

Richard Smart Fund Grants Program

2024 Funding Opportunity



Online Application Deadline: June 28, 2024, 4 p.m. HST

OVERVIEW

The Richard Smart Fund receives contributions each year from the Parker Ranch Foundation Trust to support healthcare, educational, and charitable purposes in the Waimea Area on Hawai'i Island. Hawai'i Community Foundation (HCF) has been administering grant programs for this fund since 2001 and has distributed \$7.7 million over the past 23 years.

Grants from the Richard Smart Fund will be used to support nonprofit organizations based in Waimea (96743 zipcode) that can describe what their kuleana¹ is for Waimea's future, how their work addresses critical opportunities for Waimea's future, how it contributes to strengthening caring relationships, and how they effectively involve and engage with the community's diverse people, organizations, and 'āina².

BACKGROUND

In 2023, HCF initiated a Waimea Futures process to update the grant program to address current interests, challenges, and opportunities with a series of facilitated community conversations to elevate community voices and engage a diverse cross-section of Waimea's residents.

The series of conversations addressed possible futures for Waimea and asked residents the following questions:

- What about Waimea should be preserved and perpetuated for future generations?
- What is getting in the way and why is this so?
- What are possible solutions to address these challenges and/or unmet needs?

The intention for these Waimea Futures conversations was to bring diverse residents together to develop a collective vision and drive innovative³ solutions under an umbrella of shared values and mutual respect. Participants comprised a variety of age and ethnic groups, educational and work backgrounds, and years of residence. According to the "Waimea Community Report⁴" produced from these conversations, "the most commonly expressed challenge described at each session was the growing divide between long-time, generational residents and new residents. The sentiment was underpinned with current economic challenges such as lack of affordable housing, the high cost of

¹ <https://hilo.hawaii.edu/wehe/> - kuleana is defined as right, privilege, concern, responsibility

² <https://hilo.hawaii.edu/wehe/> - 'āina is defined as land, earth

³ Innovative as in new or ingenious approaches; may include expanding upon creative solutions that are showing positive outcomes.

⁴ Link to this report to learn about the Waimea Futures process and what was heard from the community conversations.

living, and the outmigration of longtime residents and especially among those of Native Hawaiian ancestry. The conversations pointed to a hopeful future where resources, learning opportunities and experiences could be created to build a common foundation of shared mutual aloha and kuleana for Waimea and one another.”

The Waimea Community Weaving Hui, a community advisory group worked together with HCF to apply the concepts generated from the community to support Waimea residents working together to advance the collective priorities identified in the Waimea Community Report to bring about the desired future for Waimea.

ELIGIBILITY and REQUIREMENTS

This funding opportunity is for 501c3 nonprofit organizations, fiscally sponsored community-serving groups, church programs with a charitable purpose, and Hawai'i DOE school projects.

- Organizations may submit only one (1) application for this funding opportunity, with the exception for organizations serving as a fiscal sponsor for a community group.
- Organizations currently funded by HCF with overdue final reports are not eligible to apply.
- Applicants must be responsive to the priorities identified In the Waimea Community Report generated from the Waimea Futures community conversations described above.
- Organizations must be based in the Waimea community (96743 zip code).

GRANT RANGE

Grants are awarded for one year and will not exceed \$25,000.

EVALUATION CRITERIA

The strongest proposals will be those that meet all or most of the following criteria:

- Organization’s work supports the future desired by Waimea residents as described by the collective vision and guiding values described in the Waimea Community Report.
- Organization can describe their kuleana for Waimea’s people and place.
- Organization serves or invites diverse community members to participate in their programs.
- Organization collaborates with or provides kōkua⁵ to other organizations.
- Program or project addresses the identified priority areas, challenges or emergent solutions raised in the Waimea Community Report.
- Programs or projects use a place-based approach⁶ to deliver services.

⁵ <https://hilo.hawaii.edu/wehe/> - kōkua is defined as help, aid, assistance, support

⁶ A place-based approach is about understanding the issues, interconnections, relationships, and interactions with the natural and cultural resources of a place and coordinating action and investment to improve the quality of life for that community.”

APPLICATION PROCESS

Online Application

In January 2022, the Hawai'i 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)
- 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 your organization or program. Describe your organization's kuleana for Waimea's future. *(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 Waimea you are trying to address and how you know this is critical. If available, please provide data used to understand the need or opportunity for Waimea. Include a description of how your project or program addresses challenges or emergent solutions impacting Waimea's future as described in the Waimea Community Report. *(Maximum 3,000 characters)*
- **Program Activities:** Describe the activities you will implement using a place-based approach. Include a timeline and details on how you will engage diverse community members and/or 'āina, and how you will collaborate with other organizations 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-sponsor-materials>.

CONTACT INFORMATION

If you have questions about this funding opportunity, please contact Diane Chadwick at dchadwick@hcf-hawaii.org or (808) 938-8533.

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