



# ATHERTON FAMILY FOUNDATION

## Final Report/Progress Report Cover Sheet

The Directors 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 final report is due no later than 13 months after the date of your grant award letter.

The Foundation does not accept grant applications from organizations with incomplete or overdue reports. Please mail your report to: Atherton Family Foundation, 827 Fort Street Mall, Honolulu, HI 96813-4317.

<b>Project information</b>		
Grant ID#	Grant amount: \$	
Project title:		
<b>Organization information</b>		
Name:	Website:	
Address:	Tel:	
City, State, Zip:	Fax:	
<b>Fiscal sponsor organization, if applicable</b>		
Name:	Website:	
Address:	Tel:	
City, State, Zip:	Fax:	
<b>Contact information for the person who prepared this report</b>		
Name:	E-mail:	
Title:	Tel:	
<b>Attach financial report.</b>		
<ul style="list-style-type: none"> <li>• Show all actual project income and expenses.</li> <li>• Show expenses for which this Atherton Family Foundation grant was used.</li> <li>• Attach a copy of the original project budget included in your grant application.</li> </ul>		
<b>Attach narrative report, using the following headings. No cover letters, videos, or CDs, please.</b>		
<ul style="list-style-type: none"> <li>• <u>Activities</u> Describe the activities conducted and the services delivered or products created, including quantities. Explain any changes from the activities described in your grant application. (You must use the grant only for the purpose stated in the grant award letter.)</li> <li>• <u>Results</u> Describe what happened as a result of the project, including any differences between these results and the expected results described in your grant application.</li> <li>• <u>What did you learn and what will happen next?</u> Describe challenges encountered, unexpected benefits, and lessons learned. Describe future plans for this project or program.</li> </ul>		
<b>Required signature</b>		
	Type or print name	Date
Executive Director		
If no ED, chief compensated staff person must sign.		
<b>If a fiscal sponsor is involved, an additional signature is required.</b>		
	Type or print name	Date
Executive Director of fiscal sponsor organization.		
If no ED, chief compensated staff person must sign.		