



HAWAI'I COMMUNITY FOUNDATION

FLEX 2018 Frequently Asked Questions

1. What is the FLEX Program?

Hawai'i Community Foundation's FLEX Program is intended to award flexible support to organizations and groups that can demonstrate that they are **high-performing**; that is, that they understand their community and are well connected, *are achieving critical results*, and are fiscally healthy. Hawai'i Community Foundation (HCF) believes that the best investment of scarce resources is an investment in high-performing organizations that achieve results for their community.

2. What is "flexible" support?

Core support. General operating support. Infrastructure support. Unrestricted support. Flexible support. These phrases are used interchangeably to refer to the same thing: grants in support of an organization's mission rather than specific projects or programs. HCF chose the phrase "flexible" because we want organizations to be able to use funding for operations, infrastructure, or programs.

3. How will HCF decide whether my organization qualifies as "high-performing"?

HCF developed the CHANGE framework that identifies the characteristics of high performing organizations. We've revised the framework to consolidate the characteristics into three core areas – **Accountable, Results-Oriented, and Connected to Community**, what we now call the **ARC of Change**. The strongest proposals will be those that can demonstrate the elements of the ARC of Change framework. See the *Criteria for Review* in any of the RFPs for a fuller discussion.

4. I have a project that needs funding; should I apply to FLEX?

FLEX funding is intended to support high-performing **organizations**. Project-based funding is only considered under the *FLEX Grants Program – Micro* RFP, and only for specific types of organizations. See the 2018 FLEX Eligibility Chart on page 5 of this FAQ to determine which program is appropriate for you.

5. Through which Request for Proposal (RFP) should I apply?

Prior to this year, the FLEX Grants Program had two RFPs – one for organizations with large operating budgets, and one with smaller operating budgets. For 2018, there are *three* FLEX Request for Proposals:

- 1) FLEX Grants Program - for organizations with operating budgets of \$250,000 or more;
- 2) FLEX Grants Program, *Small* - for organizations with operating budgets of less than \$250,000;
- 3) FLEX Grants Program, *Micro* – for organizations with operating budgets of less than \$100,000 and other community-serving groups

Organizations with operating budgets of less than \$100,000 can apply **either** through the FLEX Grants Program-Small RFP **or** the FLEX Grants Program-Micro RFP, **but not both**. Organizations with budgets of less than \$100,000 should review each RFP and determine which one is most appropriate for them.

Check the 2018 FLEX Eligibility Chart on page 5 of the FAQ for help on determining which program is appropriate for your organization or group.

6. What are geographically restricted or specific funds?

Of the 50+ funds that support FLEX, several of them only offer grants to organizations that are providing services in specific geographic locations. You may be eligible for funds that are geographically specific if you are:

- A community-serving group;
- A nonprofit that has had its 501(c)(3) status for less than 2 years;
- A fiscally-sponsored entity;
- An individual public or charter school;
- A parent-teacher organization;
- A nonprofit that was established to support a public or charter school; or
- A nonprofit that has been in existence for 2 or more years

and you provide service in one of the following geographic locations:

- Island of Hawai'i, Kaua'i, or Lāna'i
- On O'ahu:
 - North Shore (Kawela Bay to Ka'ena Point)
 - Kahuku
 - Hau'ula
 - Lā'ie
 - 'Ewa Beach
 - Wai'anae
 - Kapolei

7. I am a new applicant to Hawai'i Community Foundation. How do I apply for this grant online?

Your organization must first request an online account. Please visit the “*Nonprofit Gateway*” at <https://nexus.hawaiicommunityfoundation.org/nonprofit> or use the link at the bottom of the Hawai'i Community Foundation website. Click on “**New User Registration**” to request an account for your organization. You will be sent two emails: **first**, you will receive an initial email confirming your request has been received; **second**, to access your account, you must wait for a second email confirming that your request has been processed. Please note that it may take up to two (2) business days to establish your account. Please request your account well ahead of the deadline to give yourself ample time to complete the application.

8. If I was a 2017 FLEX or Community Grant recipient, am I eligible for the 2018 FLEX grant program?

Yes, you are eligible for the 2018 FLEX grant if you were a FLEX or Community Grant recipient in 2017. However, you **must** submit your **final report survey** by **May 16, 2018** and have no other overdue final reports for any HCF grant.

9. Am I still eligible if I have not yet submitted my final report for the FLEX 2017 grant?

The final report is submitted in the form of a survey. More information regarding this survey will be sent to the email address on file (the email address your organization used when registering for an account). All final report surveys must be submitted online by May 16, 2018. If you miss this deadline, you are not eligible to apply for the FLEX 2018 grant program. However, even if you do not apply for a FLEX grant in 2018, you must submit your final report by November 30, 2018 to satisfy the 2017 grant requirements.

10. Do I need to know the funding criteria of the different funds that support the FLEX program?

No. Information that you submit in the Organization and Program Profile section of the application, as well as responses to narrative questions, will allow HCF to match your organization with all appropriate funds. Our ability to match you with appropriate funding depends on the information you provide. Please be accurate and thorough. We also have some funds that are “unrestricted”, which means that they can fund any type of nonprofit.

11. If awarded, what can my FLEX grant monies be spent on?

FLEX funds can be used toward a variety of purposes including administrative costs, program expenses, or salaries. However, FLEX grants **MAY NOT** be used for:

- Re-granting
- Endowments
- For the benefit of specific individuals
- Major capital improvements, including capital campaigns, construction, or renovations (minor capital improvements required to implement programs are allowable)
- Activities that promote religious beliefs

12. I am applying on behalf of a public or charter school. Do I still need to submit a board or leadership group list?

Public and charter schools do not have to submit a board or leadership group list. However, if you have any similar school leadership group, such as a School Community Council (SCC) or Parent Teacher Association (PTA), please submit a member list with your application.

13. What do you mean by previous year’s operating budget (projected and actuals) and current year’s projected budget (income and expenses)?

In order for us to assess the financial health of your organization, we would like to see the previous year’s projected and actual income and expenses, along with the projected budget for the current year.

An example of what we are requesting appears on the next page and is based on a calendar year. Your timeframe may be adjusted if you are on a fiscal year (ie. July – June or September – August).

Sample Current year's operating budget

| | 2018 Projected Budget |
|-------------------------|--------------------------|
| <u>Income</u> | |
| Contributions | |
| Individuals | 35,000 |
| Corporations | 65,000 |
| Grants | 175,000 |
| Event Income | |
| Fundraiser | 155,000 |
| Fun Run | 75,000 |
| TOTAL INCOME | 505,000 |
| <u>Expenses</u> | |
| Personnel | |
| Salaries – Professional | 350,500 |
| Payroll Benefits | 88,000 |
| Program Activities | 66,500 |
| TOTAL EXPENSE | 505,000 |
| Net Ordinary Income | 0 |

Sample Previous year's operating budget

| | 2017 Projected Budget | 2017 Actual Income and Expenses |
|-------------------------|--------------------------|---------------------------------------|
| <u>Income</u> | | |
| Contributions | | |
| Individuals | 48,000 | 33,687 |
| Corporations | 60,000 | 63,502 |
| Grants | 150,000 | 168,000 |
| Event Income | | |
| Fundraiser | 150,000 | 145,454 |
| Fun Run | 75,000 | 69,082 |
| TOTAL INCOME | 483,000 | 479,725 |
| <u>Expenses</u> | | |
| Personnel | | |
| Salaries – Professional | 298,400 | 280,365 |
| Payroll Benefits | 86,080 | 85,000 |
| Program Activities | 98,520 | 113,799 |
| TOTAL EXPENSE | 483,000 | 479,164 |
| Net Ordinary Income | 0 | 561 |

Note: National organizations must also submit **Hawai'i-specific** operating budgets and advisory board lists.

14. How will I know the results of my FLEX grant?

All applicants will receive notification letters in the mail sometime in November 2018. The letter will have the contact information of the program officer who reviewed your proposal. If you do not receive a FLEX grant, we encourage you to contact the program officer to discuss your results.

15. If selected, how soon will I receive the grant check?

If selected for a FLEX grant, you will receive the notification letter signed by the program officer who reviewed your proposal and the grant check by late November 2018. If you were not selected for a FLEX grant, you will receive a letter of regret signed by the program officer who reviewed your proposal.

16. If I still have questions, who should I contact?

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

Kaua'i – Uri Martos, (808) 245-4585, or umartos@hcf-hawaii.org

Maui, Moloka'i, Lāna'i – Hannah Werth, (808) 242-6184, or hwerth@hcf-hawaii.org

Hawai'i Island – Chelsey Chow, (808) 935-1206, or cchow@hcf-hawaii.org

If your organization is located on O'ahu, or for additional information regarding FLEX, please contact:

Ophelia Bitanga-Isreal, (808) 566-5593 or FLEX@hcf-hawaii.org

If you have questions about registering your nonprofit on-line or about the on-line application process, please contact: Christel Wuerfel, (808) 566-5522 or cwuerfel@hcf-hawaii.org



HAWAI'I COMMUNITY FOUNDATION

**2018 FLEX Grants Program
Eligibility Chart**

The Hawai'i Community Foundation developed three different FLEX Request for Proposals (RFPs) to better support the nonprofit organizations and community-serving groups in Hawai'i. Please refer to the chart below to help you determine under which RFP your organization should apply. **All organizations and groups must be currently serving the communities of Hawai'i, and have done so for at least 2 years, regardless of operating budget or non-profit status.** Please use this chart as a guide but review the complete RFP for details and information. If you still are unsure how to apply, or have additional questions, please contact Ophelia Bitanga-Isreal at (808) 566-5593 or FLEX@hcf-hawaii.org.

| Type of Organization | FLEX Grants Program | FLEX Grants Program – Small | FLEX Grants Program – Micro |
|--|---------------------|--|--|
| Nonprofit organization with a 501(c)(3) designation for at least 2 years, and an operating budget of \$250,000 or more. | X | | |
| National nonprofit organization with a branch, office, or presence in Hawai'i, with 501(c)(3) designation for at least 2 years, and a local Hawai'i operating budget of \$250,000 or more. | X | | |
| Nonprofit organization with a 501(c)(3) designation for at least 2 years, and an operating budget of less than \$250,000. | | Organizations in this category can apply in <i>either</i> the Small program or the Micro program, <i>but not both</i> . | |
| | | X This RFP may be more appropriate for 501(c)(3) organizations with a small budget that conduct multiple programs or projects, or for organizations with paid staff. Please review both RFPs for additional details. | X This RFP may be more appropriate for organizations that conduct only one program, or that may have a mostly volunteer staff. Please review both RFPs for additional details. |
| National nonprofit organization with a branch, office, or presence in Hawai'i, with 501(c)(3) designation for at least 2 years, and a local Hawai'i operating budget of less than \$250,000. | | X | |

| | | | |
|---|--|---|---|
| Nonprofit organization with a 501(c)(3) designation, but for <i>less than 2 years</i> (regardless of budget size). | | | X Requires a fiscal sponsor. Please see RFP for additional details. |
| A church conducting a program, regardless of budget size. | | | X |
| A Hawai'i Dept. of Education School conducting a program or project, regardless of budget size. | | | X |
| Organizations whose primary purpose is to raise funds to support another charitable organization, <i>applying on behalf of itself.</i> | X Supporting organization's operating budget is \$250,000 or more. | X Supporting organization's operating budget is less than \$250,000 | |
| Organizations whose primary purpose is to raise funds to support another charitable organization, <i>applying on behalf of its supported organization.</i> Note: Funding cannot be requested for a charter school. | X Supported organization's operating budget is \$250,000 or more. | X Supported organization's operating budget is less than \$250,000 | |
| A community-serving group without a 501(c)(3) designation. | | | X Funding is restricted to nonprofits serving specific geographic areas. Please see RFP for additional details. |
| For-profit organization | Ineligible to apply. | | |
| Government agency, other than a Hawai'i Dept. of Education school | Ineligible to apply. | | |
| University of Hawai'i | Ineligible to apply. | | |
| An individual | Ineligibly to apply. | | |