VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

827 FORT STREET • HONOLULU • HAWAI`I • 96813 • (808) 537-6333

Capacity Building
Final Report (or Progress Report) Cover Sheet

The Trustees appreciate your work and look forward to learning more about it. Your final report provides important information that helps the Trustees to evaluate the Foundation's programs. Your candor about what worked and why -- and what didn't work and why not -- makes your report valuable and appreciated.

Your report is due no later than 13 months after the date of your grant award letter. The Foundation does not accept proposals from organizations with overdue reports.

Please complete this cover sheet, attach the narrative, an updated tracking matrix and final financial reports, and upload the PDF document to the grant portal "Reporting" section for this award. Direct questions to Jarissa Lum, Program Officer at 808-566-5522 or by email at jlum@hcf-hawaii.org.

Organization information
Organization Name:
Contact information for the person who prepared this report
Name: E-mail:
Title: Tel:
Project information
Grant ID#   Grant amount: $
Project title:
Attach financial report, narrative report, and tracking matrix

☐ Financial report:
     Provide original project budget shown in your grant application
     Show all actual project income and expenditures
     Indicate expenses for which this Geist Foundation grant was used.
 	
 ☐ Narrative report:
    The capacity building issue addressed
    The activities that occurred
    The extent to which the outcomes described in the Project Matrix that was submitted in the original
       proposal were achieved or modified. Please include the original project matrix and complete the
       "Actual Changes" column
    Describe any short-term and long-term impact, positive or negative, on your organization that you
       foresee resulting from this work.
    Summarize major achievements during the program year
    If your project included working with a consultant, what 2 or 3 key insights did you gain about how to
       work effectively with a consultant?
    What advice would you give another non-profit embarking on a similar project about what you would
       do differently or the same?
 	
 ☐ Updated Tracking Matrix