<u>Frequently Asked Questions (FAQs)</u>
*(Updates are in **<u>Blue Text</u>**)*

<u>Informational Sessions:</u>

Will a copy of the PowerPoint be available on the HCF website?
Yes. A copy of the PowerPoint will be provided on the HCF web page dedicated to these two HTA Programs. https://www.hawaiicommunityfoundation.org/strengthening/hta.

Will a recording of the Informational Sessions be posted on the HCF website?
Yes. A recording of one of the sessions will be posted on the HCF web page dedicated to the two HTA Programs. Please visit https://www.hawaiicommunityfoundation.org/strengthening/hta.

<u>Eligibility:</u>

Who is eligible to apply to the Kūkulu Ola and Aloha ʻĀina grant programs?
Nonprofit organizations with tax exempt 501(c)(3) status and in good standing <u>or</u> government agencies operating within the State of Hawaiʻi may apply. Projects not linked with a nonprofit 501(c)(3) organization may be able to partner with a 501(c)(3) fiscal sponsor. Please email HCF program officer Kehau Meyer at hta@hcf-hawaii.org if you have questions on eligibility.

My organization is a current HTA and/or HCF grantee. Can we apply for the 2022 HTA programs?
Current grantees that are up to date with submitting their progress/final reports may apply to the 2022 programs. Organizations that have overdue reports and/or contract deliverables to both HCF and/or HTA are not eligible to apply. Please submit a support ticket to request a final report audit with HCF staff. To inquire about your standing with HTA, please email hta@hcf-hawaii.org and include pertinent contract numbers related to your past HTA contract(s) in question.

My organization has been funded by the HTA grant program in the past. Can we apply for the 2022 grant programs?
Organizations that have received HTA grant funding from the Kūkulu Ola or Aloha ʻĀina program may apply for the 2022 program year.

Can my organization apply to both HTA programs – Kūkulu Ola & Aloha ʻĀina?
Yes, you can apply to both HTA programs if they are for <u>different</u> 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 Kūkulu Ola and Aloha ʻĀina programs?
Each of the HTA programs has different purposes. (1) The purpose of the Kūkulu Ola program is to seek community-based projects and programs that enhance, strengthen, and perpetuate the Hawaiian culture and community. (2) The purpose of the Aloha ʻĀina program is to seek community-based projects and programs that help manage, improve, and protect Hawaiʻi's natural environment and areas frequented by residents and visitors.

Who manages each program?
HTA has contracted HCF to administer the Kūkulu Ola and Aloha ʻĀina programs. HVCB has been contracted to administer the CEP program.

How do I apply for the different HTA programs?
To apply for the Kūkulu Ola and Aloha ʻĀina programs, you must apply online via HCF's Nonprofit Gateway. Organizations must register their organization on 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 two days, so we encourage you to register early!

Grant Timeline/Range/Awards:

What is the maximum grant amount I can apply for?
For both the Kūkulu Ola and Aloha ʻĀina program, grant applicants can apply for amounts up to $100,000, with grants generally awarded within the $25,000 to $75,000 range.

If I apply to the Kūkulu Ola and Aloha ʻĀina programs, when do I expect to hear decisions?
You should expect to hear decisions by early to mid-December 2021. If you are awarded, you will receive an award letter with award term and conditions and an award check. By cashing the award check, you agree to the terms and conditions of the grant.

If I receive an HTA award, when I can start my project/program?
You may start your program/project on January 1, 2022. Grant applicants that are awarded will receive one year of funding for projects/programs within the 2022 calendar year (Jan. 1 to Dec. 31, 2022).

Should I expect to complete reports for HTA and HCF on my project or program?
Yes, if you are awarded, 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 programs as well as other HCF grant programs.

Budget Form:

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

Can I amend the budget categories on the budget form?
Yes, you are welcome to amend the categories according to your project expenses. We have suggested common budget items listed.

Is there a match requirement?
As of 2021, there is no cash match requirement to apply for these funds.

Key Performance Indicator (KPI) Form:

Do I fill out the entire Key Peformance Indicator form?
Please complete the sections that directly relate to your project goals and outcomes. If you are awarded a grant, you will be required to complete the "Actual Measures of Success" column and submit it with your final report to HCF. Please be as detailed as you can on this form.

Do Key Performance Indicators need to align to HTA's Destination Management Action Plan (DMAP)?
Key Performance Indicators should capture the deliverables and outcomes you expect over the course of your one-year program or project. Where appropriate, it would be helpful to identify any indicators listed on your KPI form that align to the action items within the respective Destination Management Action Plans of your program location. This is not necessary for funding but rather serves to help HTA track activities in alignment to DMAP action items.

Attachments:

Can I submit videos/photos of my project or program as part of my application?
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. You might consider using a word document to house the links to the videos or photo banks.

Can I submit recommendation and/or support letters for my project or program?
While it is not required, you may submit up to three recommendation and/or support letters as part of your application.

Online Application Process:

How do I apply for the Kūkulu Ola and Aloha ʻĀina grant programs?
Applicants must apply online via HCF's Nonprofit Gateway. There are no exceptions to this rule. 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 two days, so we advise applicants to register and apply early!

Who should be my organization's Account Holder?
The Account Holder should be someone 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 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 Kehau Meyer, HCF program officer, at hta@hcf-hawaii.org or 808-566-5537.

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 two 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.

Does the Nonprofit Gateway Platform accept diacritical marks?
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.

Review Panel:

Who reviews the grant proposals?
Grant proposals are evaluated by designated members of the HTA Advisory Councils, one for Kūkulu Ola

and one for Aloha ʻĀina, as well as HTA staff and HCF staff. HTA Advisory Members are selected by HTA and come from 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 and HCF staff.

Feedback on Grant Decisions:
Final grant decisions will be made by December 2021 for projects to begin in January 2022. For questions and feedback regarding final grant decisions, please contact HCF staff at hta@hcf-hawaii.org.

Fiscal Sponsorships:

Are fiscal sponsorships allowed?
Yes, organizations who are not classified as a 501(c)(3) nonprofit should use a fiscal sponsor for the application. This includes for profits or community organizations who have not received their nonprofit status.

Who should hold the Nonprofit Gateway Account?
The fiscal sponsor should be the account holder in the Nonprofit Gateway portal as they are considered the applicant.

Are there fiscal sponsorship documents required?
Yes, there are two templates available on the program application in Nonprofit Gateway (Page 4), a Fiscal Sponsorship Resolution, and a Fiscal Sponsorship Agreement. We ask that these forms are completed to ensure the formal relationship between the two organizations.