

Richard Smart Fund Grants Program 2025 Funding Opportunity



Online Application Deadline: May 30, 2025, 4:00 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 \$8.1 million over the past 24 years.

Grants from the Richard Smart Fund will primarily support nonprofit organizations based in Waimea (96743 ZIP code) that can describe their kuleana¹ for Waimea's future, how their work addresses critical opportunities, strengthens caring relationships, and effectively engages the community's diverse people, organizations, and 'āina². Organizations based outside of Waimea may also be considered if their work aligns with the purpose of the fund and meaningfully benefits Waimea's future.

BACKGROUND

In 2023, HCF launched the Waimea Futures Initiative to update the Richard Smart Fund grant program, ensuring it addresses Waimea's evolving interests, challenges, and opportunities. This process began with a series of facilitated community conversations designed to elevate community voices and engage a diverse cross-section of Waimea residents.

These conversations explored possible futures for Waimea, guided by key 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 unmet needs?

The intention for these Waimea Futures conversations was to bring diverse residents together to develop a collective vision and drive innovative³ solutions grounded in 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 Report*⁴, one of the most frequently expressed challenges was the growing divide between long-time generational residents and newer residents. The sentiment was underpinned with current economic challenges such as lack of affordable housing, the high cost of living, and the

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

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 [Waimea Community Report](#) - learn about the Waimea Futures process and priorities that emerged from the community conversations.

outmigration of longtime residents, particularly 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 with HCF to apply community-driven insights into action, supporting residents in advancing the collective priorities outlined in the *Waimea Community Report* and shaping Waimea's desired future. Through this ongoing process, the Richard Smart Fund continues to be a catalyst for community-driven solutions, ensuring that funding aligns with the priorities and values of Waimea's residents. Applications to the Richard Smart Fund will be reviewed by both the Weaving Hui and HCF staff to ensure alignment with these priorities.

ELIGIBILITY & 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 and/or serve the Waimea community (96743 zip code).

GRANT RANGE

Grants are awarded for one year and will average \$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

This application is available for online submission through the Hawai'i Community Foundation's Grants Portal. New users may register for an account here

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. Please reference our [Applicant User Guide](#) for further instructions.

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 every 6 months. 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 most recently completed fiscal year
 - Balance sheet for the most recently completed fiscal year
 - Audited financial statements are preferred but not required
 - 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:**
 - Provide general information and characteristics about the program including program title, duration, 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.
- **Program Information:**
 - **Organization Description:** Describe the history and mission of the organization/program. Describe your organization's kuleana for Waimea's future. *(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. Describe how your organization will share the messaging, opportunities and impact of the Richard Smart Fund's Waimea Futures initiative with your clients/customers/constituents. *(Maximum 3,500 characters)*
- **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.

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

DEADLINE

Friday, May 30, 2025, 4:00 p.m. HST

CONTACT INFORMATION

If you have questions about this funding opportunity, please contact Michelle Pope at mpope@hcf-hawaii.org or (808) 792-3101.

For technical assistance with the online application process, please submit a support ticket by clicking [here](#).