**Project Information:**

|  |  |
| --- | --- |
| Project/Grant# |  |
| Project Title: |  |
| Organization Name: |  |
| Mailing Address: |  |
| City, Zip: |  |
| Contact Name: |  |
| Contact Phone Number: |  |
| Contact Email: |  |

**Project Status:**

|  |  |
| --- | --- |
| ***Percent of project completed to date:*** | |
| Total amount of project money spent to date: (Provide copies of receipts) |  |
| Kaulunani funds spent to date: |  |
| **Match this period:**  **Cash:**  (Provide copies of checks or letters for cash match)  **In-kind**:  (attach signup sheets, total the number of volunteers, the hours and the total value) | **Cash Match:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **In-kind Match: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **No. of Volunteers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **No. of Volunteer Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Total Value (Cash and In-Kind) \_\_\_\_\_\_\_\_\_\_\_\_** |

**Description of Work Accomplished (attach separate sheet):**

* Include information about your accomplishments, objectives, activities and results.
* Provide an updated budget that lists all expenditures and matching funds.
  + Matching funds **must** be supported by written documentation that is to be kept in your file and included in this report.
* Include brochures, maps, posters, videos, DVDs, web site links and all other materials purchased and/or designed with U&CF funds.

**Please send by email to Heather McMillen at** heather.l.mcmillen@hawaii.gov. **or by mail to** Kaulunani UCF Program, DLNR, Division of Forestry and Wildlife, 1151 Punchbowl St., Rm. 325, Honolulu, HI 96813, Attn: Heather McMillen.