



Kaulunani Urban and Community Forestry Program

Final Project Report Instructions

The final Project Report is due at the end of your project. You are to include:

- Your name, contact information, address, email, grant number.
- A final project narrative as outlined below.
- A final invoice.
- Appropriate financial documentation as described below.
- Examples of project deliverables (ex. Brochures, maps, DVDs, etc).

Your Final Project Narrative shall address the following:

1. Project Description

- A. Identify the project deliverables (what you did).
- B. Describe how your project met its purpose and objectives.
- C. List the benefits your project made to the community.
- D. Did you encounter any difficulties and how did you resolve them?

2. Financial Information

A. Provide copies of the project invoices that document how the Kaulunani funds were spent.

1. Include receipts, purchase order or proof of purchase for all UCF funding expenditures including supplies and materials, consultant services, travel, equipment rental and other.

B. List all sources of cash and in-kind match.

1. Did all the match and intended partnership contributions happen?
2. **In-kind donations:** If you are claiming volunteers as a source of your in-kind donations please include: the *sign up sheets* listing: (1) the date, (2) names, (3) signatures of volunteers, (4) start times and (5) end times. Please include the (1) total the number of volunteers, (2) the number of hours and (3) the total value.
3. **Cash Match:** If you have a *cash match* you are to provide a copy of the letter(s) or check(s) confirming the donation was received.

3. Marketing and Public Relations

- A. Include any published press releases and/or news articles on your project.
- B. Include photograph(s) and another other multimedia documentation from your project.

4. For Tree Planting Projects

- A. Provide the actual number, species, and size of trees or other plant materials used in the project.

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