



HAWAII COMMUNITY
FOUNDATION

2015 Request for Proposals (RFP) FLEX Small Grants Program

For Groups with Annual Operating Budgets less than \$100,000

PURPOSE

The FLEX Small Grants Program provides flexible support for small Hawaii nonprofits, community-based groups or fiscally-sponsored projects that provide high quality programs. HCF defines high-quality programs as those that are meeting a community need or interest and can clearly describe the results that they are producing for communities. Flexible support is unrestricted and may be used for a variety of purposes including administrative costs, program expenses, or salaries.

FLEX is supported by several funds of the Hawaii Community Foundation including:

Robert E. Black	Ka Papa o Kakuhihewa	Richard Smart
East Hawaii	County of Kauai Fund	UHA Foundation
Ewa Beach Community	Annie Sinclair Knudsen Memorial	Bernice & Conrad von Hamm
Jean I. Fennimore	Kukio Community	West Hawaii
SunEdison Community	Lanai Community Benefit	Additional Donor Advised Funds
Hokulia Community Benefit	Reverend Takie Okumura Family	
Kahuku Community	Omidyar Ohana	

Nonprofits will be considered for funding only by the funds for which they qualify based on the individual fund's restrictions. Information submitted in the Organization & Program Profile allows HCF to match applicants with all appropriate funds.

ELIGIBILITY

1. Eligible organizations must have had their tax-exempt **501(c)(3)** status for a minimum of two (2) years at the time of application.*
2. For profit organizations are not eligible to apply.
3. Eligible organizations must provide services in the State of Hawaii, and have been providing those services in Hawaii for a minimum of two (2) years. FLEX does not fund the start-up of projects or organizations.
4. Organizations with multiple branches or chapters may only submit one application for their organization.
5. FLEX does not fund government departments or programs (including the University of Hawaii).
6. Organizations currently funded by HCF with overdue final reports are not eligible to apply.
7. If your organization received a FLEX grant in 2014, you must complete the online reporting survey by May 27th in order to be eligible for a 2015 FLEX grant.
8. Organizations with a current HCF Organizational Capacity Building Implementation grant must complete and report on that grant before applying to FLEX.
9. If you are the supporting organization for another entity then you must specify in your proposal whether you are requesting funding for your organization or for the organization you support. Your narrative should reflect the organization for which you're requesting funding.

**If your organization is a community-based group that has been in operation for less than 2 years, a nonprofit that has had their 501(c)3 status for less than 2 years, a fiscally-sponsored entity, an individual public or charter school, or a parent-teacher organization or foundation that was established to support a public or charter school -- you are ONLY eligible for funding if you currently provide services in the following geographies: Islands of Hawaii, Kauai, or Lanai; or the following areas of Oahu: North Shore (Kawela Bay to Kaena Point), Kahuku, Hauula, Laie, Ewa Beach, Waianae or Kapolei.*

GRANT RANGE

Grant amounts will generally not exceed \$10,000, and will only be considered for one year of funding.

CRITERIA FOR REVIEW

Proposals will be reviewed against the following criteria:

1. **Community Service**
 - The organization/group/project provides an important service or activity in its community.
2. **Impact**
 - The organization/group/project can articulate why its program is important for the community.
 - The organization/group/project can describe the results of its program.
3. **Resources**
 - In addition of HCF Support, the organization/group/project has access to resources (financial or in-kind) sufficient to carry out its programs, services or activities.

FLEX GRANTS MAY NOT BE USED FOR THE FOLLOWING:

1. Re-granting (i.e., redistribution of these funds to other organizations or individuals)
2. Endowments
3. For the benefit of specific individuals
4. Major capital improvements including capital campaigns, construction or renovations (minor capital improvements required to implement programs are allowable)
5. Activities that promote religious beliefs

ONLINE SUBMISSION

Applications must be submitted online at: <https://nexus.hawaiicommunityfoundation.org/nonprofit>

(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.
- 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.

ORGANIZATIONAL & PROGRAM PROFILE

As part of the online application you will need to answer questions about:

- your service locations – including details about the services you provide in specific geographies
- types of services you provide -- including the age ranges of those you serve
- number of full and part-time staff
- number of volunteers
- date of incorporation, and
- mission statement.

NARRATIVE QUESTIONS

(The following character counts are approximate to the specified page lengths based on single-spacing in Arial 12-point font with 1 inch margins.)

1. Please describe the **community** your organization/group/project serves, including who you serve and where you serve. (max 2,000 characters = 1/2 page)
2. What **programs, services or activities** do you provide for this community and why is this important? If you use volunteers, please describe how **volunteers** help you implement your program. (max 3,000 characters = 3/4 page)
 - 2a. If the organization provides services on multiple islands, please be specific about locations, number of people you serve, and indicate how consistently services are provided in the following areas: Islands of Hawaii, Kauai, or Lanai; North Shore, Oahu (Kawela Bay to Kaena Point), Kahuku, Hauula, Laie, Ewa Beach, Waianae or Kapolei on Oahu. The advisory grant committees for these communities look closely at this information when reviewing proposals. (max 1,000 characters = 1/4 page for each service area)
3. Please describe the results you **accomplished** through your programs over the past year. (max 2,000 characters = 1/2 page)
4. What are the main **challenges** and **opportunities** facing your organization/program today? Please describe how your organization/program intends to address any challenges, and/or take advantage of any opportunities. (max 2,000 characters = 1/2 page)

ATTACHMENTS

These items are required parts of your proposal; proposals missing any of these will not be reviewed.

1. One-page board or leadership group list with affiliations. Include island specific advisory boards or committees, if applicable.
2. Current year's operating budget (both income & expenses)*
3. Previous year's operating budget (both income & expenses)*

**Public schools should provide the budget for the project for which they are applying, rather than the school's operating budget.*

If you are using a **fiscal sponsor**, 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 and previous fiscal years

DEADLINE: Submit your application by clicking the "Submit" button at the end of the application no later than 4:00 p.m. HST, Wednesday, June 3rd, 2015

QUESTIONS ABOUT THIS RFP

If you have any questions, please visit the FLEX Grants web page at <http://www.hawaiicommunityfoundation.org/flex>.

If your organization is located on the Neighbor Islands, please contact the appropriate office:

Kauai -- Darcie Yukimura, (808) 245-4585 or dyukimura@hcf-hawaii.org

Maui, Molokai, Lanai – Deborah Rice, (808) 242-6184 or drice@hcf-hawaii.org

Hawaii Island – Diane Chadwick, (808) 885-2174 or dchadwick@hcf-hawaii.org

If your organization is located on Oahu, please contact:

Cecilia Fong, (808) 566-5561 or cfong@hcf-hawaii.org or Pam Funai, (808) 566-5537 or pfunai@hcf-hawaii.org,

If you have questions about registering your nonprofit on-line or about the on-line application process, please contact:

Joe Duax, (808) 566-5554 or jduax@hcf-hawaii.org