

## HCAP/CAC 2011 Year-End Report

**Deadline: March 16, 2012**

The Foundation continues to highlight Hitachi activities for employees, executives, and managers, along with the general public and corporate and philanthropic audiences, but we can't do it alone. Completing and submitting the Year-End report in a timely fashion allows us to capture and share information across the network and to tell the story of community engagement at Hitachi.

Submit this report with your MCA Summary Sheet and other supplemental materials for the 2011 HCAP/CAC Update. Other materials may include: profiles of CAC grantees, photos, exceptional letters from community members and agencies, or other relevant information. We are interested in the range of community activities - contributions, volunteer activities, activities to promote the CAC or community action, and other community involvement for which you did not request matching funds support. Please only submit 1-3 additional items. All CAC members should contribute to the final report. Remember to also contribute your success stories, tips, and tools to the CAC Forum on [HCAP HQ](#) as well as upcoming events and Master Class Series' topics! [HCAP HQ](#) will only be as vibrant as we make it.

*To submit:*

- Fill out the form below electronically.** You must be using Adobe Reader 8.0 or higher to edit and save changes to this form. To download the most recent version of Adobe Reader [click here](#).
- Save an electronic copy** of your report. Do this by clicking File then Save. Please name the file with your company's name. For example, Hitachi America, Ltd. in Tarrytown would save their file as "HAL-NY2011.pdf" or the Southern California Regional CAC would save their file as "SCRCAC2011.pdf."
- Year-End Reports will only be accepted electronically. **Email the completed form** to [hcaphqinfo@gmail.com](mailto:hcaphqinfo@gmail.com). Forms must be submitted by **Friday, March 16, 2012**.
- You may also **attach your MCA Summary Sheet and any other materials** when submitting this form via email. Other materials may include: profiles of CAC grantees, photos, exceptional letters from community members and agencies, or other relevant information. Please limit additional attachments to 1-3 items no more than 3 pages in length.

2012 HCAP allocations will not be made until your report, MCA Summary, and signed Memorandum of Understanding (MOU) are received, reviewed, and approved. MOUs will be sent separately by Katrinka Hall. After the March 16th deadline, requested allocations will be subject to budget availability. Your company president and all senior level executives *must* also receive a copy of your final submitted report. Thanks for your help!

## CAC Contact Information

### CAC

**Street Address**

<b>City</b>	<b>State/Province</b>	<b>Zip</b>
<b>Company President</b>	<b>Email</b>	
<b>CAC Chair 2011</b>	<b>Title</b>	
<b>Email</b>	<b>Phone</b>	
<b>Other CAC Contact</b>	<b>Title</b>	
<b>Email</b>	<b>Phone</b>	
<b>Report Completed By</b>	<b>CAC Officer</b>	
<b>Email</b>	<b>Phone</b>	

### Year End Report Checklist:

(The items below will be accepted via email at [hcaphqinfo@gmail.com](mailto:hcaphqinfo@gmail.com).)

**Email**

- Completed Year-End Report Form
- Completed MCA Summary Sheet
- CAC Giving Guidelines (If your CAC does not have Giving Guidelines, you may download the template [here](#).)
- Relevant Supplemental Materials (If applicable. See instructions in #4 above. Please limit to 1-3 items)

## **CAC/Facility Information**

Number of 2011 CAC members: \_\_\_\_\_

### **Number of 2011 CAC members who are:**

Staff/Line Employees: \_\_\_\_\_

Managers: \_\_\_\_\_

Professional/Consultant: \_\_\_\_\_

Executive Liaison: \_\_\_\_\_

Other: \_\_\_\_\_ Please list: \_\_\_\_\_

Number of 2011 CAC members who are registered on [HCAP HQ](#): \_\_\_\_\_

Total number of employees at facility in FY 2011: \_\_\_\_\_

## **FY 2010 Statistics (4/1/2011 - 3/31/2011)**

*For each of the following please include figures for CAC-sponsored activities only. There will be an opportunity to calculate information for non-CAC sponsored activities below. CAC-sponsored activities include any activity organized by the CAC. The activities may or may not receive matching funds.*

### **Cash Grants:**

Cash grants made: \$ \_\_\_\_\_  
(CAC portion only; **do not include Foundation match.**)

### **In-Kind Donations:**

Value of in-kind donations: \$ \_\_\_\_\_

Please list in-kind donation items here:

### **Grantee Information:**

How many community organizations did your CAC support in FY 2011 with cash grants or volunteering? \_\_\_\_\_

How many of these were new to the CAC this year? \_\_\_\_\_

Have top executives at your facility participated in any CAC activities in the past year?  Yes  No

If yes, please specify the activity or activities:

## **FY 2012 CAC Budget (4/1/2011 - 3/31/2012)**

Estimated CAC budget allocation from company for **FY2011 (4/1/2011-3/31/2012)** \$ \_\_\_\_\_  
(The Memorandum of Understanding will be sent separately to your CEO or President.)

## **CAC Funding Priorities**

The Hitachi Community Action Partnership Leadership Team has designated 6 primary grant categories. This will allow us to share common definitions and gather and report data across the HCAP network. These categories are intentionally broad. While CAC's actual funding priorities and grant decisions may be more specific, your priority areas should easily fall into the 6 categories. Please visit [HCAP HQ](#) for the complete description of each category. Depending on the size of your budget, your CAC may have 1-4 funding priority areas. CACs often determine funding priority areas for a fiscal year and focus their grants and volunteer activities in those areas.

Did your CAC determine funding priorities for FY 2011  Yes  No

If so, what were they? Note that funding priorities is not the same as the types of grants provided (Please check all that apply.)

Arts & Culture

Environment

Community Support Services

Health & Human Services

Education

Youth Development





## **Year-End Highlights/Comments** *(Please solicit responses from the full CAC membership.)*

**1. What has/have been your CAC's greatest success or highlight in the last year, and what made it special?** *(A particularly successful partnership with a school or organization, a grant or event, progress with the CAC such as increased employee involvement, etc. Attach any relevant publicity or information.)*

**2. What difference has the CAC and your company's community involvement made for the community, the company and employees?**

**3. Are there particular skills that CAC members have gained as a result of participating in the CAC and/or community engagement?**

**4. What were the greatest challenges your CAC faced in FY 2011 within the company, with employees, and/or within the community?**

**5. What goals does your CAC have for FY 2012?**

## **HCAP Resources**

**1. In FY 2011, did your CAC use any of the resources developed by the HCAP Leadership Team?**

Yes       No       Unsure

**2. If yes, which ones:**

- [Community Engagement Tool](#)
- [Grant Application Form](#)
- [Proposal Review Template](#)
- [Giving Guidelines Template](#)

**3. General comments or thoughts on HCAP or the various tools provided to enhance your CAC's community engagement strategy?**

