

2019 Request for Proposals (RFP) Community Grants Program



HAWAII COMMUNITY
FOUNDATION

East Hawai'i Fund

West Hawai'i Fund

Kūki'o 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:

East Hawai'i Fund

The purpose of the fund is to benefit the people and communities of East Hawai'i, from Waipi'o Valley to Waiohinu. The East Hawai'i Fund especially welcomes proposals that involve people and organizations from different sectors of the community who are working together to address an issue of concern to the community. Preference will be given to projects that address a community need in one or more of the following areas:

- Educational opportunities with an emphasis on early childhood, after school/out-of-school experiential opportunities for youth, and/or preparedness for education and career success
- Strengthening intergenerational relationships
- Economic sufficiency for self, family and community
- Family-centered and integrative approaches to health care
- Social conditions such as poverty, domestic violence, substance abuse or crime
- Recreational opportunities with an emphasis on family and/or intergenerational activities

West Hawai'i Fund

The fund was established for the benefit of the people and communities of West Hawai'i, from North Kohala to Hawaiian Ocean View Estates. The West Hawai'i Fund makes grants for projects that improve the quality of life for the residents of West Hawai'i. The West Hawai'i Fund especially welcomes proposals that involve people and organizations from different sectors who are working together in collaborations that increase networking and trustworthiness between people in the community. Preference will be given to organizations based in West Hawai'i.

Kūki'o Community Fund

The Kūki'o Community Fund is interested in supporting programs that prepare Hawai'i Island youth for success in school, work, and life by supporting education and youth development.

The Community Grants Program will conduct four (4) 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 East Hawai'i Fund, West Hawai'i Fund, and Kūki'o Community Fund.

1. Applicants must be responsive to the priorities identified by the East Hawai'i Fund, West Hawai'i Fund, or Kūki'o 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 East Hawai'i Fund, West Hawai'i Fund, or Kūki'o Community Fund, or all three. **A separate application must be submitted for each fund to which an organization is applying.**

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.hawaiicommunityfoundation.org/nonprofit> or click on "NONPROFIT GATEWAY" at the bottom of the HCF home page, <https://www.hawaiicommunityfoundation.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, i.e. the East Hawai'i Fund, West Hawai'i Fund, or Kūki'o Community Fund. (max 1,500 characters = 1/3 page)
3. Describe your project or program. Include the need being addressed, the intended participants, the activities you'll be doing and why. (max 3,000 characters = 3/4 page)
4. Describe what you hope to achieve and how you will measure the effectiveness of your program. (max 1,500 characters = 1/3 page)
5. Describe any partners supporting this project, if any, or how your organization or group is working with other organizations or engaging the community. (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, **August 26, 2019**

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:

- Chelsey Chow at cchow@hcf-hawaii.org or (808) 935-1206 for program questions
- 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>