

Please fill out this form and mail or PDF and email:
 Hawai'i Council for the Humanities (HCH)
 c/o Director of Grants and Special Projects
 3599 Wai'alaie Avenue, Room 25
 Honolulu, Hawai'i 96816
 Phone: (808) 732-5402, ext. 1
 Email: shoshino@hihumanities.org



FINAL FINANCIAL REPORT FORM

Directions on reverse side

Grantee/Primary Sponsoring Organization:	Project Title:
Grant Number:	Grant Period: (mm/yyyy to mm/yyyy)

HCH Grant Total Expenditure List:

Budget Categories	HCH Grant	
Personnel	\$	Note: <i>Grantees must obtain <u>prior written approval</u> for any proposed change in the project budget which affects the scope or objectives of the project and/or introduces or eliminates types or categories of expenditures.</i>
Honoraria / Stipends	\$	
Travel	\$	
Promotion	\$	
Program Materials	\$	
Facilities	\$	
Operational	\$	
Media or Exhibit Component	\$	
Other Expenses	\$	
Total Expenditures:	\$	\$

Certification: I certify to the best of my knowledge and belief that the foregoing information is correct and that all disbursements were incurred solely for the purpose and conditions of the grant agreement.	Signature:	Date:
	Printed name and title:	

* If a final grant payment is owed, please provide mailing address below or check here if pick-up is preferred. Contact person: _____ Phone # _____

The final payment will be based upon the HCH Grant Total Expenditure listed above minus any previous grant payments issued.

Mailing address: _____ _____ _____	For HCH use:	
	Final payment due:	Trans #:
		Account #:
		Date:
\$	Approved by:	

DIRECTIONS FOR COMPLETING THE FINAL FINANCIAL REPORT

- A. Enter the name of the grantee or primary sponsoring organization, grant (or regrant) number (if applicable) and project title, as specified in the grant award documents— Attachment to the Grant Award or Memorandum of Agreement. Enter the beginning and ending date of the project time period, as specified in the grant award documents or any subsequent amendments.

- B. HCH Grant: Enter all project expenditures and commitments of HCH grant funds, *including grant funds not yet received*, according to the budget categories listed.

All expenditures/commitments of HCH grant funds must be made in accordance with the budget approved by the HCH. Funds may be transferred among cost categories, providing: 1) the scope or objectives of the project are not changed, 2) HCH specified rates of compensation or expenditure are not exceeded or 3) non-allowable costs are not included.

All HCH grant funds must be expended or committed during the project grant period approved by the HCH. All funds not expended or committed during this period must be returned to the HCH.

- C. Sponsor Share: List in-kind goods and services, such as value of venue rental, supplies, portion of staff salaries contributing to the project, as well as cash contributions by sponsor and outside sources, etc.