



Frequently Asked Questions (FAQ) CHANGE Grants

The following is a list of questions about the CHANGE Grants program received by the Hawai'i Community Foundation (HCF) staff from potential applicants, and their responses. The content has been edited to remove identifying information and consolidate questions that were asked multiple times.

This list will be updated periodically with additional questions and responses.

QUESTION	RESPONSE
Can a program apply to this grant opportunity with a fiscal sponsor?	No. Programs with fiscal sponsors are not eligible for this program. The CHANGE Grants program is accepting applications ONLY from nonprofit organizations with 501(c)(3) tax-exempt status for their own organization's programs.
Can a small business or 501(c)(5) organization apply to the CHANGE Grants program?	No. This funding opportunity is only for nonprofit organizations with 501(c)(3) public charity status.
Can a nonprofit organization submit more than one application?	A nonprofit organization can submit only one application.
What if my organization conducts work within more than one sector?	In the online application, applicants will be asked to select a primary sector that most clearly aligns with the mission/programs of the organization. Applicants can select up to three sub-sector(s) that most align with its work across the CHANGE Framework and discuss these programs in the application narrative.
The RFP mentions a virtual meeting. Who will need to attend this meeting?	HCF would like to meet with two or three staff members that can share about the organization and how its programs align with the sub-sectors. We welcome the organization to determine who among their organization will attend the virtual meeting with HCF staff. It may be an executive director, program director, and/or board member. HCF will provide additional information about the virtual meetings in April 2021.
What if my organization has technology barriers and will have difficulty participating in a virtual meeting?	HCF will work with organizations to address technology problems and can conduct the meeting over the telephone if needed.
Can I upload program reports, evaluation data, and other materials to showcase the work of my organization?	The online application will not accept any uploaded documents.
What is an HCF final report?	If your organization was awarded a grant from HCF in the past, it most likely required the completion of a written final report at the end of the grant term.

	The final report generally consists of a written narrative of the grant outcomes and outputs, along with a budget expenditure report.
Are progress reports different from final reports?	Yes. Progress reports are different from final reports. Progress reports are required mid-way through a grant term and are usually required of multi-year grants. Organizations with current HCF grants are eligible to apply to the CHANGE Grants program if they do not have any overdue HCF final reports.
How can I find out if my organization has an overdue HCF final report?	To find out if your organization has an overdue HCF final report, please contact the HCF Help Desk at http://hawaiicommunityfoundation.org/ticket .
Can I create a new program that aligns with the focus of the CHANGE Grants program?	No. We are seeking to support programs and services that currently exist; align directly with the CHANGE sector, sub-sector(s) and data indicators; and can demonstrate the impact they have for the community they serve.
How much funding should my organization apply for?	Applicants do not apply for a specific amount of funding and are not required to submit a program budget, which differs from many other grant programs.
How much funding will grantees receive?	Generally, grants will be \$50,000 per nonprofit organization. HCF will determine grant amounts dependent on total available grant funds and the applicant's ability to meet all the grant program criteria listed in the Request for Proposals (RFP).
How much total funding will be awarded through the CHANGE Grants program?	HCF will award \$7 million in grants to nonprofit organizations through the 2021 CHANGE Grants program. The program is supported by multiple funds at HCF including the Hawai'i Resilience Fund.
How many years will grant funding cover?	Grants will be awarded for a one-year period.
Will organizations satisfying a COVID-19 need get priority given some of the grant program's funding includes the Hawai'i Resilience Fund?	Many organizations in Hawai'i have been faced with challenges due to the COVID-19 pandemic. The organization's COVID-19 response to the pandemic is one of the criteria listed in the RFP (see Page 2 of RFP). The application also includes a narrative question related to COVID-19 response. The Hawai'i Resilience Fund is only one of many funds at HCF that supports the CHANGE Grants program.
What program data is HCF interested in? If selected, what data do I need to share with HCF's external program evaluator?	HCF is interested in learning what data applicants collect and track; how applicants measure progress over time; and the long-term outcome(s) applicants hope to achieve related to the CHANGE sectors, sub-sectors, and indicators. HCF will hire an external program evaluator and selected grantees may be required to share program data that aligns with the CHANGE Framework.
We noticed there are "data points under construction" for some of the CHANGE sub-sectors. When will they be posted?	A few of the CHANGE sub-sectors do not have indicators yet. We ask applicants to describe the program indicators and data you use to measure

	and achieve impact in your work. This will help inform HCF as we develop indicators for those sub-sectors currently under construction.
My organization uses different indicators and data in our work. Can we describe the data we use? Can we submit different indicators for your consideration?	Yes. Please describe the indicators and data you use in your programs. Please explain why and how you use the indicators and data to demonstrate your program's impact.
If my organization was awarded a Hawai'i Resilience Fund grant in the past, can we still apply to CHANGE Grants?	Yes. If an organization received a Hawai'i Resilience Fund grant in the past, it is eligible to apply to the CHANGE Grants program as long as it does not have any overdue HCF final reports.
Will you take geographic distribution into account when deciding on grantees?	We hope to fund nonprofit organizations statewide doing work across all sectors of the CHANGE Framework. We hope to support organizations working in communities facing the greatest disparities.
My organization is a 501(c)(3) outside of Hawai'i that does work in Hawai'i. Are we eligible to apply?	Nonprofit organizations with 501(c)(3) status that provide programs and services in Hawai'i are eligible to apply.
What type of training and technical assistance support will grantees receive?	HCF may provide technical assistance, training, and other support to grantees of this program. This could include capacity-building support and other forms of support related to specific CHANGE sub-sectors.
Where can I find information on the CHANGE Framework?	You may find information on the CHANGE Framework, including the sectors, sub-sectors, and indicators at: https://www.hawaiicomunityfoundation.org/change .
Can religious organizations apply if programs do not include a religious practice?	Religious organizations providing programs that do not include a religious practice may apply if they can describe how their programs align with the CHANGE Framework sub-sectors and indicators.
Are partnerships able to acquire multiple grants? In a collective impact structure, each organization might operate within its realm coordinating points between partners. Can their collective initiative obtain total grants more than \$50,000?	The CHANGE Grants program will fund individual nonprofit organizations with 501(c)(3) status. We recognize some organizations may partner with other organizations on collective efforts and total grant funding to support their collective work may exceed the general grant amount of \$50,000 (as listed in the RFP).
How many CHANGE grants are anticipated to be provided in 2021?	The CHANGE Grants program will award a total of ~\$7 million in grant funding to eligible nonprofit organizations working across all sectors of the CHANGE Framework. Grant awards will generally be \$50,000 per organization. HCF will award as many grants as funding allows.
Will HCF consider multi-year grants for collaborative endeavors?	No. This grant program will only provide a one-year grant. We appreciate this question and recognize that multi-year grants provide stability for organizations making systems change.
If my organization is awarded, what can we use the funding for?	The CHANGE Grants program is funded by multiple funds at HCF. Some funds may require grant funding be used for a specific purpose while other

	funds will allow flexibility in supporting operating and programmatic costs. HCF will align the work of organizations with the appropriate available funds and award letters will specify if funds must be used for a specific purpose.
Will the CHANGE Grants program be provided again or is this a one-time grant?	This is the first time HCF has launched this grant program. We view this first year as a learning year to help inform future programs related to the CHANGE Framework. Future grant programs are dependent on available grant funding.
Can an organization apply to the CHANGE Grants program and other HCF grant opportunities?	Yes. Nonprofit organizations are eligible to apply to the CHANGE Grants program in addition to applying to and/or receiving grants from other HCF grant programs and the private foundations HCF supports (ex. Atherton Family Foundation, Cooke Foundation, Limited, etc.).
Will the CHANGE Grants program support an organization who partners with another within the CHANGE Framework?	One of the criteria for the CHANGE Grants program is organizations collaborate to better fulfill their mission and/or leads/participates in a network with partners to foster systems change. Applicants should share how its programs aligns with the selected sub-sector(s) and how it collaborates with other organizations to support these programs.
The application question #4 asks about the organization's financial model. Can you explain what you mean by financial model?	We hope to understand how your organization's programs, services, and infrastructure are funded and supported. We ask that you share the types of revenue sources your organization receives. Revenue sources may include foundation grants, government grants or contracts, or other types of support.
My nonprofit organization provides programs in two other U.S. states and we will start to provide programs in Hawai'i soon. Can we apply?	No. The CHANGE Grants program seeks to support programs and services that currently exist in Hawai'i and can demonstrate impact achieved for communities in Hawai'i.
Should my application focus solely on programs that collect and track data to fulfill the CHANGE indicators listed?	We ask that you share about the programs that align best with the CHANGE Framework and how you collect and track data. We are interested in learning about your organization's programs and the data you collect to measure impact.
The RFP mentions a requirement that grantees may need to participate in a program evaluation. When will the program evaluation occur?	HCF will provide more information on the program evaluation at the start of the CHANGE Grants program.
What are the grant reporting requirements?	We have not yet finalized the grant reporting requirements, but it will most likely ask grantees to report on what they used the grant funds for and how it helped them achieve progress on the programs and services aligned with the CHANGE Framework.
Where can I find the sources cited for the CHANGE indicators?	The cited sources for the CHANGE Framework indicators are located at the bottom of each CHANGE sector's webpage. For example, on the Community & Economy sector webpage

	https://www.hawaiicommunityfoundation.org/change/community-and-economy), the sources for each indicator are located toward the bottom under Data Sources.
Will you post the slides from the Virtual Coffee Hour on your website?	Yes. We will post the slides on the CHANGE Grants webpage after the final Virtual Coffee Hour event on April 5, 2021.
Do you want forecasts for 2021 and 2022?	Yes. In the application question #3, we are interested in learning how your organization is working toward recovery, stabilization, and building resilience for our community during the pandemic. In question #4, we also ask that you share if your organization is, or may soon be, experiencing any financial challenges and how you will address these challenges.
We applied for 501(c)(3) nonprofit status last year but have not yet received notice. Can we still apply?	Applicants must have 501(c)(3) tax-exempt status by the April 9, 2021, application deadline.
Is this grant program island-specific or is it available across multiple islands?	The CHANGE Grants program is available for nonprofit organizations across Hawai'i to apply. This grant opportunity is not island-specific.
Is the deadline to apply traditionally done in the month of April?	This is the first time HCF is offering the CHANGE Grants program. It is unknown if the program or its current timeline will continue as it depends on the availability of grant funds.
Are there any HCF grants that allow fiscal sponsorship?	HCF administers many different grant programs with various eligibility requirements. Please check our Open Applications webpage at https://www.hawaiicommunityfoundation.org/grants/open-applications for all of HCF's open grant opportunities.
Will most organizations who qualify be invited to participate in a virtual meeting with HCF staff?	Applicants that meet the requirements for eligibility in the RFP, which include 501(c)(3) tax-exempt status, provide services in Hawai'i, currently work in alignment with the CHANGE Framework and do not have any overdue HCF final reports, will be invited to participate in a virtual meeting with HCF staff as part of the application process.
We understand the virtual meetings with HCF staff will occur in May to mid-June. The executive director of our organization will be on vacation in May. Can the virtual meeting be scheduled around their vacation?	Applicants will be able to select a date and time that best meet their availability. HCF will email information on scheduling the virtual meeting to applicants in late April.
My organization is a 501(c)(3) Private Nonoperating Foundation. Is the organization eligible for the CHANGE Grants program?	Yes. Applicants must be a nonprofit organization with 501(c)(3) tax-exempt status and can include public charities and private foundations.
The online application questions have character count limits. Are the character counts with or without spaces?	The character counts for the application questions include spaces.
What if we think we fall under a CHANGE sector but not under a sub-sector within that sector?	Applicants that can describe and demonstrate how their programs and services align with the CHANGE framework sub-sectors and indicators will be the strongest applicants for this program.

Are letters of support needed to apply?	No. Letters of support are not needed to apply. The online application does not allow applicants to upload any documents.
Is the annual operating budget related to the entire organization or specific to a particular program?	The online application will ask for the annual operating budget for the entire organization. It should not be specific to a particular program.
The RFP makes it seem like this opportunity doesn't fund just one project within the organization, but rather all the work in alignment with the sub-sectors/sectors—it this correct?	That is correct. Unlike other grant programs that support one project or program, the CHANGE grants program is more holistic in that it will support nonprofit organizations' work in alignment with the CHANGE sub-sectors and indicators.
Is there a copy of the application that can be viewed before filling out the online application?	The Request for Proposals contains the four narrative questions that are asked in the online application. The online application also asks questions related to your organization (i.e. location of services, # of staff and volunteers, demographic of the groups served, etc.). Applicants may log onto Nonprofit Gateway to view the online application, save any completed sections, and return to their saved application to submit at a later time.
Will we be allowed to show visuals via Zoom screen sharing that we think support our organization's application during the virtual meeting with HCF?	Yes. The virtual meeting is an opportunity for HCF to learn more about your organization. HCF staff will have standard questions to ask your organization during the virtual meeting. If time allows, you may be able to share visuals that support your organization's impact.
Do you prefer for us to highlight current programs and services in the application rather than information on future projects in our agency?	Yes, we ask applicants to primarily share information on current programs and services that align with the CHANGE sub-sectors and indicators. In addition, you may share information on future projects if they align with the sub-sectors and indicators.
We are constrained by the character limits to adequately describe our work. Should we focus on one or two sectors? Is specification of data sources a priority?	The online application is intentionally meant to be short. We ask applicants to be direct and concise in their answers. The virtual meeting is an opportunity for applicants to share more about their organization's programs and services. Applicants must choose only one primary sector. We suggest selecting the sector that most aligns with the work of your organization. Applicants that can specify the data sources their organization uses in their impact work will be considered favorably.
Should we still apply if the metrics you are looking for do not track exactly with the data we collect and track?	If the metrics you use in your programs do not align directly with the CHANGE Framework, please share the metrics you use in your programs.
If we are partnering with another nonprofit for ongoing work, can we share grant funds to support staff or contractor wages (if awarded) without "regranting"?	We encourage both nonprofit organizations to apply to the CHANGE Grants program. As mentioned above, if awarded, grant funds may potentially

	support operational and programmatic costs that could include staff or contractor wages.
Can this grant be underwritten by another nonprofit while our nonprofit is being formed?	No. Applicants must be an established 501(c)(3) tax-exempt status nonprofit organization by the application deadline.
Please explain how detailed the financial model should be. Do you require breakdowns of funding sources for each of our programs and dollar amounts as well?	We would like to generally understand how your organization is funded and supported. Instead of listing breakdowns of revenue sources for each program and the dollars amounts, we ask that you share the type(s) of revenue sources your organization receives.