



**Kōkua Hawai'i Foundation  
Mini-Grant Reporting Form  
2018-2019 School Year**



**Please send the following to Kōkua Hawai'i Foundation in order to receive the remaining 10% of your Mini-Grant and remain eligible for future funding:**

- This reporting form. (Please type directly into this file.)
- All receipts for purchases made using KHF Mini-Grant funds.
- At least 5 digital photos documenting the project. These must be cleared for use in Kōkua Hawai'i Foundation outreach (website, newsletters) and reporting to funders. (Email photos to grants@kokuahawaiiifoundation.org.)
- Kōkua Hawai'i Foundation Media Releases for students featured in the photos you submit.
- A description or copy of any lesson plans or activities you developed as part of the project (if applicable).
- Any mini-grant funds not used for your project, if applicable. (Make checks payable to Kōkua Hawai'i Foundation.)

**Submit Reporting Documents to:**

Email: grants@kokuahawaiiifoundation.org (preferred)

Fax: (808) 638-0757, Mail: Kōkua Hawai'i Foundation, P.O. Box 866, Hale'iwa, HI 96712

KHF Grant Portal: kokua.fluxx.io (please email grants@kokuahawaiiifoundation.org to notify us that you've uploaded your report or other documentation to the KHF Grant Portal)

<b>School Name:</b>					
<b>Teacher (Applicant) Name:</b>					
<b>Project Title:</b>					
<b>Project/Class Website (if applicable):</b>					
<b>Start &amp; End Date(s) of Project:</b>		<b># of Students Who Participated in Project:</b>			
<b># of Students Impacted by this Project.</b> Include actual # as well as description if relevant (e.g., grade level, whole school, etc)					
<b>Total Cost of Project:</b>	\$	<b>Amount Granted from KHF:</b>	\$	<b>Amount of KHF MG Funds used:</b>	\$
<b>If matching/additional funds were used for this project, please list source and amount.</b>			<b>Source:</b>		
			<b>Amount:</b>	\$	
<b>Project Expenses: Include a detailed list of project expenses including items/services purchased and amount. Remember to submit copies of receipts. (Attach additional pages if needed):</b>					
<b>Item/Service Description</b>	<b>Amount</b>		<b>Notes (if any)</b>		
<b>TOTAL AMOUNT KHF FUNDS SPENT:</b>	\$				

**FEEDBACK/REFLECTION**

Please share your experience in carrying out this project. Include any activities, lesson plans or reflection questions you may have developed.

How was the project received by your school community?  
What was most helpful? What would you change? Would you recommend the trainings, workshops or materials you purchased to other groups?

Attach additional sheets as needed.

Your comments may be quoted and used on our website or other Kōkua Hawai'i Foundation materials. Please be as candid as possible! If you do not want your name included with quotes, please check here: