

VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

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Enhancements for Foster Children Request for Proposals

Background

The purpose of the Foundation's Enhancements for Foster Children program is to enhance the lives of foster children by providing items and services that allow them to enjoy a quality of life similar to that of their peers. The funds are offered in the belief that every child is special and that their growth should be nurtured and celebrated.

Eligibility Requirements

Tax-exempt Hawaii organizations are eligible to apply. This includes nonprofit organizations, 501(c)(3) organizations, religious organizations that are exempt from taxation, and units of government.

Grant Range and Duration Grants range from \$5,000 to \$50,000.

- Grantees may propose an administrative fee for administering these funds.
- The grant period is from January 1 through December 31, 2019.

Grant Requirements

The Foundation seeks to make grants to organizations to purchase enhancement items and services for the benefit of eligible children.

"Eligible child" means a person who:

- Resides in Hawaii; and
- Is in one of the following categories:
 - Is under 18 years of age, or under 21 years of age and remains in the foster care system because he or she is attending high school;
 - Is placed by a Hawaii state government agency in therapeutic foster placement or in kinship, foster, or respite care;
 - Is placed by a Hawaii state government agency in permanent custody.

"Enhancement items and services" means:

- (1) Extracurricular activities (e.g., graduation or prom attire, field trips, athletic uniforms);
- (2) Hobbies, sports, and cultural activities (e.g., hula lessons, soccer registration);
- (3) Intersession activities (e.g., summer camp);
- (4) Facilitation of transition into adulthood (e.g., driver's education, copy of birth certificate);
- (5) Quality of life enhancements (e.g., modest birthday and holiday presents, books, toys).

The following restrictions apply:

- (1) Each expenditure must respond to a specific request made by an eligible child's foster caregiver, social worker, therapist, school counselor, guardian ad litem, or similar professional service provider for a specific item or service that will enhance the child's quality of life.

- (2) Payments must be made to vendors for the benefit of eligible children. Payments must not be made directly to children or their foster caregivers. Grantees may provide vendor gift cards to children or foster caregivers only in cases where a vendor declines to accept a grantee's check.
- (3) Enhancements funds are not intended for basic living expenses such as housing, groceries, medical and dental care, and ordinary tuition expenses.
- (4) Grantees may expend no more than \$500 per eligible child during the grant period.
- (5) Grantees may spend no more than 10% of the project budget on administrative fees.
- (6) Grantees must return all unexpended funds at the end of the grant period.
- (7) Grantees may request additional funds if all enhancement funds are expended before the end of the grant period.
- (8) Grantees must submit a final report by January 31, 2019. The Foundation may require interim reports. The Foundation does not accept proposals from organizations with overdue reports.

Application requirements

Online Submission: This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <https://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

Note: If you are requesting an account, it may take a few days for you to receive the account information. It's highly recommended you request your account early to give yourself adequate time to complete the application by the submission deadline.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

The online application will request the following:

- (1) Describe your organization (*Maximum 3,000 character count single spaced*):
 - Describe your organization's mission and programs.
 - Describe the geographic area
 - Describe the number and age range of the eligible children you propose to serve.
- (2) Enhancements (*Maximum 3,000 character count single spaced*):
 - Describe the enhancement items and services you propose to fund.
 - Describe any programs your organization currently offers that will be complemented by the Enhancements program.
- (3) Outreach (*Maximum 3,000 character count single spaced*):
 - Describe how your organization will market the availability of the Enhancements program to the community you propose to serve.

- Provide an estimate of the percentage of children served who will be clients of your organization and those who will be referrals from outside of your organization's client base.
- (4) Staff (*Maximum 2,000 character count single spaced*):
- Describe the qualifications of the staff or volunteers who will oversee and coordinate the Enhancements program.
- (5) Evaluation (*Maximum 3,000 character count single spaced*):
- Describe how your organization will evaluate the impact of the Enhancements program.

Additional Documents to be uploaded

- Enhancements program budget
- Interim expense report for Geist Foundation Enhancements for Foster Children 2018
 - Provide the total number of enhancements requests
 - Provide the total amount expended in each category:
 - Extracurricular activities (e.g., graduation or prom attire, field trips, athletic uniforms);
 - Hobbies, sports, and cultural activities (e.g., hula lessons, soccer registration);
 - Intersession activities (e.g., summer camp);
 - Facilitation of transition into adulthood (e.g., driver's education, copy of birth certificate);
 - Quality of life enhancements (e.g., modest birthday and holiday presents, books, toys) with a further breakdown of numbers of children who received birthday and holiday presents;
 - Administration fee.
 - Also provide the total number of unduplicated children served and the total number of children served who are not clients of the agency.
- Organization's annual operating budget for the current year.
- Organization's balance sheet for the most recently completed fiscal year.
- Organization's income statement (or profit/loss statement) for the most recently completed fiscal year.
- Board of Directors list
- 501(c)(3) determination letter, not required if previously applied to the Foundation.

File Naming Format for Supporting Documents

For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #_Your Org Name_Name of File. (For example, '145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc').

Deadline

For applications to be considered they must be submitted online by clicking the "Submit" button on the final page of the application. Applications submitted by 5:00 p.m. (HST) on these dates will be considered at the next Board of Trustees meeting in the following months:

September 17, 2018 for the November meeting

(Note: applications for the Enhancements for Foster Children grants will only be accepted at the September 17th deadline)

For more information, contact Pam Funai via email at pfunai@hcf-hawaii.org or call (808) 566-5537 or toll-free from neighbor islands (888) 731-3863 ext. 537.

The Foundation does not accept incomplete applications or applications from organizations with overdue reports.