**Frequently Asked Questions (FAQs)**
*Updated questions are highlighted*

## Applicant Information Sessions:

**Will a copy of the PowerPoint be available on the HCF website?**
Yes. A copy of the PowerPoint will be provided on the HCF web page dedicated to these two HTA Programs. https://www.hawaiicommunityfoundation.org/strengthening/hta.

**Will a recording of the Information Sessions be posted on the HCF website?**
Yes. A recording of one of the sessions will be posted on the HCF web page dedicated to the two HTA Programs. Please visit https://www.hawaiicommunityfoundation.org/strengthening/hta.

## Eligibility:

**Who is eligible to apply to the Kūkulu Ola and Aloha ʻĀina grant programs?**
Nonprofit organizations with tax exempt 501(c)(3) status and in good standing or government agencies operating within the State of Hawaiʻi may apply. Programs not linked with a nonprofit 501(c)(3) organization may be able to partner with a 501(c)(3) fiscal sponsor. Please email HCF program officer Kehau Meyer at hta@hcf-hawaii.org if you have questions on eligibility.

**My organization is a current HTA and/or HCF grantee. Can we apply for the 2023-2024 HTA programs?**
Current grantees that are up to date with submitting their progress/final reports may apply to the 2023-2024 programs. Organizations that have overdue reports and/or contract deliverables to both HCF and/or HTA are not eligible to apply. Please submit a support ticket to request a final report audit with HCF staff. To inquire about your standing with HTA, please email hta@hcf-hawaii.org and include pertinent contract numbers related to your past HTA contract(s) in question.

**My organization has been funded by the HTA grant program in the past. Can we apply for the 2023-2024 grant programs?**
Organizations that have received HTA grant funding from the Kūkulu Ola or Aloha ʻĀina program previously may apply for the 2023-2024 program year.

**Can my organization apply to both HTA programs – Kūkulu Ola & Aloha ʻĀina?**
Yes, you can apply to both HTA programs if they are for different programs. The same program may not apply to more than one of the HTA grant programs.

**My organization is receiving a State Grants-In-Aid for my program. Can I still apply?**

As of May 4, 2023 the State of Hawaiʻi has determined that any organizations receiving State Grants-In-Aid (GIA) funds may not apply for Kūkulu Ola & Aloha ʻĀina under the same program. If GIA funds are

## Differences in HTA Grant Programs:

### What is the difference between the Kūkulu Ola and Aloha ʻĀina programs?
Each of the HTA programs has different purposes. (1) The purpose of the Kūkulu Ola program is to seek community-based programs that enhance, strengthen, and perpetuate the Hawaiian culture and community. (2) The purpose of the Aloha ʻĀina program is to seek community-based programs that help manage, improve, and protect Hawaiʻi's natural environment and areas frequented by residents and visitors.

### Who manages each program?
HTA has contracted HCF to administer the Kūkulu Ola and Aloha ʻĀina programs. HVCB has been contracted to administer the CEP program.

### How do I apply for the different HTA programs?
Applications must be submitted online through Hawaiʻi Community Foundation's **Grants Portal** available here: https://hawaiicf.smartsimple.com/s_Login.jsp. New users must register for an account. Registered users may login 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.

### My program might fit both proposals, how do I determine what is the best application for my program?
The outcomes of your project should best align to the criteria of Aloha ʻĀina or Kūkulu Ola programs, respectively. Consider what the primary goal of the program is and how the funds would be used. This should guide each applicant toward the most appropriate funding opportunity for the program.

## Grant Timeline/Range/Awards:

### What is the maximum grant amount I can apply for?
For both the Kūkulu Ola and Aloha ʻĀina program, grant applicants can apply for amounts up to $100,000, with grants generally awarded within the $25,000 to $75,000 range.

### If I apply to the Kūkulu Ola and Aloha ʻĀina programs, when do I expect to hear decisions?
You should expect to hear decisions by late June 2023. If you are awarded, you will receive an award letter with award term and conditions and an award check. By cashing the award check, you agree to the terms and conditions of the grant.

### If I receive an HTA award, when I can start my program?
You may start your program on July 1, 2023. Grant applicants that are awarded will receive one year of funding for programs within the 2023-2024 program year (July 1, 2023 to June 30, 2024).

### Should I expect to complete reports for HTA and HCF on my program?
Yes, if you are awarded, you will be required to submit a progress (due mid-year) and final report (due

one month after end date), along with a final expenditure report, to HCF. If you do not submit these reports, you may not be able to receive future funding from the HTA programs as well as other HCF grant programs.

**Budget Form:**

**\*Please view the *Program Budget Example Form* on the HCF website (HTA pages) for assistance with the Program Budget Form.**

**Can I amend the budget categories on the budget form?**
Yes, you are welcome to amend the categories according to your program expenses. We have suggested common budget items listed.

**Is there a match requirement?**
There is no cash match requirement for either funding opportunity.

**Key Performance Indicator (KPI) Form:**

**Do I fill out the entire Key Peformance Indicator form?**
Please complete the sections that directly relate to your program goals and outcomes. If you are awarded a grant, you will be required to complete the "Actual Measures of Success" column and submit it with your final report to HCF. Please be as detailed as you can on this form.

**Do Key Performance Indicators need to align to HTA's Destination Management Action Plan (DMAP)?**
Key Performance Indicators should capture the deliverables and outcomes you expect over the course of your one-year program. Where appropriate, it would be helpful to identify any indicators listed on your KPI form that align to the action items within the respective Destination Management Action Plans of your program location. This is not necessary for funding but rather serves to help HTA track activities in alignment to DMAP action items.

**Attachments:**
**Can I submit videos/photos of my program as part of my application?**
Yes, you are welcome to submit videos and photos of your program. You can attach them as part of your online application. For videos, we recommend you send a web link (i.e., YouTube link) that can direct us to another location of your video on the web. HCF recommends a PDF document that can be uploaded to house the links to the videos or photo banks.

**Can I submit recommendation and/or support letters for my program?**
While it is not required, you may submit up to three recommendation and/or support letters as part of your application.

## Online Application Process:

**How do I apply for the Kūkulu Ola and Aloha ‘Āina grant programs?**
Applications must be submitted online through Hawai‘i Community Foundation's **Grants Portal** available here: https://hawaiicf.smartsimple.com/s_Login.jsp. New users must register for an account. Registered users may login 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. If you create a new account and do not receive an email in your junk folder or inbox within ten minutes, please submit a support ticket through the link on the login page for assistance. If the email goes to your junk folder, please mark it as 'safe' so that all communication goes to your inbox.

**Who should be my organization's primary contact?**
You may have more than one person associated with the organization's registered account, but only one can be assigned to the application. The primary applicant should be someone authorized to submit grant applications on behalf of your organization. This person will manage your organization's grant activities and will receive all email notifications regarding your organization's online submissions. In many cases, it will be your organization's chief staff or grant writer; however, another person can be designated.

**How many online accounts can my organization request?**
Each organization has one account. There is not a limit on the number of contacts that can have access to the organization profile. Each organization can manage access requests in their Organization Profile > Activate Contacts tab. Larger organizations, like government agencies, may have more accounts by department. If you are unsure how to search for this particular department profile, please submit a support ticket with as much detail as possible.

**What if several people from my organization need to use the online account to access different applications?**
Your organization can allow multiple people to work under the same organization profile. This will allow them to see all of the applications, active grants and historical grants assigned to the organization profile. If multiple people contribute to a single application, they will need to be invited as collaborators. The final submission would need to be completed by the original person who started the draft.

**I have problems applying online via HCF's Grants Portal. Who can I contact?**
If you have problems with the online application, please contact HCF Help Desk and click on "Create a Support Ticket."

**Can I submit a hard copy of my proposal application?**
No. Only online applications will be accepted. If you have problems submitting your online application and it is near the grant deadline, please notify Kehau Meyer, HCF program officer, at hta@hcf-hawaii.org or 808-566-5537.

**Can I get confirmation of my submitted proposal application?**
Yes. If you have submitted your online application, you will receive a system email notifying you that your application has been submitted and it will contain a pdf copy of the document. The application can also be accessed at any time through the Grants Portal. If you do not receive the email, please check your junk folder, and mark the sender as 'safe'.

**Why are the character counts so short?**
Each question has a specific maximum character count. Please make sure that if you cut and paste your narrative into the online application that all your narrative appears. Our system counts every marking, letter, space, number, etc. We seek concise and clear answers for each question and hope you will be able to answer the questions in the limited space provided.


**Does the Grants Portal accept diacritical marks?**
We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides; the Grants Portal can accept diacritical marks.

**Review Panel:**

**Who reviews the grant proposals?**
Grant proposals are evaluated by designated members of the HTA Advisory Councils, one for Kūkulu Ola and one for Aloha ʻĀina, as well as HTA staff and HCF staff. HTA Advisory Members are selected by HTA and come from public and private sectors and are experts in the field of each grant program.

**Who makes the final decisions?**
Final decisions are made by HTA and HCF staff with recommendations from the respective Advisory Members.

**Feedback on Grant Decisions:**
Final grant decisions will be made by late June 2023 for programs to begin in July 2023. For questions and feedback regarding final grant decisions, please contact HCF staff at hta@hcf-hawaii.org.

**Fiscal Sponsorships:**

**Are fiscal sponsorships allowed?**
Yes, organizations who are not classified as a 501(c)(3) nonprofit should use a fiscal sponsor for the application. This includes for profits or community organizations who have not received their nonprofit status.

**Who should initiate the grant application?**
The applying organization must start and complete the application. They will have the opportunity to select their Fiscal Sponsor from a drop-down menu of organizations within the application. The fiscal sponsor organization must fully certify and complete their organization profile prior to the application being submitted. If this has not been completed, the application cannot be submitted.

**Are there fiscal sponsorship documents required?**
Yes, there are two templates available in the Grants Portal Applicant Resources page. This includes a Fiscal Sponsorship Resolution, and a Fiscal Sponsorship Agreement. They can also be accessed on the HCF Website. We ask that these forms are completed to ensure the formal relationship between the two organizations.