



Frequently Asked Questions (FAQs)

Eligibility:

Who is eligible to apply to the Hawaiian Culture & Natural Resource grant programs?

Non-profit organizations with tax exempt 501(c)(3) status and in good standing or government agencies operating within the State of Hawai'i may apply. Projects not linked with a non-profit 501(c)(3) organization may be able to partner with a 501(c)(3) fiscal sponsor. Please email HCF Staff, Larissa Kick at lkick@hcf-hawaii.org if you have questions on eligibility.

My organization is a current HTA-HCF grantee. Can we apply for the 2016 HTA grant programs?

Current grantees that are up-to-date with submitting their progress/final reports may apply to the 2016 grant program. Organizations that have overdue reports and/or contract deliverables to both HCF and/or HTA are not eligible to apply.

My organization has been funded by the HTA grant program in the past. Can we apply for the 2016 grant programs?

Organizations that have received HTA grant funding from the Kūkulu Ola Living Hawaiian Culture program, Natural Resources program, and the County PEP program may be funded for up to 4 consecutive years for the same program/project. After 4 years, the organization must take a break for at least one-year before applying to the grant program for monies for the same program/project.

Can my organization apply to all 3 HTA grant programs – Kūkulu Ola Living Hawaiian Culture, Natural Resources, and County PEP?

Yes, you can apply to all 3 HTA grant programs as long as they are for different programs/projects. The same program/project may not apply to more than one of the HTA grant programs.

Differences in HTA Grant Programs:

What is the difference between the 3 HTA grant programs - Kūkulu Ola Living Hawaiian Culture program, Natural Resource program, and County Product Enrichment program (PEP)?

HTA offers grant monies through 3 different grant programs. Each of the HTA grant programs have different purposes. (1) The purpose of the Hawaiian Culture program is to seek community-based projects and programs that enhance, strengthen, and perpetuate the Hawaiian culture and community. (2) The purpose of the Natural Resources program is to seek community-based projects and programs that help manage, improve, and protect Hawai'i's natural environment and areas frequented by residents and visitors. (3) The purpose of the County PEP program is to develop new products within the Counties that strengthen and diversity Hawai'i's tourism brand, in the area of sports, culture, health, education, technology, agriculture, and nature tourism.

Who manages each program?

HTA partners with HCF to administer the Kūkulu Ola Living Hawaiian Culture and Natural Resources programs, and with County partners to administer the County PEP program. For a listing of the County partners, visit HTA's website on the [County PEP page](#).

How do I apply for the 3 different HTA grant programs?

To apply for the Kūkulu Ola Living Hawaiian Culture and Natural Resources programs, you must apply online via [HCF's Nonprofit Gateway](#). Organizations must register their organization on the HCF's Nonprofit Gateway website prior to applying to the grant program. This includes receiving a username and password for your organization. This process can take up to 2 days so we encourage you to register early!

To apply for the County PEP, please see [HTA's RFPs webpage](#) for links to each County PEP program and their application process.

Grant Timeline/Range/Awards:

What is the maximum grant amount I can apply for?

For both the Hawaiian Culture & Natural Resource program, grant applicants can apply for amounts up to \$100,000, with grants generally awarded within the \$25,000 to \$50,000 range.

If I apply to the Hawaiian Culture and Natural Resource grant programs, when do I expect to hear decisions?

You should expect to hear decisions by early to mid-December 2015. If you are awarded, you

will receive an award letter with grant term and conditions and a grant check. By cashing the grant check, you agree to the terms and conditions of the grant.

If I receive an HTA-HCF grant, when I can start my project/program?

You may start your program/project on January 1, 2016. Grant applicants that are awarded will receive one-year of funding for projects/programs within the 2016 calendar year (Jan. 1, 2016 to Dec. 31, 2016).

Should I expect to complete reports to HCF-HTA on my project or program?

Yes, if you are awarded a grant, you will be required to submit a progress (due mid-year) and final report (due one-month after end date), along with a final expenditure report, to HCF. If you do not submit these reports, you may not be able to receive future funding from the HTA grant programs as well as other HCF grant programs.

Budget Form:

***Please view the *Budget* webinar on the HCF website (HTA pages) for assistance with the Project Budget Form.**

Can I amend the budget categories on the budget form?

Yes, please feel free to amend the categories according to your project expenses. We have suggested, common budget items listed.

What qualifies as sources of match income?

We accept federal, state, private, foundation, and other sources of income as cash match. We also accept in-kind sources of match, including volunteer hours, equipment and facilities use. For in-kind sources, please indicate the value of the match. If you are using volunteer hours as match, you may use data from the [Bureau of Labor Statistics](#) or [Independent Sector](#) to assist you with calculating the match value.

How much match do I need?

You must have at least one-to-one (1:1) designated match to the HTA total requested grant funds. Please explain in detail your match sources in the budget narrative section on the budget form.

How much cash match do I need?

You must have at least 20% cash match.

What is Proof of Match?

You must submit proof of secured match via letter or check copy (i.e. copy of a grant award

letter, sponsor letter, or donor letter). Please include as an attachment to your online application.

What if I do not have Proof of Cash Match right now?

Proof of cash match must be received by the start of the grant term or the grant will be contingent on meeting the match requirement. If your cash match is pending, please indicate the date you expect to have it secured in the budget narrative section.

What is the difference between secured and pending match?

“Secured” sources of match are those that are already committed to the project or program. For example, if you received an award letter indicating a grant is awarded to the project or program, this is a secured source and can be used as match. “Pending” sources of match are those that have not yet been committed to the project or program, but you expect notice of these sources very soon. For instance, you applied for a specific grant and hope to receive notice of the award soon. For pending sources of match, please indicate in the budget form when you hope hear of an award.

Project Matrix Form:

Do I fill out all the entire project matrix form?

Please complete only columns 1 – 4. If you are awarded a grant, you will be required to complete the “Actual Measures of Success” column (column #5) and submit it with your final report to HCF. Please be as detailed as you can on this form.

Attachments:

Can I submit videos/photos of my project or program?

Yes, you are welcome to submit videos and photos of your project or program. You can attach them as part of your online application. For videos, we recommend you send a web link (i.e. YouTube link) that can direct us to another location of your video on the web. Our system is limited to 5000KB per a file and may not allow you to submit large files.

Can I submit recommendation and/or support letters for my project or program?

Yes, you can submit recommendation and/or support letters as part of your application. However, this is not required and we do not recommend you send more than 3 letters of support.

Online Application Process:

How do I apply for the Hawaiian Culture & Natural Resource grant programs?

Applicants must apply online via [HCF's Nonprofit Gateway](#). There are no exceptions to this rule. In order to access the online application, you must register your organization with HCF's Nonprofit Gateway and receive a username and password from HCF. This process can take up to 2 days, so we advise applicants to register and apply early!

Who should be my organization's Account Holder?

The Account Holder should be someone who is authorized to submit grant applications on behalf of your organization. This person will manage your organization's online account and will receive all email notifications regarding your organization's online submissions. In many cases, it will be your organization's chief staff or volunteer; however, another person can be designated.

How many online accounts can my organization request?

We will generally assign one account per organization. This allows your organization to track all the applications created and submitted to the Foundation under a single account. Larger organizations may be assigned more than one account when applications are submitted through multiple administrative offices. Your organization will then need to track applications created and submit separately under each account. HCF will consider requests for multiple accounts on a case by case basis.

What if several people from my organization need to use the online account to access different applications?

Your organization could allow multiple people to use the online account at the same time using the same User ID and password. However, multiple users should not view, edit, or submit the same application at the same time.

I have problems applying online via HCF's Nonprofit Gateway. Who can I contact?

If you have problems with the online application, please contact [HCF Help Desk](#) and click on "Create a General Support Ticket."

Can I submit a hard-copy of my proposal application?

No. Only online applications will be accepted. If you have problems submitting your online application and it is near the grant deadline, please notify HCF staff, Lauren Sons at lsons@hcf-hawaii.org or 808-566-5533.

Can I get confirmation of my submitted proposal application?

Yes. If you submitted your online application, you should receive an email confirmation indicating that HCF received your application. After the submission deadline, you will receive an email with a PDF copy of your proposal application from HCF. Please allow at least 2-weeks for this process. If you have any questions, please contact HCF staff at hta@hcf-hawaii.org.

Why are the character counts so short?

Each question has a specific maximum character count. Please make sure that if you cut and paste your narrative into the online application that all your narrative appears. Our system counts every marking, letter, number, etc. We seek concise and clear answers for each question and hope you will be able to answer the questions in the limited space provided.

Review Panel:**Who reviews the grant proposals?**

Grant proposals are evaluated by designated members of the HTA Hawaiian Culture Advisory Council (HCPAC) for the Hawaiian Culture Program and HTA Natural Resource Advisory Group (NRAG) for the Natural Resources Program, as well as, HTA staff and HCF staff. HTA Advisory Members are selected by HTA and come from the public and private sectors and are experts in the field of each grant program.

Who makes the final decisions?

Final decisions are made by HTA staff and HCF staff.

Feedback on Grant Decisions:

Final grant decisions will be made by early December 2015 for projects to start in January 2016. For questions and feedback regarding final grant decisions, please contact HCF staff at hta@hcf-hawaii.org.