

# VICTORIA S. AND BRADLEY L. GEIST FOUNDATION

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827 Fort Street • Honolulu • Hawai'i • 96813-4317 • (808) 566-5524

## Supporting Foster Children and their Caregivers Request for Proposals

### **Background:**

The Foundation wishes to support foster children and their caregivers. The Foundation recognizes that the appropriate resources and support for foster children and their caregivers contribute to healthier and happier lives. The Foundation offers this Request for Proposals to provide meaningful support for efforts that will result in supportive homes and experiences for Hawaii's foster children.

### **Funding Priorities:**

Preference will be given to efforts that

- Support the recruitment, training and retention of quality resource caregivers;
- Support the continued relationships of foster children to their siblings;
- Address the unique needs of foster children or of their caregivers; or
- Empower foster children to participate in the decisions affecting their lives.

### **Eligibility Requirements:**

- Tax-exempt Hawaii organizations are eligible to apply. This includes nonprofit organizations, 501(c)(3) organizations, religious organizations that are exempt from taxation, and units of government.
- More than 50 percent of the individuals served by the program must be:
  - Children in the foster custody of a Hawai'i state government agency;
  - Children placed by a Hawai'i state government agency in therapeutic foster placement or in kinship, foster, respite, guardianship, permanent custody, or adoptive families; or
  - Their caregivers.

### **Grant Range, Duration, and Exclusions:**

- Grants usually range from \$10,000 to \$50,000 per year.
- Requests are considered in relationship to the size of the organization's operating budget.
- Unless the organization's clientele are solely legally recognized foster children and their caregivers, administrative fees are capped at 5% per grant award. The Foundation reserves the right to determine those costs that are administrative and subject to the limited percentage.
- Commitments for up to three years will be considered, contingent on the submission of satisfactory progress reports.
- Capital requests and endowments will not be funded.

**Proposal Review Criteria:**

The strongest proposals will be those that meet all or most of the following criteria:

***Integrity of the Proposed Program***

- Program is well-defined and likely to be implemented successfully,
- Organization demonstrates the ability to deliver the program,
- Program budget is adequate and program costs are reasonable and consistent with the narrative,

***Potential for Impact of the Program***

- Program has the means to measure benefits to the participants or the community,
- Program evaluation and ongoing improvement are clearly incorporated into program design,
- Program demonstrates the ability to leverage other resources (such as funds, in-kind or community partnerships).

**Online Submission:** This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <https://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

**Note:** If you are requesting an account, it may take a few days for you to receive the account information. It's highly recommended you request your account early to give yourself adequate time to complete the application by the submission deadline.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

The online application will request the following:

**A. Proposal narrative:**

- 1) Describe your organization. (*Maximum 3,000-character count single spaced*)
  - What are the organization's mission and history, geographic reach, and volunteer and/or paid staff size?
  - What is the organization's experience in this field?
  - What are the staff capabilities to conduct the proposed work?
- 2) Describe your targeted issue and program. (*Maximum 4,000-character count single spaced*)
  - What is the problem or opportunity to be addressed?
  - Who will benefit? Include estimated numbers.
- 3) Describe the activities required to implement this program. (*Maximum 6,000-character count single spaced*)

- What key activities will occur?
  - What is the projected timeline?
  - Why is this program design expected to be effective? Describe any research and best practices that influenced this program design and any modifications that have been made.
  - If this is a multi-year request and you expect the activities to be different in years 1, 2, and 3, describe your expectations for how the program will develop.
  - If a consultant will be used, submit the work plan and deliverables. Additional information may be requested.
- 4) Describe the anticipated benefits to foster children and/or their caregivers (*Maximum 3,000-character count single spaced*)
- How many unduplicated people will participate and for how long?
  - What changes or results do you expect among the program participants or the community?
    - Clearly articulate the impact and outputs expected from this project by using the attached Project Tracking Matrix to submit proposed results for the program year. Organizations selected for awards will use the same document to track actual results and related measurement methods.
  - How does the organization currently track participation and changes or results? How will you obtain feedback, make improvements and determine effectiveness?
- 5) Describe your funding plan. (*Maximum 3000-character count single spaced*)
- Explain the project budget, including adjustments to be made if not all anticipated funding is received.
  - For what duration of time will funding be requested from the Foundation?
  - What are other prospective sources of funding once Foundation funding ceases?

## **B. Additional documents**

- Project or program budget, detailing expenses and all sources of revenue (secured and unsecured) that will support the project or program. For multi-year requests, provide a cumulative budget and budgets for each year.
- Project Tracking Matrix (template provided)
- Organization's annual operating budget for the current year
- Organization's balance sheet for the most recently completed fiscal year
- Organization's income statement (or profit/loss statement) for the most recently completed fiscal year
- Board of Directors list
- 501(c)(3) determination letter, **not required if previously applied to the Foundation or if applying thru a fiscal sponsor.**

**If you are using a fiscal sponsor, please submit the following documents:**

- Fiscal Sponsor’s Board of Directors Resolution authorizing project fiscal sponsorship: <http://www.hawaiicommunityfoundation.org/nonprofits/fiscal-sponsor-materials>
- Fiscal Sponsor’s agreement: <http://www.hawaiicommunityfoundation.org/nonprofits/fiscal-sponsor-materials>
- Your organization’s Board or leadership group list
- Fiscal Sponsor’s Board of Directors list
- Fiscal Sponsor’s Income Statement (or Profit & Loss Statement) for the most recently completed fiscal year
- Fiscal Sponsor’s Balance Sheet for the most recently completed fiscal year
- Fiscal Sponsor’s Annual Operating Budget for the current year

*(Local units of national organizations must submit local unit financial information.)*

### **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**

For applications to be considered they must be submitted online by clicking the “Submit” button on the final page of the application. Applications submitted by 5:00 p.m. (HST) on these dates will be considered at the next Board of Trustees meeting in the following months:

January 15, 2021 for the March meeting

May 14, 2021 for the July meeting

September 15, 2021 for the November meeting

For more information, contact Kehau Meyer via e-mail at [kmeyer@hcf-hawaii.org](mailto:kmeyer@hcf-hawaii.org) or call (808) 566-5537 or toll-free from neighbor islands (888) 731-3863.

The Foundation does not accept incomplete applications or applications from organizations with overdue reports.