



COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
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FINAL REPORT FORM

Contract/Grant Number:

Performance Period: _____ to _____

Organization Name:

Program/Project/Event Title:

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Please submit this completed and signed Final Report Form, Final Financial Report form with a narrative report that addresses each of the following items. Events must also submit the Event Final Report. Use additional pages as needed.

The Final Report is a cumulative report of your grant performance period. Please make sure your numbers reflect totals for your entire project/program.

- Program/Project/Event description from your original proposal.
- You are required to report actual outcomes and results on each of your Goals, Objectives, Action Steps and Success Measures that were listed in Section E of your original grant application.
- Using your proposed methodology from your Proposal, explain why you were able to reach your stated goals and objectives and/or why you were unable to reach your stated goals and objective(s).
- Discuss the results of your program/project/event.
- Discuss the results of your marketing/public outreach efforts.
- Provide your Dashboard of Performance Measures for the current fiscal year.
- Provide two anecdotal stories of how this grant funding assisted our community.
- Describe how this program/project/event could be improved.
- Include five digital photos on a USB Flash Drive with the Final Report that best depict your project/program/event.
- Attach Final Reimbursement Budget Summary.

Submitted by:

Signature

Date