



Progress Report

Kaulunani Urban Forestry Grant Reporting Requirements

READ CAREFULLY AND ANSWER THE FOLLOWING QUESTIONS.

1. PROJECT OVERALL

- a. What are the project objectives?
- b. What difficulties did you encounter and how were they resolved?
- c. How has the community benefited from this project?
- d. Date project was completed.

2. KAULUNANI GRANT EXPENSES

- a. Please provide copies of the project invoices that document *how the Kaulunani funds were spent*.

3. FUNDS USED TO MATCH THE GRANT

- a. *Identify the matching funds.*
- b. If you are claiming volunteers as a source of your in-kind donations please include:
 - i. The *sign up sheets* listing the date, the names and signature of volunteers, the starting and ending times.
 - ii. *Total the number of volunteers, the number of hours and the total value.*
- c. If you have a *cash match*, you are to provide:
 - i. A copy of the letter(s) or check confirming the donation.

4. TREE PLANTING PROJECTS

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

5. PUBLICATIONS

- a. For publications or other signage: Provide a copy of the actual materials produced using this funding.

6. BUDGET

- a. Include a final budget in your report. Note any changes to the budget.

7. PROMOTION

- a. Provide photos or slides, copies of press releases, publications, flyers, ads, or other materials used to document your event or project.