

2020 Request for Proposals (RFP)

Young Children and Youth

Rev. Takie Okumura Family Fund



HAWAII COMMUNITY
FOUNDATION

Online Application Deadline: Tuesday, February 18, 2020, 4:00 p.m. HST

Overview

The Rev. Takie Okumura Family Fund was established at the Hawai'i Community Foundation (HCF) in 1990, by members of the Okumura family with the intent to continue the charitable works of Rev. Okumura in modern times. The Advisory Committee for the Okumura Family Fund explored the work of Rev. Okumura considering carefully what had guided his charitable activities and decided to focus on the healthy development of Hawai'i's young children and youth.

The Advisory Committee for this fund will review applications and make recommendations for grants for projects that are most consistent with the purpose and priorities of the fund.

Priorities of the Program

Proposals will be accepted in the following areas of focus:

- **Young Children (ages birth to 5 years old)** - Proposals should effectively address the needs of young children by:
 - Promoting the healthy development of young children by supporting parents and other caregivers, including foster parents, grandparents, and other caregivers; OR
 - Strengthening the Early Care and Education Community Systems.
- **Youth (ages 6-20 years old)** - Proposals should effectively address the needs of youth by:
 - Developing the ability to think critically;
 - Understanding and appreciating one's own culture and those of others; and/or
 - Developing the ability to settle differences peacefully.

Projects not likely to be funded:

- Major capital projects
- Funds for an endowment or for the benefit of specific individuals
- General operating support
- Requests to replace government funding

Proposal Review Criteria:

The strongest proposals will be those that meet all or most of the following criteria:

- **Organizational Soundness:**
 - Organization has experienced staff and demonstrates ability to deliver the program
- **Integrity of the Proposed Program or Project:**
 - Program is well defined and likely to be successfully implemented
 - Program budget is adequate, program costs are consistent with the narrative and are reasonable
- **Potential for Impact of the Program or Project:**
 - Program has clearly defined outcomes and can measure those outcomes
 - Organization demonstrates the ability to leverage other resources to sustain the program

The strongest proposals will be those that meet all or most of the following criteria for the specific areas of focus:
Young Children - Programs Promoting the Healthy Development of Young Children

- Preference will be given to those programs that are focused on the needs of the most vulnerable children, including those living in poverty and those with a history of violence or substance abuse in their homes

Young Children - Programs Strengthening the Early Care and Education Community Systems

- Program implements a strategic action plan for systems-level change related to early care and education
- Program involves collaborations or partnerships among multiple stakeholders

Youth

- Organization provides a safe place (afterschool, weekends, intersessions, summer) where at-risk youth positively interact with peers and caring adults
- Has a demonstrated record of success serving at-risk youth
- Helps youth develop critical thinking skills
- Provides youth with opportunities to understand and appreciate their culture and those of others
- Helps youth learn to settle differences peacefully

Grant Range

- Grants will be up to **\$15,000** for a one-year period starting May 2020.

Eligibility

Hawai'i nonprofit organizations that are 501(c)(3) IRS tax exempt organizations, programs with a fiscal sponsor with 501(c)(3) status, or units of government are eligible to apply. Organizations currently funded by HCF with overdue final reports are not eligible to apply.

Online Submission

Applications **must be submitted online** at <https://nexus.hawaiicommunityfoundation.org/nonprofit> or click on "NONPROFIT GATEWAY" at the bottom of the HCF home page, <https://www.hawaiicommunityfoundation.org>. If you are a **new user**, click "NEW USER REGISTRATION FOR ORGANIZATIONS." *The registration process may take up to 2 days so please register early!*

Application Instructions

- Only complete applications will be accepted. Applications missing information or required attachments will be administratively denied.
- The online application has fillable boxes with character limits, including spaces. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your entire 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 diacritical marks. Please do not include these in your narrative; it may cause errors in the way the online system processes your proposal.

Proposal Narrative

The online application will ask you to address the following questions:

1. Describe the organization or program: (1,500 character count max.)
 - What is the organization's mission and history, geographic reach, and volunteer and/or paid staff size?
 - What is the organization's experience implementing this program and staff capabilities to conduct the proposed work?

2. Describe the target population and program: *(3,000 character count max.)*
 - Describe the need for this program including information about the target population.
 - What activities are required to implement this program?
 - Why is this program design effective for the target population?
 - What community partnerships or collaborations are critical to successful program implementation?
3. Describe the program's potential impact: *(2,000 character count max.)*
 - How many individuals do you expect to serve?
 - What are the anticipated outcomes?
 - How will the program's impact be measured?
4. If applying in the Youth (ages 6-20 years old) area of focus, describe how the program: *(1,000 character count max.)*
 - Helps youth develop critical thinking skills;
 - Provides youth with opportunities to understand and appreciate their culture and those of others; and/or
 - Helps youth learn to settle differences peacefully.
5. Explain the project budget: *(1,000 character count max.)*
 - Provide a detailed explanation of project expenses and other sources of funding.

Supporting Documents

You will be asked to upload the following documents:

1. **Project Budget Form** (see application online to download form)
2. **Board of Directors** or leadership group list (not necessary for units of government)
3. **Financials** (not necessary for units of government)
 - a. 501(c)(3) Organizations: Submit current year's operating budget, including income and expenses
 - b. Non-501(c)(3) Organizations: Submit Fiscal Sponsor's current year's operating budget and operating budget of applying organization (if available), including income and expenses
4. If you are using a **fiscal sponsor**, please submit the following documents:
 - a. Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship
 - b. Fiscal Sponsor's Agreement (see online application to download both forms)
 - c. Fiscal Sponsor's Board of Directors list

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'). Do not use apostrophes, #, or parentheses in your file name and each file must have a unique file name.

Contact Information

If you have any questions regarding this program, contact Elise von Dohlen of the Hawai'i Community Foundation at 808-566-5585, or by email at evondohlen@hcf-hawaii.org. Neighbor Islands may call toll-free 1-888-731-3863.

For technical assistance with the online application process, please contact our Help Desk at <http://hawaiicommunityfoundation.org/ticket>.