Waipahu Community Foundation

REPORTING GUIDELINES

Every grant is a learning opportunity, both for the grantee and for the Foundation. In order to help us evaluate the effectiveness of our grants, we require grantees to submit a report detailing how the grant funds were expended. The report is an opportunity to reflect upon the program/project's challenges and successes. Our greatest interest is in learning about the insight the organization has gained from receiving support for operations, capital, or from undertaking the program/project we have funded. Few programs/projects go exactly as planned, but any program/project can strengthen an organization if learning occurs. Your candor will help us to increase our understanding of the current and evolving challenges facing our grantees and the strategies they are using to overcome them.

We look forward to learning from your progress, challenges and successes. Following is the information required for the report. The report must be signed by the grantee organization's authorizing official(s) as stated on the grant application. **If the report does not address each numbered item, the report will not be accepted.** Feel free to contact us if you have questions or require further clarification of our reporting procedures.

The original and 12 copies of the report must be submitted as specified in the grant award announcement letter. Please forward the report to the President of the Waipahu Community Foundation, % Waipahu High School Administration Office, 94-1211 Farrington Highway, Waipahu, Hawaii 96797.

Reports are to begin with the following information (list in order):

Name of Foundation/Trust
Name of Organization
Address of Organization
Contact Name for Organization
Contact Phone Number
Contact Email Address
Date of Grant
Grant Amount
Program/Project Period as Indicated on Program/Project Budget
Grant Purpose (as indicated in letter accompanying check)
List of Objectives (as stated in application)

Please include the following information:

1. What was accomplished in connection with this program/project or support with operations? Address each stated objective separately. If any of the objectives or projected budget were changed, please explain the circumstances leading to the modification of the changes.

2. If your program/project involved people, teams, groups, etc., provide numbers as to how many participated. Be specific.

3. What challenges did you face in connection with this program/project? How did you address these challenges?

4. What were the most important lessons learned?

5. What has changed within your organization as a result of this program/project; or as a result of operational support?

6. What unexpected benefits were gained as a result of the program/project support?

7. What method was used to evaluate the program/project? What was the effectiveness and ease (or difficulty) in the evaluation method used?

8. If the program/project involved a school, name the school, grade levels and number of students involved.

9. What advice would you offer to help another organization that is thinking about undertaking a similar program/project; or requesting support for operations?

10. Include with your report a detailed financial accounting of **ALL** grant funds received for operations or for the program/project supported; along with a financial accounting of how the Foundation's funds were expended. Any unexpended funds must be returned to the grantor by check made payable to the Waipahu Community Foundation. Check should be forwarded to President of the Waipahu Community Foundation, % Waipahu High School Administration Office, 94-211 Farrington Highway, Waipahu, Hawaii 96797.

11 Recommend grantee retain all receipts for all expenditures of $25 or more for tax reporting purposes.