



COUNTY OF MAUI
OFFICE OF ECONOMIC DEVELOPMENT
 2200 MAIN STREET, SUITE 305
 WAILUKU, MAUI, HAWAII 96793
 PHONE (808) 270-7710 FAX (808) 270-7995

FINAL REPORT FORM

Contract/Grant Number:

Grand Period: _____ to _____

Organization Name:

Program/Project 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 description from your original proposal.
- Discuss the results of your program/project as well as marketing/PR efforts.
- Provide your Dashboard of Performance Measures.
- Provide two anecdotal stories of how this grant funding assisted our community.
- Report on your Goals, Objectives, Action Steps and Success Measures in Section D of your Proposal with the actual outcomes and results.
- 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).
- Describe how this program/project could be improved.
- Include five digital photos on a USB Flash Drive with the Final Report that best depict your event or program.
- Attach Final Reimbursement Budget Summary.

Submitted by:

Signature

Date

Office of Economic Development -- Staff Use Only

Received by OED:

Quarterly Report Accepted by: _____
(OED Staff)

(Date)

(Date)