

2021 Request for Proposals (RFP)

Family Literacy and Hawai'i Pizza Hut Literacy Funds



HAWAII COMMUNITY
FOUNDATION

Online Application Deadline: Friday, September 17, 2021, 4:00 p.m. HST

OVERVIEW

The purpose of the Hawai'i Community Foundation (HCF) Family Literacy and Hawai'i Pizza Hut Literacy Funds is to increase the literacy of Hawai'i residents. While there are many forms of literacy, English literacy is the primary focus of these funds. The Family Literacy Advisory Committee reviews applications and makes recommendations for grants that are most consistent with the purpose and priorities of the funds.

- **Family Literacy** – Programs are funded through the Public-Private Partners for Literacy Fund, Harry and Jeanette Weinberg Fund for Family Literacy, and the George J. Henritzy Memorial Fund, each of which is a component fund of HCF.
- **Literacy** – Programs are funded through the Hawai'i Pizza Hut Literacy Fund, which is a donor-advised fund of HCF. This fund is supported with money collected from the sale of Hawai'i Pizza Hut's "Literacy" card.

BACKGROUND

The [Hawai'i State Literacy Plan](#) shares that foundational literacy skills include print concepts, phonological awareness, phonics and word recognition, fluency, vocabulary, reading comprehension, writing, and oral language development.¹ Applicants should describe how their program develops one or more foundational literacy skills.

PROGRAM FOCUS

- **Family Literacy** – Focus on families with young children (ages 0-8), engage parents/caregivers as their child's first teacher to "equip caregivers with the tools, resources, and strategies to guide children's learning activities and language experiences at home."²
- **Family Literacy & Literacy** –
 - **Improve access to programs** for low-income, immigrant/refugee, or rural communities by:
 - Utilizing community-based partnerships,
 - Adapting programs to be responsive to diverse cultures, and
 - Utilizing technology, as appropriate for target age groups, to increase access.
 - **Improve quality of programs** by:
 - Utilizing evidence-based practices, including nationally documented programs adapted to reflect Hawai'i's diverse cultures,
 - Including an assessment component, and/or
 - Providing teacher training through workshops or conferences to implement quality literacy programs.

PROJECTS NOT LIKELY TO BE FUNDED

- Programs that take place as part of or supplant any part of a school curriculum.
- Programs that replace DOE funding.
- Requests for books, materials, equipment, and/or technology alone that do not support the development of foundational literacy skills.
- Major capital projects, although some small facility improvements to improve the ability to deliver a literacy program may be considered.
- Funds for an endowment or for the benefit of specific individuals.

¹ Hawai'i State Literacy Plan p. 17.

² Hawai'i State Literacy Plan p. 62.

PROPOSAL REVIEW CRITERIA

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

Integrity of the Proposed Program

- Organization demonstrates ability to deliver program.
- Program is well-defined and likely to be successfully implemented.
- Program budget is adequate; program costs are consistent with the narrative and are reasonable.
- Program is designed and implemented utilizing best practices.
- Program is designed to reach low-income, immigrant/refugee, or rural populations.
- If a Family Literacy program, the program is designed to reach young children (ages 0-8) and their families.

Potential for Impact of the Program or Project

- Program has clearly defined outcomes and means to measure those outcomes.
- Assessment of the program is clearly incorporated into program design.
- Program demonstrates the ability to leverage other resources (i.e. funds, in-kind support and/or community partnerships).

FUNDING

Family Literacy – Grants for Family Literacy will be for **two-years** and may range from \$5,000 to \$25,000 per year. Proposals must have clearly defined evaluation processes and the means to measure outcomes. Program evaluation and ongoing improvement must be clearly incorporated into program design. HCF will award up to \$57,000 in total for Family Literacy grants.

Literacy – Grants from the Hawai'i Pizza Hut Literacy Fund will range from \$5,000 to \$10,000 and are for a **one-year** period. The Fund will award up to \$30,000 in total for Literacy grants.

Applicants will be notified of funding decisions in November 2021.

ELIGIBILITY

Hawai'i nonprofit organizations that are 501(c)(3) IRS tax exempt organizations and programs with a fiscal sponsor with 501(c)(3) status, are eligible to apply. Organizations currently funded by HCF with overdue final reports are not eligible to apply. Organizations can apply for both a Family Literacy and Literacy grant, through the submission of 2 separate applications.

APPLICATION PROCESS

HCF supports Trust-Based Philanthropy to strengthen the relationships with our nonprofit partners and create a more transparent, non-labor intensive application process. To apply to this program, applicants need to complete a short online application. Each eligible applicant will be asked to attend a virtual meeting (45 minutes) with HCF staff to share about the organization and this project. The virtual meetings will be held in early October 2021.

ONLINE APPLICATION

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.

PROPOSAL NARRATIVE

The online application will ask you to address the following questions:

1. Describe the organization or group. *(2,000 character count max.)*
 - What is the organization's mission and history, geographic reach, and volunteer and/or paid staff size?
 - What is the organization's experience implementing this program and staff capabilities to conduct the proposed work?
 - What community partnerships or collaborations are critical to successful program implementation?
2. Describe the target population and program goals. *(4,000 character count max.)*
 - Who is the target population and any barriers to literacy?
 - What are the goals of this program? Describe the rationale for the program design and how it is effective for the target population.
 - Which evidence-based practices have influenced this program design? Were any modifications made? Cite the source of the evidence-based practices.
 - Describe how your program provides culturally responsive literacy experiences (if applicable).
 - How has your organization adjusted your program as a result of COVID-19?
 - **Family Literacy:**
 - How will parents/caregivers be equipped with tools, resources, and strategies to guide children's learning activities and language experiences at home?
 - If the activities will be different in years 1 and 2, describe the expectations for how the program will develop.
3. If this is an ongoing program, describe any significant improvements and challenges in the program. *(2,000 character count max.)*
 - What has the organization learned in planning or implementing this program?
 - What are the challenges for the program?
 - Describe what results the program achieved in the past year.
 - Describe any changes/improvements/expansions that will be made to the ongoing program.

SUPPORTING DOCUMENTS

You will be asked to upload the following documents:

1. **Program Matrix** (see application online to download form):
 - Objectives – Why are you doing this work? Who do you serve?
 - Program or Strategy – What are you going to do? Describe how the program develops one or more foundational literacy skills.
 - Actions – What activities will you implement? How many people will participate (provide duplicated and unduplicated projections as appropriate)? How much time? How often?
 - Outcomes – What will be the impact of your program or strategy on those you serve?
 - Indicators/Measures – How will you assess impact? What will you use to measure results? How with the data be used to inform future programming?

Family Literacy: Submit a separate program matrix for each year.
2. **Project Budget Form** (see application online to download form).

Family Literacy: Submit annual project budget sheets for each year and a cumulative project budget.
3. **Board or leadership group list**

4. **Financials:**
 - a. 501(c)(3) Organizations: Submit current year's operating budget, including income and expenses.
 - b. Non-501(c)(3) Organizations: Submit Fiscal Sponsor's current year's operating budget and operating budget of applying organization (if available), including income and expenses.
5. **Fiscal Sponsor**: If you are using a fiscal sponsor, please also submit the following fiscal sponsor documents:
 - a. Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship.
 - b. Fiscal Sponsor's Agreement (see application online to download both forms).
 - c. Fiscal Sponsor's Board of Directors list.

File Format for Supporting Documents

Only submit documents in Word, Excel, or pdf format.

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'). Do not use apostrophes, #, or parentheses in your file name and each file must have a unique file name.

FINAL REPORTS

A brief written report is due to the Hawai'i Community Foundation within 30 days after the end of your grant period. The report should describe how the funds were spent, how the community benefited from this project and what outcomes or tangible results were achieved. Organizations that were previously funded will be considered only if all required final reports have been provided. Reporting guidelines are available online at the Family Literacy & Hawai'i Pizza Hut Literacy web page at www.hawaiicommunityfoundation.org.

For Family Literacy grantees, organizations must submit a satisfactory progress report 12 months after the date of the grant award and payment in order for the next payment to be released.

CONTACT INFORMATION

If you have any questions regarding this grant opportunity, contact Elise von Dohlen of the Hawai'i Community Foundation at 808-566-5585, or by email at evondohlen@hcf-hawaii.org.

For technical assistance with the online application process, please contact our Help Desk at <http://hawaiicommunityfoundation.org/ticket>.