Community Grants Program
2022 Funding Opportunity

HAWAI'I COMMUNITY FOUNDATION

'Ewa Beach Community Fund
Kahuku Community Fund

Online Application Deadline: Monday, October 3, 2022, 4:00 p.m. HST

OVERVIEW

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. Advisory Committees will review proposals and make grant recommendations to support projects or programs that are most consistent with the purpose and priorities of each fund.

'Ewa Beach Community Fund

The purpose of the fund is to support activities and projects of charitable agencies that work to improve the quality of life of the residents of the 'Ewa area. Preference will be given to projects that address a community need and benefit the 'Ewa Community that:

- Are conducted by organizations based in the 'Ewa area, have a history of involvement in the 'Ewa community, or are partnering with an 'Ewa organization, with strong preference given to groups based in 'Ewa Beach;
- Involve or serve youth, particularly out of school time, or the elderly;
- Are supporting program expenses, as opposed to personnel expenses.

Kahuku Community Fund

The fund was established with a broad purpose, "to be used for charitable and community purposes within the geographic district of Kahuku, bounded by Turtle Bay and Malaekahana." Preference will be given to projects that address a community need and benefit the Kahuku community in the following areas:

- Educational opportunities, including early care and education
- Recreational opportunities
- Economic sufficiency for self, family and community; such as emergency assistance to individuals and families
- Social conditions such as crime, poverty, substance abuse or domestic violence
- Health care
- Strategic action plan around future development of the Kahuku community
- Greater understanding of traditional and contemporary cultural arts, practices and values of the Ko'olauloa moku

ELIGIBILITY & REQUIREMENTS

This funding opportunity is for nonprofit organizations, fiscally-sponsored organizations, community-serving groups with a charitable purpose, a program of a church, or a project of a Hawaiʻi DOE school.

- Applicants must be responsive to the priorities identified by the ʻEwa Beach Community Fund or the Kahuku Community Fund as specified above.
- Organizations currently funded by HCF with overdue final reports are not eligible to apply.
- Organizations must be in compliance with the State of Hawaiʻi Tax & Charities Division. For more information, please visit http://ag.hawaii.gov/tax/.
- Organizations may apply to more than one fund; however, a separate application must be submitted for each fund to which an organization is applying.

GRANT RANGE

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

APPLICATION PROCESS

Online Application

This application is available for online submission. Beginning January 2022, the Hawaii Community Foundation transitioned to a new Grants Portal. New users may register for an account at https://hawaiicf.smartsimple.com/s_Login.jsp. Registered users may log in to their account to submit an application. Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements.

Instructions

- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. 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 text fits the space provided.

ORGANIZATION PROFILE

As part of the online application your organization profile must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization's profile includes, but is not limited to, the following:

- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation, applying through a fiscal sponsor, or an eligible applicant as outlined above)
- Number of full-time, part-time, or regular volunteer staff
- Organization mission
- Service location(s)
- Types of services provided – including age, gender, and target populations served

- Financials – including income statement (or profit/loss statement) and balance sheet for the most recently completed fiscal year, and annual operating budget for the current year (not necessary for units of government, churches, or public schools)
    - Non-501(c)(3) organizations without a fiscal sponsor: Please also submit a copy of last month's bank statement.
- Board of Directors List (not necessary for units of government, churches, or public schools)

APPLICATION

The application consists of 4 sections. Information needed to complete your application includes:

1. **Program Overview**
   - Provide general information and characteristics about the program including program title, duration, area of interest, program location(s), ages and genders served, and the CHANGE sector(s) your program most closely aligns with.
   - For more information about the CHANGE framework, please visit our website https://www.hawaiicommunityfoundation.org/change.
   - If you have a fiscal sponsor, you will be asked to identify your fiscal sponsor. Please note, your fiscal sponsor must first be registered in the Grants Portal prior to submitting your application.

2. **Program Information**
   - **Organization Description:** Describe the organization or program. 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? *(Maximum 2,500 characters)*
   - **Executive Summary:** Provide a brief summary of the proposed program. This executive summary may be used for different purposes, including external communications, to describe the program should a grant be awarded. (*Maximum 2,500 characters*)
   - **Problem or Opportunity:** 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 funding opportunity (i.e. 'Ewa Beach Community Fund or Kahuku Community Fund). *(Maximum 3,000 characters)*
   - **Program Activities:** Describe the activities that will be completed to address the need/opportunity. Explain why you chose this approach and provide a program timeline. Describe how you engage, interact, or reach out to this community, and list any partners you are engaging or collaborating with for this project. *(Maximum 3,500 characters)*
   - **Expected Results:** Describe what you hope to achieve and how you will measure the effectiveness of your program. *(Maximum 3,500 characters)*

3. **Budget**
   - Provide your total program budget, amount requested through this application, and upload a copy of your program budget including anticipated income and expenses.
   - A program budget template can be downloaded from the Applicant Resources section of the Grants Portal (top right-hand corner on the Home Screen).

4. **Supporting Documents & Certification**
   - Upload any additional documents as required in the application guidelines.
   - Programs with fiscal sponsors must upload the following:
     - Resolution by fiscal sponsor's board of directors authorizing fiscal sponsorship
     - Fiscal sponsor's agreement form
     - Both forms can be found at: http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsormaterials.

CONTACT INFORMATION

If you have questions about this funding opportunity, please contact:
- Kehau Meyer at kmeyer@hcf-hawaii.org or (808) 566-5537 for the Kahuku Community Fund
- Chelsey Chow at cchow@hcf-hawaii.org or (808) 935-1206 for the 'Ewa Beach Community Fund

For general questions about the Community Grants Program, please send an e-mail to communitygrants@hcf-hawaii.org.

For technical assistance with the online application process, please submit a support ticket at http://hawaiicommunityfoundation.org/ticket.