

APPLICATION INSTRUCTIONS
County of Hawai‘i
Nonprofit Grants-in-Aid: Waiwai Grant Program

*** NOTICE! ***

You are strongly advised to carefully review these instructions and the Notice to Applicants for FY 2023-24 Nonprofit Grants-in-Aid: Waiwai Grant Program. It is your responsibility to be in full compliance. Failure to do so will result in the disqualification of your application and/or in penalties applied to you which may require your organization to return funds awarded and be ineligible for future County grant awards.

Policies

1. **Only one (1) application will be accepted per program.** An organization may submit applications for multiple programs but NOT for the same program serving multiple communities. For example, ABC Nonprofit runs an after-school program in Hilo and Kona as well as a weekly feeding program in Hilo, Puna, and Ka‘ū.
 - ABC Nonprofit will submit one application for the after-school program and note in the application all communities served by this program (Hilo and Kona).
 - ABC Nonprofit will submit a second application for the weekly feeding program and note in the application all the communities served (Hilo, Puna, and Ka‘ū).
2. Organizations applying for multiple programs must submit a grant application for each program. Service descriptions and budget tables must reflect the full scope of each program’s operations.
3. Applications must be for projects/programs which occur during the fiscal year of the grant award, and all awarded funds must be spent within that same Fiscal Year.
4. Awards cannot provide funds for capital improvements (cost of construction, materials, insurance or securities) on private properties unless otherwise authorized by law.

General Requirements

1. The Grant Application Packet can be found on the Finance - Nonprofit Grant Forms page of the County of Hawai‘i’s website:
<http://www.hawaiicounty.gov/fn-nonprofit-grant-forms/>
2. County Code specifies that you must use the application form **provided by the County**. The application must be submitted online. The full list of questions can be found in the next section (Application Preparation). Use this to prepare your responses and to ensure all supporting documents are gathered before completing the online application.
3. Use spell check, edit/proofread and recheck all answers and documents. Double check your work before submitting.
4. **Do NOT** email the County your completed application form; submit via the link provided in the application.
5. **Do NOT** enclose or attach any of the following items to the application:
Brochures, flyers, photos, letters of support client testimonies, maps, menus, evaluation tools, graphs/tables/charts, etc.

Application Preparation

IMPORTANT NOTICE:

Please ensure that you are providing the correct email address to save your application progress prior to submittal. Upon saving your application progress (prior to submittal), you will receive an email containing a link to take you back to your application. Do not lose or delete that email. The link that is provided is specific to your application and cannot be retrieved or duplicated by our system. If your application is in progress and your link is lost, you will have to start the application process over.

Items appear in the order they are listed in the Application.

Be sure to submit your responses via the online application which can be accessed at:

<http://www.hawaiicounty.gov/fn-nonprofit-grant-forms/>

Organization/Contact Information

1. Organization Name
 - As It Appears on IRS Forms
2. Organization Director
3. Contact Person.
 - This person will be the primary point of contact for all communication related to this grant proposal and award.
4. Phone Number for Contact Person
 - Include Area Code
5. Email Address for Contact Person
6. Organization Mailing Address

Program Information

1. Program Name
2. Number of years the program you are applying for has been in operation.
3. Do you currently have or anticipate having any other contracts/agreements with the County of Hawai'i during the fiscal year of this grant cycle for the program you are applying for?
 - Yes/No
4. If you answered "Yes" to the previous question, please tell us with what department and briefly describe the contract/agreement deliverables.
 - To be completed if you answered "Yes" to question number 3.

5. Have you previously applied for and received a County Nonprofit Grant Award?

- Yes/No
- If “Yes”, complete this table:

	FY 20-21	FY 21-22	FY 22-23
Program Name			
Amount of Grant Award			

6. Select all areas of Hawai‘i Island where the program will be administered, delivered, and implemented.

- Puna, South Hilo, North Hilo, Hāmākua, North Kohala, South Kohala, North Kona, South Kona, Ka‘ū.
- Select all that apply.

7. Identify the age group of the target audience(s) the program will serve.

- Infancy (0-3), Play Age (3-5), School Age (6-11), Adolescence (12-17), Young Adulthood (18-39), Middle Adulthood (40-59), Kupuna (60+).

8. Identify the primary services or activities to be provided.

- Educational concerns, Needs of the poor, Youth, Victims of Crimes, Public health and welfare of the people and the environment, Culture and the arts, Victims of Health or Social Crises, Aged, Physical/Emotional Disabilities.
- Select all that apply.

9. Identify the amount of funds you are applying for. Must be equivalent or less than your estimated expenditures.

- In years past, applicants were asked to provide the County with an amount that was needed to advance their program or service. The County receives more than 200 applications for grants-in-aid each year, resulting in nearly every applicant getting a “slice” of what they requested and some not being able to advance on their proposal. We recognize that this grant is a small piece of your larger operation. That said, please identify a realistic amount that accurately reflects your need to administer your program or service. Be thoughtful in what you need as the County will make a yes/no determination on the amount you are applying for.
- \$2,500, \$5,000, \$7,500, \$10,000, \$15,000, \$20,000, \$25,000, \$30,000, \$35,000, \$40,000, \$45,000, \$50,000.

Tracking CHANGE and Ripple Effect

Does your program advance any of the following?

CHANGE Framework Sections: Please select indicators from only **ONE** sector of the CHANGE framework that best applies to the program you are requesting funds for (Community & Economy, Health & Wellness, Arts & Culture, Natural Environment, Government & Civics or Education). Do not select indicators from more than one sector.

Community & Economy Sector

Your program works to build a diverse and growing economy that allows people to earn incomes and build assets while also affording opportunities for quality of life.

- Select all that apply.

Health & Wellness Sector

Your program works to provide access to care that improves the quality of life on Hawai'i Island and keeps 'ohana safe and thriving.

- Select all that apply.

Arts & Culture Sector

Your program cultivates Hawai'i's rich culture and arts, which enriches the social, economic, and physical elements of community.

- Select all that apply.

Natural Environment Sector

Your program works to protect and preserve our natural resources and to keep Hawai'i, Hawai'i.

- Select all that apply.

Government & Civics Sector

Your program works to position Hawai'i as a model for local and global civic responsibility and collaborative policy development.

- Select all that apply.

Education Sector

Your program works to educate the next generation properly so we can hope to find solutions to our most persistent and disruptive challenges.

- Select all that apply.

Program Details

Please keep in mind that character counts include punctuation and spaces. Note: organizations are required to have at least one year of experience with the proposed service/activity OR can demonstrate sufficient expertise.

1. In 500 characters, share your organization's mission. Provide a brief narrative about your organization's experience, knowledge, and capacity. The organization is required to have at least one year of experience with the proposed service/activity OR can demonstrate sufficient expertise.
2. In 1,000 characters, briefly describe the program you are seeking grant funds for.

Program Objectives & Performance

The next set of questions will provide grant application reviewers a clear sense of what your proposal is designed to accomplish and what is needed to get there. The examples below relate to a fictional feeding program. Please keep in mind that character counts include punctuation and spaces.

1. In 500 characters, what is the community need the program intends to fulfill?
 - Along with the narrative, please include data and/or citations documenting/measuring the need.
2. In 500 characters, what is the program goal? Describe how your program advances the CHANGE category you picked and creates a Ripple Effect of positive impact. What is the clear desired future state that correlates to the end of the one-year program period?

3. In 1,000 characters, list what resources are needed to carry out your program, effort, or initiative. What do you need in order to carry out the activities at the frequency and scale needed to achieve the outputs? These are your INPUTS. Hint: this should look similar to the narrative section of the detailed budget request and include all types of in-kind services and contributions.
 - For example, volunteers, staff, farmers, technology, money, resilience hubs.
4. In 1,000 characters, list the MAJOR ACTIVITIES to be completed. To achieve the indicators you listed, what would you need to do? These action statements begin with a verb and normally includes a timeline.
 - For example: design and collect materials for STEM kits by month 4.
5. In 1,000 characters, list the outputs to be completed. What are the quantifiable results of those activities that you would need to obtain in order to achieve the indicators you listed? These are OUTPUTS. Each output begins with a number and directly correlates to a specific activity.
 - For example: delivering 100 STEM kits for students in grades K-8 by month 9.
6. In 1,000 characters, list the MEASURABLE OUTCOMES to the public and your program participants based on your program's actions. How will you know when you are closer to your goal? What evidence would indicate this? These indicators are your measurable outcomes. Each statement should have a percentage.
 - For example, rather than saying "we will conduct 10 community meetings" you could say "we will ensure 50% more of the target population will be better informed about XXX through pre/post surveys by month six.

Program Budget

1. Complete the program budget, which clearly identifies how your organization will utilize the grant funds being sought.
 - Program Income
 - Program Expenses

Forms to Review and Sign

When uploading your file, please be sure that all fields are complete and that it is the correct and final document.

1. Review and upload a signed copy of the Certificate of Understanding.
2. Review and upload a signed copy of the County of Hawai'i Disclosure Form.

Required Organizational Documents

Each document section will allow for only one file to be uploaded. Please combine all documents for each section into one file for that document type (ex. two years financials must be scanned into one file for upload). When uploading your file, please be sure that it is the correct and final document.

1. Upload your Proof of Authorization (Bylaws, Resolution, etc.) for binding signature. Must be authorized by Board to sign contracts.

2. Upload copies of your Annual Financial Statements for the two most recent years. You are required to provide Financial Statements (Comprehensive Profit & Loss Statement or better required; Audited Statements if available) from the two most recent years.
 - They must reflect financial operations within the past three-year period (1/1/2020 – 12/31/2022).
 - Name, title, address, and signature of preparer must appear on statement. If not prepared by a licensed CPA, must be signed by the Executive Director or authorized member of your organization (title must be indicated, with explanation to certify accuracy.)
 - A waiver may be granted to provide (a minimum of) one year's information if organization's date of incorporation is after January 1, 2021.
3. Upload a copy of pages 1 and 2 of your IRS Form 990. If you filed electronic (e-Postcard) version (990N) provide receipt of filing. Must be for a period within the past 24 months (1/1/2021 – 12/31/2022).
4. Upload a copy of your organization's IRS letter of determination verifying agency's IRS 501(c)(3) tax exempt status.
5. Upload a copy of your Articles of Incorporation.
 - This must have a signature of the Executive Director or highest-ranking member of the organization (title must be indicated, with explanation to certify validity). This signature may be from the initial documents of incorporation or by the current Executive in charge if these are not available.
6. Upload a copy of your organization's By-laws.
 - This must have a signature of the Executive Director or highest-ranking member of the organization (title must be indicated, with explanation to certify validity). This signature may be from the initial documents of by-law adoption or by the current Executive in charge if these are not available.
7. Upload a copy of your organization's nepotism clauses (either contained in By-laws or organization policies).
8. Upload a copy of your organization's conflict of interest clauses (either contained in By-laws or organization policies).

Acknowledgements

1. Do you give the County permission to share information contained in your application with other County Departments and with philanthropic groups, with the goal of increasing possible funding opportunities for your organization?
 - Yes/No