



# Community Grants Program

## 2026 Funding Opportunity

Annie Sinclair Knudsen Memorial Fund  
Kaua'i Community Grants Program

**Online Application Deadline: Monday, May 18, 2026, 4:00 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 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.

### **Annie Sinclair Knudsen Memorial Fund and Kauai Community Grants Program**

The Annie Sinclair Knudsen Memorial fund was established with the broad purpose to “*support organizations that benefit the people, flora and fauna of Kaua'i.*” In addition, funding may be available for a broad range of community needs, including culture and arts, education, environment, health and human services, and sciences.

**Focus: Grant support for projects and programs supporting the communities of Kaua'i based on fund purposes and reviewed by an Advisory Committee.**

**Grant Range: \$1,000 to \$10,000**

**Grant Period: August 2026 to August 2027**

**Estimated Total Funds Available: \$250,000**

### TIMELINE/KEY DATES

Description	Date
Application Release	4/6/2026
Application Deadline	5/18/2026
Anticipated Notification Time Frame	8/31/2026



## ELIGIBILITY & REQUIREMENTS

This funding opportunity is for nonprofit organizations, fiscally-sponsored organizations, community-serving groups with a charitable purpose, a program of a church, or a project of a Hawai'i DOE school.

- Applicants must be responsive to the priorities identified by the Annie Sinclair Knudsen Memorial Fund as stated above.
- Letters of partnership with organizations or community members within the service community are required.
- Organizations currently funded by HCF with overdue final reports are not eligible to apply.

## FUNDING RANGE

Grants from this funding opportunity range from \$1,000 to \$10,000 and are awarded for one year, unless otherwise noted in the award letter. 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

Applications can be submitted online via the Hawai'i Community Foundation's Grants Portal: [https://hawaiicf.smartsimple.com/s\\_Login.jsp](https://hawaiicf.smartsimple.com/s_Login.jsp) using Google Chrome or Mozilla Firefox. Applicants must log in to their account to apply; new users must register for an account. We recommend that you do not wait until the last moment to submit your application as you may experience technical difficulties. Only complete applications submitted by the deadline will be accepted; this includes completion of Organization Profiles and associated fiscal sponsorship documents, if applicable.

## ORGANIZATION PROFILE

Both new and returning users must certify and submit the organization profile prior to submission of the application; re-certification is required every six months.

The Organizational Profile consists of five tabs: *Organization Information*, *Contact Information*, *Budget*, *Board and Certification*. To submit your organization profile, you must complete all required fields marked with an asterisk on each tab.

## APPLICATION

The application consists of four tabs: *Program Overview*, *Program Information*, *Budget*, and *Supporting Documents & Certification*. All required fields are marked with an asterisk.

- **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. What is the organization's experience implementing this program and staff capabilities to conduct the proposed work? *(Maximum 2,500 characters = ¾ page)*
  - **Problem or Opportunity:** Describe the need or opportunity you are trying to address and why this is critical. *(Maximum 3,000 characters = ¾ page)*
  - **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)*
  - **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.
- **Supporting Documents & Certification:** Upload letters of partnership with organizations or community members within the service community. If you are using a fiscal sponsor, please be sure that they certify your application prior to submission.

#### **FISCAL SPONSORS**

- Fiscal sponsors must have an account in the portal. Their profile must be certified and include their IRS 501(c)(3) determination letter and up-to-date financial documents. Fiscal Sponsor Agreement and Board Resolution templates can be found at this [link](#).
- Starting July 28, 2025, **fiscal sponsors are required to certify the application before it can be submitted by the applicant.** To do so, the applicant must invite the fiscal sponsor to collaborate on the draft application. Please reference this [video](#) and our [External User Guide](#) on how to invite collaborators. The fiscal sponsor as a collaborator can then check the Fiscal Sponsor certification box under Supporting Documents & Certification.

#### **NOTIFICATION PROCESS**

Decision notifications will be sent by email to the applicant, applicant's Chief Staff or Volunteer, and if applicable, the Fiscal Sponsor contact in the HCF Grants Portal. The decision letter will be attached to the email and available in the Grants Portal under My Application Tracker in the Active or Historical tabs.



## **CONTACT INFORMATION**

If you have questions about this funding opportunity, please contact Uri Martos at [umartos@hcf-hawaii.org](mailto:umartos@hcf-hawaii.org) or (808) 245-4585

For general questions about the Community Grants Program, please send an e-mail to [communitygrants@hcf-hawaii.org](mailto:communitygrants@hcf-hawaii.org).

For technical assistance with the Grants Portal, please submit a [support ticket](#).

### ***Tips for Applicants***

- How-to videos, the Applicant User Guide and support tickets can be found on our [website](#).
- Tool tips can be found throughout the portal. These boxes indicate exactly what information you should provide.
- Use Google Chrome or Mozilla Firefox on a computer for the best user experience.
- The online application has fillable boxes with character limits that may not match character counts in MS word. If you cut and paste your work into the application, please be sure all text is complete.
- If you have an existing organization profile and fields are not editable, please click "Update Profile". This will move your org profile to draft and allow you to make edits. Click "Submit" to move it back to active status.