



## **Cooke Foundation, Limited** **Progress/Final Report Guidelines**

The Cooke Foundation appreciates your work and looks forward to learning more about your program. Your report provides important information that helps the Trustees evaluate the Foundation's impact. Your candor about what worked and why – and what didn't work and why – is valued and appreciated.

For final reports, all the grant funding must be expended or the remaining funds must be returned to the Cooke Foundation. Final reports are due no later than 13 months after the date of the award letter. If additional time is needed to expend the grant funding, you can request a no-cost extension through the Grants Portal.

Please submit your Progress/Final Report through Hawai'i Community Foundation's online **Grants Portal**: [https://hawaiicf.smartsimple.com/s\\_Login.jsp](https://hawaiicf.smartsimple.com/s_Login.jsp).

### **Report Guidelines**

In the report form, provide the following information:

#### **Program Narrative**

- **Program Activities Report:** Describe the activities conducted during the grant period. (2,000 characters)
- **Program Impact:** Describe the impact and accomplishments of your program. Share how you measured program impact. (2,000 characters)
- **Program Reflection:** Describe challenges encountered, unexpected benefits, and lessons learned. Describe future plans for this program. (2,000 characters)
- **Needs or Changing Trends:** Share needs and trends impacting your community and/or organization. (1,000 characters, not required)

#### **Attachments**

- **Financial Report:** Upload the final program budget with the actual income and expenses, including the grant expenses. Upload the budget as a pdf.

### **Submission Instructions**

Login to the [Grants Portal](#) and go to "My Grant Activities." Provide the narrative responses and upload your financial report. You can select "Save Draft" to save and return later. When your report is complete, select "Submit".

Only the application contact can submit the report. All other organization contacts can only view the scheduled/outstanding report listed in the "My Organization's Activities" tab and will not see the upload button. Note, grantees with a fiscal sponsor must have the fiscal sponsor certify the Progress/Final Report before it can be submitted. See pages 25-27 of the [Applicant User Guide](#) for details.

An Applicant User Guide for the Grants Portal is available [here](#). If you cannot access the Grants Portal, cannot access your report and need it to be reassigned, or need other technical support, please submit a support ticket including your grant number [here](#).