



1399 Business Park Dr. S. P.O. Box 190 • North Baltimore, OH 45872 • 800-445-4840 • CommunityTrustFund@hwe.coop • www.hwe.coop

Dear Recipient,

Congratulations! Your organization was selected to receive a grant from the Hancock-Wood Electric Community Trust Fund's Operation Round Up Program.

Participating Hancock-Wood Electric Cooperative members' bills are rounded up each month to the nearest dollar and the additional change is considered a charitable donation to the Hancock-Wood Electric Community Trust Fund. This program allows HWE members the opportunity to make a powerful impact on their communities for just pennies a month!

Hancock-Wood Electric Cooperative members are not required to participate, so it is vital to the continued success of the HWE Community Trust Fund to encourage members by promoting your success and managing statistical information. To do this, we need a completed final report from each organization receiving funds.

Your final report is due upon completion of your project or program. If your program is ongoing, a report is required after grant funds have been used in entirety.

Items to include in your report:

- Final report form
- Pictures and/or video of the project/program in action
- "Before" pictures and/or video (if available)
- Summary of the progress/results using the goals listed in the original grant application
- Description of any significant challenges experienced related to the funded grant project/program

Final reports are due at least one year after grant funds are received. Failure to remit a final report could result in future applications being removed from consideration.

Thank you for your interest in Hancock Wood Electric Community Trust Fund. Please contact us if there are any questions or concerns by calling us toll free at 800-445-4840 or emailing CommunityTrustFund@hwe.coop.

Sincerely,

Ellen McKee, Board Chair



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ORGANIZATION FINAL REPORT

Date of Report: _____

Legal Name of Organization: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Website: _____

Contact person: _____

Phone at Work: _____ **Cell:** _____ **Fax:** _____

Email address: _____

Project Name: _____ **Amount Granted:** _____

Start date of program/project: _____ **End date:** _____

How many individuals were served by the project/program in the following Ohio counties?

Allen.....No. served: _____	Henry.....No. served: _____	Wood.....No. served: _____
Erie.....No. served: _____	Putnam.....No. served: _____	Wyandot..No. served: _____
Hancock.....No. served: _____	Sandusky...No. served: _____	
Hardin.....No. served: _____	Seneca.....No. served: _____	

Please include the following supporting documents with this form:

- Pictures and/or video of the project/program in action
- "Before" pictures and/or video (if available)
- Summary of the progress/results using the goals listed in the original grant application
- Description of any significant challenges experienced related to the funded grant project/program

I represent that I am authorized by the named organization to submit this final report on its behalf and to make the assertions in this certification and to bind the organization accordingly. I understand that the HWE COMMUNITY TRUST FUND, INC has the right to fully audit the use of this donation at any time. I also understand that HWE COMMUNITY TRUST FUND, INC and HANCOCK-WOOD ELECTRIC COOPERATIVE may use this report, if approved, for publicity and promotional purposes.

Signature

Printed Name

Completed reports may be emailed to CommunityTrustFund@HWE.coop or mailed to:

HWE Community Trust Fund
c/o Hancock-Wood Electric Cooperative
1399 Business Park Dr. S.
P.O. Box 190
North Baltimore, Ohio 45872