2017 Request for Proposals (RFP)
Community Restoration Partnership (CRP)

HAWAI'I COMMUNITY FOUNDATION

The Hawaii Community Foundation (HCF) and its partners--the Harold K. L. Castle Foundation, the Kamehameha Schools, the Marisla Foundation, and the Weissman Family Foundation--are pleased to announce the seventh year of the Community Restoration Partnership (CRP). This funding opportunity provides support for on-the-ground lower watershed and coastal restoration projects in Hawaiʻi that involve community stewardship activities and focus on durable and sustainable positive impacts on coastal and near shore marine areas. CRP complements the State's goal of 30% healthy functioning near shore areas by 2030.

CRP's goals are to support quality restoration projects that:
- are informed by data, sound science, and capture and reinforce traditional cultural values of Hawaii;
- engage local community groups in active and ongoing environmental stewardship;
- exhibit collaboration between multiple partners, and
- encourage science-based monitoring with data to track the impact of restoration over time.

Requests of up to $50,000 will be considered for any individual restoration project for a one-year grant award period to start July 1, 2017 and end June 30, 2018.

While NOT a requisite for proposed restoration projects, the following elements may be given special consideration by the CRP Advisory Group in project selection:
- Projects that restore coral reef habitat, coastal wetlands and estuaries;
- Projects that directly reduce land-based sources of pollution, including sediment runoff;
- Projects that improve resilience in the restoration area;
- Projects that restore traditional cultural infrastructure that benefit coastal ecosystems (e.g. fishponds, loʻi, etc.); and,
- Projects that include ongoing stewardship involving the community.

ELIGIBILITY & REQUIREMENTS
1. Applicants must be tax-exempt 501(c)(3) organizations in good standing with HCF. Projects that are not associated with an organization with 501(c)(3) status must have a fiscal sponsor with 501(c)(3) status.
2. Projects must be located in Hawaii.
3. Applicants must provide at least a 50% match for grants awarded under the Community Restoration Partnership. The most competitive projects will provide 100% (or greater) match of the requested award amount. Matching resources may consist of cash/other grants, in-kind services, and/or verified volunteer time. Sources of proposed match need to be identified in the proposal; actual matching resources must be documented and reported to HCF. Please refer to the following resources as potential guides for volunteer time values: http://www.independentsector.org/volunteer_time?cm_mid=3319304&cm_crmid={1e89907a-8499-e311-9563-00155d009001}&cm_medium=email or http://www.bls.gov/oes/current/oes_hi.htm.
4. Proposals must address any federal, state and local permits, and approvals related to the project. Applications may be accepted for permits that are in process, but required permits must be in hand in order for grant to be awarded.
5. Grants may not be used for the following:
   - Re-granting (i.e., redistribution to these funds to other organizations or individuals)
   - Endowments
   - For the benefit of specific individuals
   - Major capital improvements including capital campaigns, construction or renovations
   - Activities that promote religious beliefs.

EVALUATION CRITERIA
The strongest proposals are those that demonstrate the following criteria:
1. **Organization's background** and ability to implement the project for the community it serves.

2. **Feasibility of the proposed project** to identify project need, results, activities, timeline, and measures of success.
3. **Meets the goals of the CRP** (listed above) and will result in durable and sustainable positive impacts on the environment.
4. Indicates **clear and measureable results and outcomes** that are important for Hawaii's near-shore or coastal marine areas.
5. Can articulate the **current phase and the long-term stewardship plan** for the area.
6. **Project budget is realistic and complete** and meets or exceeds the 50% match requirement.

ONLINE SUBMISSION
Applications must be submitted online at: https://nexus.hawaiicommunityfoundation.org/nonprofit, which will be accessible by February 15, 2017. (Or click on "NONPROFIT GATEWAY" at the top of the HCF homepage). If you are a new user, click **"New User Registration;"** the registration process may take up to 2 days so please register early!

APPLICATION INSTRUCTIONS
- Only complete applications will be accepted.
- If you are a fiscally sponsored project or organization, please create your own online account. You can enter the name and information for your Fiscal Sponsor on your application.
- The online application has fillable boxes with character limits. The character counts in MS Word do not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
- We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides; however, the online application system is unable to accept diacriticals. Please do not include these in your narrative it may cause errors in the way the online system processes your proposal.
- HCF will make final award decisions based on a full review of complete proposals submitted, as well as fund availability. Projects selected for funding are anticipated to receive grants with an award period beginning on July 1, 2017. Please consider this timeline when providing your project start date.

NARRATIVE QUESTIONS
1. **Project Statement** – Provide a clear and concise description of the project. *(maximum of 200 characters)*
2. **Organization's Background & Community Served**
    a. Describe your organization's mission and background and its importance to the community you serve. Please include who you serve, where you serve, and the needs and opportunities you are working to address or the opportunities you are working to provide. *(maximum 2,000 characters)*
    b. How does your organization assess or learn about the needs and/or emerging issues of the community it serves? (for example: consumer feedback, community forums, audience surveys, data tracking, etc.) *(maximum 2,000 characters)*
3. **Project Description & Activities**
    a. Describe the overall proposed project, clearly stating the benefits to coastal resources, as well as, socioeconomic benefits to the community. Describe how the project fits the goals of CRP and specify the ahupua'a (location) of the project. *(maximum 4,000 characters)*
    b. Describe the project need as based on evidence given by third party reports or research, threats to the geographic coastal area, and how the project fits in with other restoration efforts in the area (if applicable). *(maximum 2,000 characters)*
    c. Describe the activities that are planned for the specific project area and how they advance larger restoration objectives for the coastal region in which the project is located. *(maximum 2,000 characters)*
        i. If applicable, please indicate in boxes provided:
            1. The amount of volunteer hours, if any, that you expect to be dedicated to the project. *(up to 6 characters)*
            2. The traditional cultural approaches (if any) applied during the course of the project. *(150 characters)*
    d. List all the partner groups or agencies involved in your project and the roles that they will fill. Describe how the restoration project will include local community participation. *(maximum 2,000 characters)*
4. **Project Result & Outcome**
    a. What results (long-term outcomes or positive changes) is your organization trying to achieve? Why are these results important for Hawaii's near-shore or coastal marine areas? *(maximum 2,000 characters)*

b. How does your organization measure results? Describe what data you collect, how and how often it is collected, and how you use this information to make decisions. *(maximum 2,000 characters)*
c. Where applicable, please describe expected restoration results in the boxes provided:
    i. Amount (in lbs.) and type of threat material (e.g. alien algae, sediment, invasive species) that you plan to remove from the project site. *(150 characters)*
    ii. Amount of native species individuals that you plan to out-plant. *(enter up to 6 characters)*
    iii. Amount of stream feet that will be opened to fish passage. *(enter up to 6 characters)*
    iv. Amount of acres that will directly benefit from project restoration activities. *(enter up to 4 characters)*
    v. Other metrics that will demonstrate the impact that your project will have on restoration and stewardship of the site. *(200 characters)*
d. If the organization has received past funding from the CRP, please describe the outcomes of that project and describe how this application builds on, or differs, from previous outcomes. *(maximum 2,000 characters)*

5. **Project Timeline & Long-Term Stewardship Plan**
    a. Please provide a detailed work plan and timeline for expected project activity. Complete the downloadable Project Work Plan and Timeline form and upload to your application.
    b. Describe the current phase of the project (for example: start-up/planning, maintenance, etc.) and where this project fits within the larger plan for the restoration area. *(maximum 2,000 characters)*
    c. Describe the long-term stewardship plan for the project area, and indicate how future stewardship activities will be agreed upon and sustained (financially and otherwise). If applicable, describe the roles and responsibilities of your project partners in implementing the stewardship plan. *(maximum 2,000 characters)*

6. **Permits and Approvals**
    a. List any and all federal, state and local permits and approvals related to the project. Describe whether the permits are in-hand, and what permit-related activities are to be conducted. Provide a detailed description of possible construction activities, any environmental concerns, and possible mitigation measures that your group will undertake. Also, identify and indicate the permission and level of participation from the landowner of the project area that is necessary and the status of the permission and participation. Please note: If permits and approvals are not secured by the award of the grant, grant funds will be withheld by HCF until they are secured. *(maximum 2,000 characters)*

ATTACHMENTS
These items are required parts of your proposal. Proposals missing any of these will not be reviewed.
1. Project Work Plan & Timeline Form (downloadable template provided)
2. Project Budget Form (downloadable template provided)
3. Map of Project Site detailing where restoration is to occur
4. One-page board or leadership group list
5. Previous year's operating budget (both income & expenses) *
6. Current year's operating budget (both income & expenses) *

* If you are a national organization please submit your Hawaii program budget.

If you are using a **fiscal sponsor (FS),** please also attach the following documents:
a. Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship
b. Fiscal Sponsor's Agreement
c. Fiscal Sponsor's Board of Directors List
d. Fiscal Sponsor's Operating Budget for the current & previous fiscal years

*Please see HCF website for sample FS materials at: http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials.

GRANT AWARDS & REQUIRED REPORTING
Grant decisions will be made by mid-June 2017 for projects to start by July 1, 2017. Awarded projects should expect to receive full funding at the start of the grant term, unless determined otherwise by HCF. Awarded projects may be required to: submit a progress report, attend a grantee gathering, and receive a site visit by HCF staff. A final report and budget must be submitted one month after the grant term ends to HCF.

> **DEADLINE: Submit your application by clicking the "Submit" button at the end of the application by 4:00 p.m. HST, Monday, April 17, 2017.**

QUESTIONS ABOUT THIS RFP

If you have questions regarding the RFP, please contact Larissa Kick, (808) 566-5565 or lkick@hcf-hawaii.org. If you have questions about registering your nonprofit on-line or about the on-line application process, please contact Iolani Castro, (808) 566-5540 or icastro@hcf-hawaii.org.