HAWAI'I COMMUNITY FOUNDATION

Request for Proposal (RFP)

Limited Eligibility
Holomua Marine Initiative
Official Makai Watch Communities

Online Application Deadline: Friday, September 22, 2023, 4:00 p.m. HST

ELIGIBILITY & REQUIREMENTS: Applicants must already be collaborating with DLNR on the Makai Watch Program as Official Makai Watch Community Organizations* and be a non-profit organization with a 501(c)(3) tax-exempt status. Official Makai Watch Organizations who do not have 501(c)(3) status may work with a fiscal sponsor to apply for this funding opportunity.

BACKGROUND

In 2016, the State launched the Sustainable Hawai'i Initiative, a multi-pronged effort to ensure a healthy environment and economy for Hawai'i's people. As part of this effort, the Department of Land and Natural Resources (DLNR) committed to effectively manage Hawai'i's nearshore waters.

Hawai'i has led the nation in its contributions towards the achievement of international conservation goals of protecting and effectively managing marine resources and ecosystems. Leading scientists agree that a minimum level of 30% protection of marine areas can significantly help prevent mass extinctions, preserve critical ecosystem services, and help avert the worst impacts of climate change. Through the Holomua Marine Initiative, DLNR has outlined how its Division of Aquatic Resources (DAR) will work in partnership with communities to build on effective traditional management practices and knowledge, along with guidance from fishers, cultural and scientific experts, and community leaders, to effectively manage Hawai'i's nearshore marine areas. DAR has identified four pillars in their roadmap to achieving shared nearshore management goals.

1. **Place-based planning** aims to partner with communities and stakeholders to build a cohesive, ecologically-connected network of areas for improved marine management.
2. **Pono Practices** encourages responsible behavior guided by Hawaiian values and perspectives through education and outreach, rules, strengthened enforcement, and local partnerships to encourage sustainable behaviors and practices in nearshore waters.

3. **Monitoring** measures and documents current conditions, tracks progress following implementation of new management approaches, and uses data to identify areas where management actions need to be further adapted.
4. **Protection and Restoration** builds on existing strategies to prevent damage to fragile nearshore ecosystems from invasive species, disease, and environmental damage events and expands efforts to restore and enhance impacted areas

The Initiative carries forward commitments made by public and private organizations that launched the Aloha+Challenge, a statewide commitment to achieve Hawaii's sustainability goals and framework to implement the United Nations Sustainable Development Goals, and by partners who issued the Promise to Paeʻāina, which is a collective commitment for measurable change in Hawaiʻi's ocean.

Created by the Hawaiʻi Community Foundation (HCF), the CHANGE Framework strives to create a shared movement to solve Hawaiʻi's greatest challenges. Through a common set of data, the Framework identifies Hawaiʻi's strengths, gaps, and opportunities so that efforts can be aligned to take collective action. HCF puts the Framework into action by supporting networks that encompass a broad range of partners who are working to achieve a shared goal and have a commitment to equity. HCF supports the efforts of the Holomua Marine Initiative through this lens of the CHANGE Framework.

PURPOSE
A key component of effectively managing Hawaiʻi's nearshore waters is having an effective means of monitoring, educating and when needed enforcing the community's use of marine resources. The Makai Watch Program is a collaboration between communities and the State DLNR which recognizes effective marine management engages the community in helping to manage their resources. The community serves by monitoring uses, educating the public about the resources, and encouraging compliance with rules and regulations. The State DLNR helps to enforce the rules when education and community engagement is not enough. The Makai Watch Program has been in operation for two decades with varying levels of success in different communities. The purpose of this RFP is to support the success and sustainability of the Makai Watch Program and the implementation of strategies that achieve program objectives and respond effectively to community and partners' feedback regarding how Makai Watch can be strengthened and expanded to effectively embody the values and approach on which the Program was founded, which at its core recognizes that the people who use a resource ultimately are responsible for its long-term health. This funding opportunity is specifically intended to support DLNR's official Makai Watch Community Organizations.

GRANT FOCUS
The activities that HCF will consider for funding in this proposal include:
1. Staff and volunteer recruitment and retention;
2. Organizational capacity building which can include training, peer learning exchanges, etc. (*note: limited travel may be considered*)
3. Program operations and supplies;
4. Supporting strategic planning, business planning, and sustainable finance planning;
5. Other priorities that will result in strengthening organizational capacity to effectively achieve the objectives of Makai Watch and Holomua Marine Initiative.

REQUIREMENTS

Grant Term: Grant requests for projects with a duration of 12-24 months (2 years maximum) will be considered.

Funding: Grant requests for up to $50,000 USD will be considered. Funding decisions will be made in December 2023.

Reporting: Grantee will be required to submit interim progress reports and a final project and financial report to HCF.

Requirement: Organizations must be currently collaborating with the DLNR's Makai Watch Program as an official Makai Watch Community Organization.

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 here 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 or if applying through a fiscal sponsor)
- 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)
- Financial Statements
    - Annual Operating budget for current year
    - Income statement (or profit/loss statement) for the <u>most recently completed fiscal year</u>
    - Balance sheet for the <u>most recently completed fiscal year</u>
    - Audited financial statements are preferred but not required

- o Local units of national organizations must submit local unit financial information
- Board of Directors List

APPLICATION

The application consists of 4 tabs. Information needed to complete your application includes, but is not limited to the following:

- **Program Overview**:
  1. 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.
  2. For more information about the CHANGE framework, please visit our website https://www.hawaiicommunityfoundation.org/change.
  3. 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.

- **Program Information:**
  1. **Organization Description:** Describe the history and mission of the organization/program as well as your organization's vision and aspirations as a Makai Watch Community Organization. *(Maximum 2,500 characters = ¾ page)*
     - What is the organization's experience implementing this program and staff capabilities to conduct the proposed work?
  2. **Executive Summary:** Summarize the proposed project and indicate how it is linked to your organization's vision for the Makai Watch program and what your organization hopes Makai Watch will look like in 5-10 years. *(Maximum 2,500 characters = ¾ page)*
  3. **Problem or Opportunity:** Describe the need or opportunity you are trying to address and why this is critical. *(Maximum 3,000 characters = ¾ page)*
  4. **Program Activities:** Describe the activities that will be completed to address the need/opportunity. Explain why you chose this approach. Provide a program timeline. Describe how your project aligns with the priority of the fund you are applying. *(Maximum 3,500 characters = 1 page)*
  5. **Expected Results:** Describe what you hope to achieve and how you will measure the effectiveness of your program. *(Maximum 3,500 characters = 1 page)*

- **Budget**: Provide your total program budget, amount requested through this application, and upload a copy of your program's budget, showing income and expenses, indicating sources of income that are pending and secured. (*Note: budget template attached to this RFP may be used*).

- **Support Documents & Certification**: Upload any additional required documents as listed in the application guidelines.

ADDITIONAL REQUIRED DOCUMENTS

Please use this space to provide:

1. workplan for proposed activities (*Note: use workplan template attached to this RFP*);

2. proposal budget narrative; and,
3. any strategies or plans that link your Makai Watch program and the needs identified in your proposal (Please Note: These documents are not required, however, if your organization has these documents, they would be helpful).

FISCAL SPONSORS
- 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-sponsor-materials
- Fiscal sponsor's IRS 501(c)(3) determination letter

RESOURCES
Please use this space to provide any additional information or resources, such as specific activities, work plans and additional letters of support.

DEADLINE
Submit your application by clicking the "Submit" button at the end of the application no later than 4:00 p.m. HST, Friday, September 22, 2023

CONTACT INFORMATION
Please visit the Marine 30x30 Initiative website for more information about the Initiative
If you have additional questions about the RFP, these guidelines or the Marine 30x30 Initiative you may contact:
Dana Okano by phone at 808-566-5541 or via email at dokano@hcf-hawaii.org.
Neighbor Islands may call our toll-free number at 1-888-731-3863
For technical assistance with the online application process, please contact HCF's technical support team at Websupport@hcf-hawaii.org. We will get back to you within one business day.

* Official Makai Watch Community Organizations are limited to the following:
1. Hui Maka'ainana O Makana
2. Hanalei Watershed Hui
3. Malama Pupukea-Waimea
4. West Maui Kumuwai Campaign
5. Puako Community Association
6. Hui Aloha Kiholo
7. Kaupulehu Marine Life Advisory Committee
8. Kauhako Ohana Association
9. Kalanihale
10. Heeia NEER
11. Kipahulu Ohana
12. Manu Iwa O Malanai
13. Hui Ohana o Honaunau
14. Kealakekua, Hawaii