

2020 Request for Proposals (RFP) Community Grants Program



HAWAII COMMUNITY
FOUNDATION

'Ewa Beach Community Fund *Kahuku Community Fund*

PURPOSE

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. The priorities of the funds for this particular RFP are:

'Ewa Beach Community Fund

The purpose of the fund is to support activities and projects of charitable agencies that work to improve the quality of life of the residents of the 'Ewa area. Preference will be given to projects that address a community need and benefit the 'Ewa Community that:

- Are conducted by organizations based in the 'Ewa area, have a history of involvement in the 'Ewa community, or are partnering with an 'Ewa organization, with strong preference given to groups based in 'Ewa Beach;
- Involve or serve youth, particularly out of school time, or the elderly;
- Are supporting program expenses, as opposed to personnel expenses.

Kahuku Community Fund

The fund was established with a broad purpose, "to be used for charitable and community purposes within the geographic district of Kahuku, bounded by Turtle Bay and Malaekahana." Preference will be given to projects that address a community need and benefit the Kahuku community in the following areas:

- educational opportunities, including early care and education
- recreational opportunities
- economic sufficiency for self, family and community; such as emergency assistance to individuals and families
- social conditions such as crime, poverty, substance abuse or domestic violence
- health care
- strategic action plan around future development of the Kahuku community
- greater understanding of traditional and contemporary cultural arts, practices and values of the Ko'olauloa moku

The Community Grants Program will conduct three (3) grant rounds. Each grant round of the Community Grants Program will have a different priority. Please read each RFP associated with a grant round to ensure eligibility.

BACKGROUND

HCF understands that unique and special qualities exist for each community and neighborhood throughout our islands. We believe that nonprofit organizations supporting these communities are best informed of the needs and opportunities that exist through the connections and relationships that they build every day.

The Hawai'i Community Foundation Community Grants Program seeks to support nonprofit organizations in their missions to respond to and address community needs, helping to build and sustain vibrant communities throughout Hawai'i. Specific community funds established at HCF will provide for grants to nonprofit organizations that address the priorities of each fund. These community funds had previously provided grants through HCF's *FLEX Grants Program*; however, HCF recognized the need to revise its strategy to reach a broader range of community-serving organizations with targeted and intentional work in specific geographies and focus areas. Fund advisory committees will review proposals and make grant recommendations to support projects or programs that are most consistent with the purpose and priorities of the fund.

ELIGIBILITY

This RFP 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 that align with the priorities of the 'Ewa Beach Community Fund or the Kahuku Community Fund.

1. Applicants must be responsive to the priorities identified by the 'Ewa Beach Community Fund or the Kahuku Community Fund as specified above.
2. Organizations currently funded by HCF with overdue final reports are not eligible to apply.
3. Organizations must be in compliance with the State of Hawai'i Tax & Charities Division; information can be found on the website <http://ag.hawaii.gov/tax/>, under "Learn More".
4. Organizations or groups may apply in response to the priorities of the 'Ewa Beach Community Fund or the Kahuku Community Fund, or both. **A separate application must be submitted for each fund to which an organization is applying. Only one application per organization per fund is allowable.**

GRANT RANGE

Grants are generally awarded for one year. They will not exceed \$10,000 but will typically be between \$3,000 to \$5,000. Preference is given to 501(c)3 organizations, or groups with a 501(c)3 fiscal sponsor, for requests of more than \$5,000.

ONLINE SUBMISSION

Applications **must be submitted online** at <https://nexus.hawaiicomunityfoundation.org/nonprofit> or click on "NONPROFIT GATEWAY" at the bottom of the HCF home page, <https://www.hawaiicomunityfoundation.org>. If you are a **new user**, click "NEW USER REGISTRATION FOR ORGANIZATIONS." *The registration process may take up to 2 days so please register early!*

APPLICATION INSTRUCTIONS

- Only complete applications will be accepted. Applications missing information or required attachments will be administratively denied.
- The online application has fillable boxes with character limits, including spaces. 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 entire text fits the space provided.
- We recognize the significance of diacritical markings in written Hawaiian as pronunciation guides; however, the online application system is unable to accept diacritical marks. Please do not include these in your narrative; it may cause errors in the way the online system processes your proposal.

ORGANIZATIONAL & PROGRAM PROFILE

As part of the online application you will need to answer questions about:

- Primary mission area
- Year of incorporation or year established
- Number of full-time, part-time, or regular volunteer staff
- The location in which you provide services
- Types of services you provide – including the age and gender of those you serve

NARRATIVE QUESTIONS

The Hawai'i Community Foundation understands that all nonprofits and community groups have missions that they care deeply about. We know that the commitment of organizations to their mission is reflected in the work they conduct, and the goals they achieve. The following questions are intended to help HCF staff and donors understand your mission, the proposed project and the results you hope to achieve.

(The following character counts listed are approximate to the specified page lengths based on single-spacing in Arial 12-point font with 1 inch margins.)

1. Provide a brief executive summary of your organization or group and its mission. *(max 1,500 characters = 1/3 page)*

2. Describe how your project aligns with the priority of the fund you are applying to as stated in this RFP, for the 'Ewa Beach Community Fund or the Kahuku Community Fund. *(max 1,500 characters = 1/3 page)*
3. Describe the need or opportunity you are trying to address and why this is critical. *(max 1,500 characters = 1/3 page)*
4. Describe your project or program that addresses the need you've identified in question 3 above. Include who will be affected or the intended participants, the activities you'll be doing and why. *(max 2,000 characters = 1/2 page)*
5. Describe what you hope to achieve and how you will measure the effectiveness of your program. *(max 1,500 characters = 1/3 page)*
6. Describe and name any partners supporting this project, if any, or how your organization or group is working with other organizations. *(max 1,000 characters = 1/4 page)*
7. Describe how you engage, interact, or reach out to your community. *(max 1,000 characters = 1/4 page)*
8. Share how the coronavirus pandemic affected your organization's work, both the challenges and opportunities. *(max 1,000 characters = 1/4 page)*

ATTACHMENTS

These items are **required** parts of your application. ***Applications missing any of these documents will be administratively denied.***

1. **Project Budget Form** (see application online to download form)
2. **Board of Directors** or leadership group list (not necessary for units of government, churches, or public schools)
3. **Financials** (not necessary for units of government, churches, or public schools)
 - **501(c)3 Organizations:** Please submit your current year's operating budget, including income and expenses
 - **Non501(c)3 Organizations (with fiscal sponsor):** Please submit fiscal sponsor's current year's operating budget, and operating budget of applying organization, including income and expenses.
 - **Non501(c)3 Organizations (no fiscal sponsor):** Please submit current year's operating budget, including income and expenses, and a copy of last month's bank statement
4. If you are using a **fiscal sponsor**, please **also submit the following documents:**
 - Fiscal Sponsor's Board of Director's Resolution authorizing project fiscal sponsorship
(located on HCF's website, <https://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>)
 - Fiscal Sponsorship Agreement
(located on HCF's website, <https://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>)
 - Fiscal Sponsor's Board of Directors list

File Naming Format for Supporting Documents

For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #_Your Org Name_Name of File. (For example, '145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc').

DEADLINE: Applications are due no later than **4:00pm HST** on Monday, **October 5, 2020**

Please be sure to click the "**SUBMIT**" button at the end of the application to ensure your application is submitted. We encourage applicants to apply early to avoid missing the deadline because of technical difficulties.

ASSISTANCE and RESOURCES

If you have questions regarding the Community Grants Program, please contact:

- Kehau Meyer at kmeyer@hcf-hawaii.org for program questions related to the Kahuku Community Fund
- Ophelia Bitanga-Isreal at obitanga-isreal@hcf-hawaii.org for program questions related to the 'Ewa Beach Community Fund
- Christel Wuerfel at communitygrants@hcf-hawaii.org or (808) 566-5522 for general questions or information about registering your nonprofit online.

For technical assistance with the online application process, please contact our Help Desk:

<https://www.hawaiicommunityfoundation.org/web/support-tickets>