

# 2021 Request for Proposals (RFP)

## Community Grants Program



HAWAII COMMUNITY  
FOUNDATION

### *Lāna'i Community Benefit Fund*

### *Annie Sinclair Knudsen Memorial Fund (Kauai)*

### *Ka Papa O Kākuhihewa Fund (O'ahu)*

#### **PURPOSE**

The **Community Grants Program** provides project or program-based funding to nonprofit organizations benefitting the communities and people of Hawai'i. Specific community funds established at Hawai'i Community Foundation (HCF) support the Community Grants Program. The priorities of the funds for this particular RFP are:

#### **Lāna'i Community Benefit Fund**

The purpose of the fund is to “*promote and enrich the lifestyle of the residents of Lāna'i through the support of educational, cultural and recreational activities for the Lāna'i community with special emphasis on youth, young adults and senior citizens.*” All projects must benefit the Lāna'i community. Preference will be given to projects that focus on youth, young adults or senior citizens and:

- Provide educational activities;
- Provide cultural activities; or
- Provide recreational activities.

#### **Annie Sinclair Knudsen Memorial Fund (Kauai)**

The fund was established with the broad purpose to “*support organizations that benefit the people, flora and fauna of Kaua'i.*” Funding is available for a broad range of community needs, including culture and arts, education, environment, health and human services.

#### **Ka Papa O Kākuhihewa Fund**

The purpose of the fund is “to promote resource conservation programs for the community that would affect the use of natural resources such as water and land. The goal is to promote and support programs that create and instill a conservation ethic in our keiki and 'ohana, an attitude that recognizes and respects living on an island of finite resources.”

Preference will be given to projects that:

- Promote natural resource conservation through:
  - Environmental Education, including curriculum for school-based programs, workshops, conferences, or seminars;
  - Video or film projects or public service announcements (PSA) promoting energy conservation, environmental education, natural resource stewardship or conservation;
  - Implementation of hands-on natural resource stewardship projects such as reforestation, eradication of invasive species, or reclamation of streams;
  - Alternative, renewable energy projects in conjunction with education programs; or
  - Acquisition or preservation of land for the purposes of conservation or sustainability, in perpetuity;
- Benefit the geographical community identified by the zip codes of 96707 and 96792, essentially the Wai'anae Coast and Kapolei. Note: Groups not based in this community must demonstrate a partnership with an organization or community group based within the area by submitting a letter of commitment from the community partner;
- Focus on youth (approximately 10-25 years), although intergenerational projects where youth are learning from the knowledge and experience of kupuna will also be considered; and
- Demonstrate commitment to support the local economy by spending majority of the funds within the community.

The Community Grants Program will conduct three (3) grant rounds. Each grant round of the Community Grants Program will have a different priority. **Please read each RFP associated with a grant round to ensure eligibility.**

## BACKGROUND

HCF understands that unique and special qualities exist for each community and neighborhood throughout our islands. We believe that nonprofit organizations supporting these communities are best informed of the needs and opportunities that exist through the connections and relationships that they build every day.

The Hawai'i Community Foundation Community Grants Program seeks to support nonprofit organizations in their missions to respond to and address community needs, helping to build and sustain vibrant communities throughout Hawai'i. Specific community funds established at HCF will provide for grants to nonprofit organizations that address the priorities of each fund. These community funds previously provided grants through HCF's *FLEX Grants Program*; however, HCF recognized the need to revise its strategy to reach a broader range of community-serving organizations with targeted and intentional work in specific geographies and focus areas. Fund advisory committees will review proposals and make grant recommendations to support projects or programs that are most consistent with the purpose and priorities of the fund.

## ELIGIBILITY

**This RFP is for nonprofit organizations, fiscally sponsored organizations, community-serving groups with a charitable purpose, a program of a church, or a project of a Hawai'i DOE school that align with the priorities of the Lāna'i Community Benefit Fund, the Annie Sinclair Knudsen Memorial Fund, or the Ka Papa O Kākuhihewa Fund.**

1. Applicants must be responsive to the priorities identified by the Lāna'i Community Benefit Fund, the Annie Sinclair Knudsen Memorial Fund, or the Ka Papa O Kākuhihewa Fund as specified above.
2. Organizations currently funded by HCF with overdue final reports are not eligible to apply.
3. Organizations must be in compliance with the State of Hawai'i Tax & Charities Division; information can be found on the website <http://ag.hawaii.gov/tax/>, under "Learn More".
4. Organizations or groups may apply in response to the priorities of the Lāna'i Community Benefit Fund, the Annie Sinclair Knudsen Memorial Fund, or the Ka Papa O Kākuhihewa Fund, or all three. **A separate application must be submitted for each fund to which an organization is applying. Only one application per organization per fund is allowable.**

## GRANT RANGE

Grants are generally awarded for one year. They will not exceed \$20,000 and will usually be in the range of \$3,000 to \$10,000. Preference is given to 501(c)3 organizations, or groups with a 501(c)3 fiscal sponsor, for requests of more than \$5,000.

## 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.

## ORGANIZATIONAL & PROGRAM PROFILE

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

- Primary mission area
- Year of incorporation or year established
- Number of full-time, part-time, or regular volunteer staff
- The location in which you provide services
- Types of services you provide – including the age and gender of those you serve

## NARRATIVE QUESTIONS

The Hawai'i Community Foundation understands that all nonprofits and community groups have missions that they care deeply about. We know that the commitment of organizations to their mission is reflected in the work they conduct, and the goals they achieve. The following questions are intended to help HCF staff and donors understand your mission, the proposed project and the results you hope to achieve.

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

1. Provide a brief executive summary of your organization or group and its mission. *(max 1,500 characters = 1/3 page)*
2. Describe the need or opportunity in this community you are trying to address and why this is critical. Include a description of how your project or program aligns with the priority of the fund as stated in this RFP (i.e. Lāna'i Community Benefit Fund, Annie Sinclair Knudsen Memorial Fund, or Ka Papa O Kākuhihewa Fund). *(max 3,000 characters = 2/3 page)*
3. Describe your project or program that addresses the need you've identified in question 2 above. Include who will be affected or the intended participants, the activities you'll be doing and why. *(max 2,000 characters = 1/2 page)*
4. Describe what you hope to achieve and how you will measure the effectiveness of your program. *(max 1,500 characters = 1/3 page)*
5. Describe how you engage, interact, or reach out to this community. List any partners you are engaging or collaborating with for this project. *(max 2,000 characters = 1/2 page)*
6. Share how the coronavirus pandemic affected your organization's work, both the challenges and opportunities. *(max 1,000 characters = 1/4 page)*

## ATTACHMENTS

These items are **required** parts of your application. ***Applications missing any of these documents will be administratively denied.***

1. **Project Budget Form** (see application online to download form)
2. **Board of Directors** or leadership group list (not necessary for units of government, churches, or public schools)
3. **Financials** (not necessary for units of government, churches, or public schools)
  - **501(c)3 Organizations:** Please submit your current year's operating budget, including income and expenses
  - **Non501(c)3 Organizations (with fiscal sponsor):** Please submit fiscal sponsor's current year's operating budget, and operating budget of applying organization, including income and expenses
  - **Non501(c)3 Organizations (no fiscal sponsor):** Please submit current year's operating budget, including income and expenses, and a copy of last month's bank statement

4. If you are using a **fiscal sponsor**, please **also submit the following documents**:
- Fiscal Sponsor's Board of Director's Resolution authorizing project fiscal sponsorship  
(located on HCF's website, <https://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>)
  - Fiscal Sponsorship Agreement  
(located on HCF's website, <https://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>)
  - 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').

**DEADLINE:** Applications are due no later than **4:00pm HST** on Monday, **July 12, 2021**.

Please be sure to click the **"SUBMIT"** button at the end of the application to ensure your application is submitted. We encourage applicants to apply early to avoid missing the deadline because of technical difficulties.

#### **ASSISTANCE and RESOURCES**

If you have questions regarding the Community Grants Program, please contact:

- Inger Tully at [itully@hcf-hawaii.org](mailto:itully@hcf-hawaii.org) or (808) 242-6184 for the Lāna'i Community Benefit Fund
- Uri Martos at [umartos@hcf-hawaii.org](mailto:umartos@hcf-hawaii.org) or (808) 245-4585 for the Annie Sinclair Knudsen Memorial Fund
- Kehau Meyer at [kmeyer@hcf-hawaii.org](mailto:kmeyer@hcf-hawaii.org) or (808) 566-5537 for program questions related to the Ka Papa O Kākuhihewa Fund
- E-mail [communitygrants@hcf-hawaii.org](mailto:communitygrants@hcf-hawaii.org) for general questions or information about registering your nonprofit online

For technical assistance with the online application process, please contact our Help Desk:

<https://www.hawaiicommunityfoundation.org/web/support-tickets>