

Community Grants Program

2023 Funding Opportunity



East Hawai'i Fund
West Hawai'i Fund

Online Application Deadline: Monday, August 22, 2023, 4 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 the 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.

East Hawai'i Fund

The purpose of this fund is to benefit the people and communities of East Hawai'i, from Waipi'o Valley to Waiohinu. The East Hawai'i Fund especially welcomes applications that involve people and organizations from different sectors of the community who are working together to address an issue of concern to the community. Preference will be given to projects that address a community need in one or more of the following areas:

- Educational opportunities with an emphasis on early childhood, after school/out-of-school experiential opportunities for youth, and/or preparedness for education and career success
- Strengthening intergenerational relationships
- Economic sufficiency for self, family, and community
- Family-centered and integrative approaches to health care
- Social conditions such as poverty, domestic violence, substance abuse, or crime
- Recreational opportunities with an emphasis on family and/or intergenerational activities

West Hawai'i Fund

The West Hawai'i Fund was established for the benefit of the people and communities of West Hawai'i, from North Kohala to Ocean View Estates. The West Hawai'i Fund aims to support programs that address equitable and inclusive access to services, build resilience and connection between different sectors of the community, and strengthen the long-term capacity of individuals and organizations to become healthy, vibrant, and sustainable. Preference will be given to organizations based in West Hawai'i.

ELIGIBILITY and REQUIREMENTS

This funding opportunity is for nonprofit organizations, fiscally sponsored organizations, community-serving groups with a charitable purpose, church programs, and Hawai'i DOE school projects.

- Applicants must be responsive to the priorities identified by the East Hawai'i Fund or West Hawai'i 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 Hawai'i Tax and 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.
- Organizations may submit up to one application per fund, per year.

GRANT RANGE

Grants are generally awarded for one year and will usually not exceed \$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. HCF has transitioned to a new Grants Portal. New users may register for an account at https://hawaiiicf.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 four 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 geographic reach for this program? What is the organization’s experience implementing this program and/or similar programs in the community? *(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 how you know this is critical. If available, please provide data on the impact of your programming in this specific community. Include a description of how your project or program aligns with the priority of the fund as stated in this funding opportunity (i.e. East Hawai’i Fund or West Hawai’i 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 Chelsey Chow at cchow@hcf-hawaii.org or (808) 792-3101.

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>.