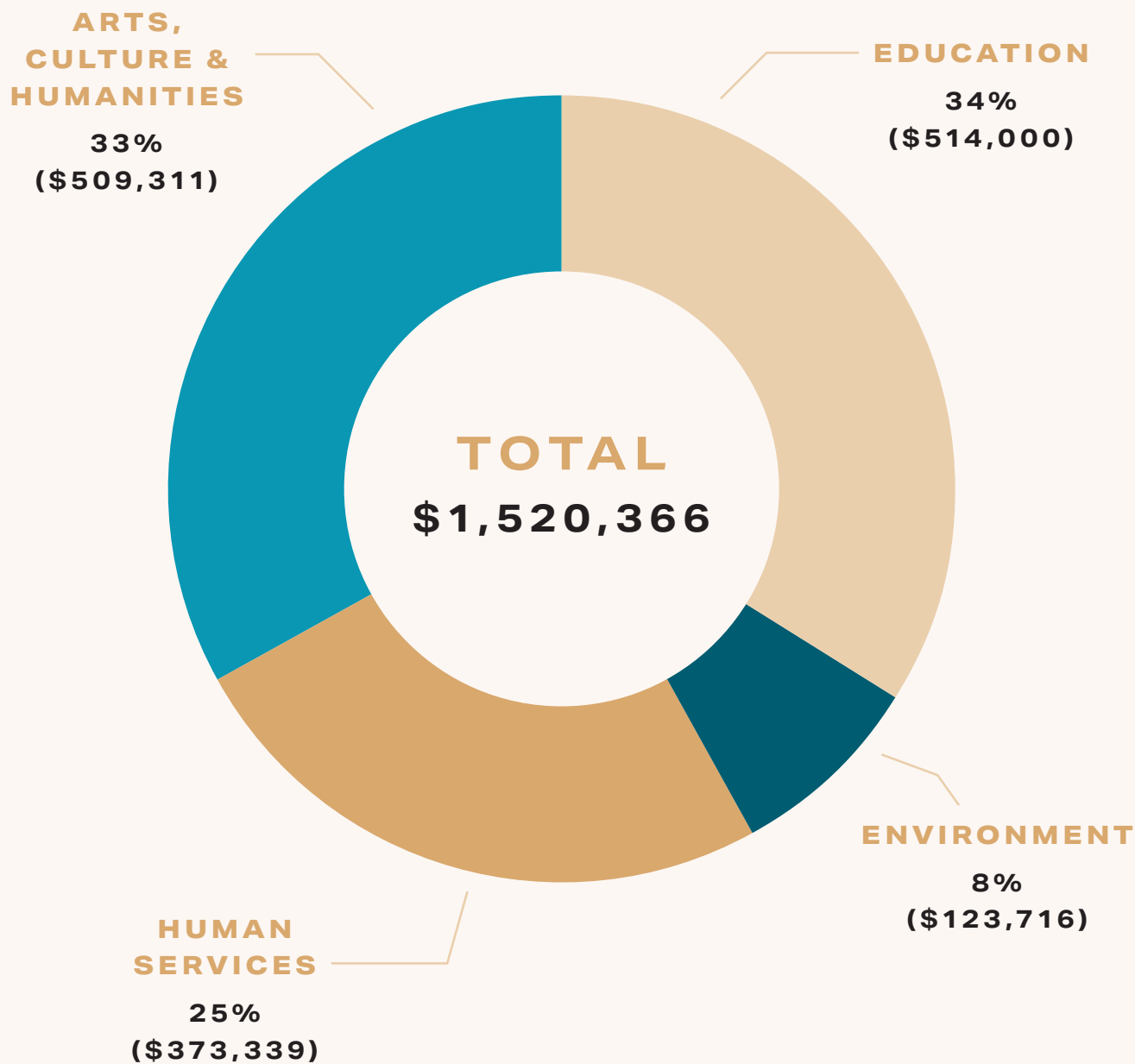


COMPARATIVE SUMMARY

Grants and Contribution Distributions, Years Ended June 30, 2024–2020.

YEAR	2024		2023		2022		2021		2020	
Arts, Culture & Humanities	\$509,311	33%	\$684,999	46%	\$731,188	47%	\$826,996	52%	\$370,000	33%
Education	\$514,000	34%	\$235,000	17%	\$331,000	21%	\$304,140	19%	\$245,00	22%
Environment	\$123,716	8%	\$140,000	9%	\$190,000	12%	\$153,500	10%	\$175,000	15%
Health	—		—		—		—		\$50,000	4%
Human Services	\$373,339	25%	\$415,980	28%	\$304,000	20%	\$293,870	19%	\$295,000	26%
TOTAL	\$1,520,366	100%	\$1,475,979	100%	\$1,556,588	100%	\$1,578,506	100%	\$1,135,000	100%

PERCENTAGE OF TOTAL GRANTS FOR 2024



2024 FOUNDATION GRANTS

ARTS, CULTURE & HUMANITIES			
ORGANIZATION	PROJECT DESCRIPTION	CAPITAL	PROGRAM
Chamber Music Hawai'i	Chamber Music Hawai'i 2023–24 Season		\$10,000
Haleiwa Waialua Historical Society	Waialua Heritage Center	\$20,000	
Hawai'i Craftsmen	Hawai'i Craftsmen Exhibition Programs		\$12,500
Hawai'i Opera Theatre	Hawai'i Opera Theatre's Production of Stuck Elevator		\$20,000
Hawai'i Performing Arts Company, Ltd.	Dear Evan Hansen		\$5,000
Hawaiian Mission Children's Society	Storage Solutions for Hawaiian Mission Houses Historic Site and Archives' Permanent Object Collection	\$9,280	
Holualoa Foundation for Arts and Culture	Donkey Mill Art Center Youth Education Program		\$20,000
Honolulu Museum of Art	Annual Grant — Unrestricted General Support		\$100,000
Honolulu Museum of Art	HoMA Beretania Campus Capital Improvements (pmnt 4 of 5)	\$200,000	
Honolulu Biennial Foundation	Hawai'i Triennial 2025		\$20,000
Mānoa Heritage Center	Annual Grant — Unrestricted General Support		\$50,000
Maui Family YMCA	Maui Family YMCA After School Music Program		\$18,000
The Hawaiian Church of Hawai'i Nei	E Mālama Ho'i I Nā Iwi Kūpuna		\$5,000
The Merwin Conservancy Inc.	Restoration and Repair of Historic Roof to Support Multidisciplinary Arts and Ecology Programming	\$19,531	
SUBTOTAL		\$248,811	\$260,500
ARTS, CULTURE & HUMANITIES TOTAL		\$509,311	

2024 FOUNDATION GRANTS

EDUCATION			
ORGANIZATION	PROJECT DESCRIPTION	CAPITAL	PROGRAM
'A'ALI'I Mentoring	'A'ALI'I Mentoring		\$10,000
Friends of the Library of Hawai'i	Phase II of Friends of the Library of Hawai'i Capital Campaign	\$25,000	
Hana Arts	Uplifting the East Maui Community Through Arts and Culture		\$20,000
Hanahau'oli School	Annual Grant — Unrestricted General Support		\$50,000
Hawaii Building Industry Foundation	YouthBuild Honolulu / Pre-Apprenticeship Construction Training		\$4,000
Hawaii Literacy, Inc.	Bookmobile Program		\$5,000
Punahou School	Punahou School Academy Learning Commons (pmnt 1 of 4)	\$400,000	
SUBTOTAL		\$425,000	\$89,000
EDUCATION TOTAL \$514,000			

2024 FOUNDATION GRANTS

ENVIRONMENT			
ORGANIZATION	PROJECT DESCRIPTION	CAPITAL	PROGRAM
American Bird Conservancy	Protecting Kauai's Endangered Birds		\$10,000
Friends of Amy B. H. Greenwell Ethnobotanical Garden	Hānau Hou — Revitalizing Amy Greenwell Ethnobotanical Garden	\$31,100	
Marine Mammal Center	New Storage Sheds for Hawaiian Monk Seal Conservation Program on Maui		\$2,616
Moloka'i Land Trust	Annual Grant — Unrestricted General Support		\$25,000
The Nature Conservancy of Hawai'i	Annual Grant — Unrestricted General Support		\$25,000
The North Shore Community Land Trust	Kalaeokauna'oa Coastal Strand Restoration		\$20,000
University of Hawai'i Foundation	Groundbreaking and Sustainable Chemistry Research to Tackle Forever Chemicals in Hawai'i and Beyond		\$10,000
SUBTOTAL		\$31,100	\$92,616
ENVIRONMENT TOTAL \$123,716			

2024 FOUNDATION GRANTS

HUMAN SERVICES			
ORGANIZATION	PROJECT DESCRIPTION	CAPITAL	PROGRAM
Angel Flight West	Wings Over Hawai'i		\$8,000
Boys & Girls Club of Hawaii	What's Next Initiative		\$20,000
Camp Taylor, Inc.	Camp Taylor Hawaii		\$5,400
Cathedral Church of St. Andrew	St. Andrew's Cathedral Aeolian-Skinner Organ Restoration Project	\$40,000	
Hawai'i Community Foundation	Maui County Strong Fund		\$25,000
Hawaii Meals on Wheels, Inc.	Outreach to Waianae Coast Kūpuna: Nutritious Meals and Human Connection		\$20,000
Historic Hawai'i Foundation	Expanding Heritage Engagement		\$10,000
Honolulu Civil Beat Inc.	Community Health Reporting (Year 2)		\$40,000
IHS, The Institute for Human Services, Inc.	Village of Redemption (VOR) 2024		\$19,939
Mālama Kaua'i	Mālama Kaua'i's Food Hub Programs: Growing Kaua'i's Food System		\$20,000
Maui AIDS Foundation	Fire Relief and Harm Reduction Initiative		\$5,000
Molokai Ohana Health Care Inc.	Climate-Driven Relocation for Molokai Community Health Center		\$20,000
North Hawaii Hospice, Inc.	Capacity Building for Community Palliative Care		\$50,000
Residential Youth Services & Empowerment	RYSE Transitional Housing Program		\$20,000
River of Life Mission	Holistic Health and Wellness Through Community-Driven Hubs		\$50,000
Sust'āinable Molokai	Functional Operations Transformation		\$20,000
SUBTOTAL		\$40,000	\$333,339
HUMAN SERVICES TOTAL \$373,339			

TOTAL COOKE FOUNDATION, LTD. \$1,520,366

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 Hawai'i.

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 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 Hawai'i must be submitted through the University of Hawai'i 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 Foundation encourages Hawai'i 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 twelve-month intervals, and each payment is contingent on receipt of a satisfactory progress report.
- The Foundation generally awards grants up to \$20,000. The Foundation will accept applications for more than this amount; however, awards over \$20,000 are rare. The Foundation no longer requires Trustee sponsorship for applications.
- 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.

GRANT APPLICATION GUIDELINES

APPLICATION PROCEDURES

Applications must be submitted online through Hawai'i 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>

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 'Ōlelo Hawai'i.

INSTRUCTIONS FOR SPONSORED ORGANIZATIONS WITH A FISCAL SPONSOR

- The sponsored organization, that is not a 501(c)(3) public charity, must submit the application.
- Sponsored organizations that do not have an account, should register, and select "Other Organization." Complete and submit the Organization Profile (see more information on the page 20).
- The fiscal sponsor, that is a 501(c)(3) public charity, must also have an account. Fiscal sponsor organizations that do not have an account, should register, and select "501(c)(3) Charity." Complete and submit the Organization Profile.
- In the application "Program Overview" section, the applicant (sponsored organization) must select yes to the question Do you have a fiscal sponsor? Then select your fiscal sponsor from the list. If you cannot find your fiscal sponsor, please ask the fiscal sponsor organization to register in the system.
- In the application "Supporting Documents and Certification" section, the applicant (sponsored organization) must upload the completed Resolution and Agreement forms. See page 20 for more information. Please upload only the required forms.

GRANT APPLICATION GUIDELINES

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, and 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
- Local units of national organizations must submit local unit financial information
- Your organization's updated financial documents must be submitted in the Organization Profile prior to submitting the application. If the financial documents are not up to date, the application will be administratively denied.
- Board of Directors list

APPLICATION

The application consists of four 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. For capital requests, describe

GRANT APPLICATION GUIDELINES

the need for the asset(s) or capital improvement for the organization and the population that will benefit it. *(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. For capital requests, provide the timeline and key activities for the capital project. *(Maximum 4,500 character count, single spaced.)*

Activities and 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. For capital requests, explain the expected impact of the capital project on the organization and your ability to deliver your program(s) and meet community needs. *(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% of the project budget. *(Maximum 3,000 character count, single spaced.)*

Addendum for Capital Requests:

Please include the following information on the Program Overview section if you are submitting a capital request:

- **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.
- **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.

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)

Applicants are strongly encouraged to use the Cooke Foundation Program Budget Template, found on the Grant Portal's Resources section and on the Cooke Foundation website:

<https://www.cookefoundationlimited.org/grant-seekers>

GRANT APPLICATION GUIDELINES

SUPPORTING DOCUMENTS AND CERTIFICATION

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

- Fiscal sponsor’s Board of Directors Resolution authorizing project fiscal sponsorship
- Fiscal Sponsor’s Agreement. The fiscal sponsor documents can be found here:
<https://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>

Attachments should be uploaded as PDFs for the program budget and fiscal sponsor documents (if applicable).

DEADLINES

Application Due Date	Trustee Meeting
August 1, 2024	November 2024
January 13, 2025	May 2025

Completed applications must be submitted by 4:00 pm HST on the deadline dates indicated above.

CONTACT INFORMATION

If you have questions about the guidelines or the application process, please contact Elizabeth Lentz-Hill at elentzhill@hcf-hawaii.org or (808) 566-5543.

For technical assistance with the online application process, please submit a support ticket at:
<https://www.hawaiicommunityfoundation.org/web/support-tickets>



COOKE FOUNDATION, LTD.

827 Fort Street Mall
Honolulu, HI 96813-4317

Phone: (808) 537-6333

Fax: (808) 521-6286

cookefoundationlimited.org