



HAWAI'I COMMUNITY  
FOUNDATION

# Community Grants Program

## 2022 Funding Opportunity

*Lāna'i Community Benefit Fund*  
*Annie Sinclair Knudsen Memorial Fund (Kaua'i)*  
*Ka Papa O Kākuhihewa Fund (O'ahu)*

**Online Application Deadline: Monday, July 11, 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.

#### **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 (Kaua'i)**

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 (O'ahu)**

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 Waiʻanae 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.

### **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 Lānaʻi Community Benefit Fund, the Annie Sinclair Knudsen Memorial Fund, or the Ka Papa O Kākuhihewa 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 \$20,000 and will usually be in the range of \$3,000 to \$10,000. 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](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. Lānaʻi Community Benefit Fund, Annie Sinclair Knudsen Memorial Fund, or Ka Papa O Kākuhihewa 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:

- Harmony Hallas at [hhallas@hcf-hawaii.org](mailto:hhallas@hcf-hawaii.org) or (808) 792-3104 for the Lānaʻi 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

For general questions about the Community Grants Program, please send an e-mail to [communitygrants@hcf-hawaii.org](mailto:communitygrants@hcf-hawaii.org).

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