

COUNTY OF HAWAI'I NONPROFIT GRANTS PROGRAM (FY 2024-25)

NOTICE TO APPLICANTS

Key Items:

1. You will be required to enter into a written contract to accept an award.
2. Awards cannot provide funds for Capital Improvements (Costs of Construction, materials, insurance or securities) on private properties unless otherwise authorized by law.
3. You will be required to provide proof of authorization of binding signature(s).
4. Council will be able to specify changes to your grant allocation(s) of program expenditures and program measures, and to provide additional directives regarding your award.
5. You will be required to enroll with Hawai'i Compliance Express and be compliant prior to receiving any payment(s) (to register, go to: <http://vendors.ehawaii.gov>).
6. You will be required to provide and maintain a current general liability insurance certificate (General Liability coverage of \$1 million each occurrence and \$2 million general aggregate) specifically listing the County of Hawai'i as an additional insured before receiving your first payment.
7. Please do not request lump-sum full-payment up-front. Final payment will not be granted prior to January 1 of the contractual year as indicated in SECTION 3 of the grant agreement.

1.) 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.

- 2.) Applications must be submitted electronically and received by the Department of Finance, no later than 11:59 p.m. on Wednesday, January 31, 2024, with all supporting documents. Applicants are responsible to ensure that their application(s) are submitted and received by the deadline.

Applicants have full responsibility to ensure that all documents are complete and accurate prior to submittal. You can however contact Lisa Tada, Budget Specialist at (808) 961-8489 for questions regarding the submittal process and/or required documents or Council Services, at (808) 961-8255 regarding completion of the application or questions regarding the overall grant process, at any time prior to submittal.

- 3.) Please be sure to carefully read the application instructions and to submit all of the requested supporting documentation. Failure to do so will result in the disqualification of your application.
- 4.) To familiarize yourself with the County's Nonprofit Grant Program, we suggest you take a look at Chapter 2, Article 25 of the Hawai'i County Code, available on the County of Hawai'i's website, <https://www.hawaiicounty.gov/home/showpublisheddocument/302516/637981489320030000>
- 5.) Contact Lisa Tada, Budget Specialist, at (808) 961-8489 for questions regarding required organizational materials/documents, or Council Services, at (808) 961-8255 regarding completion of the application or questions regarding the overall grant process at any time prior to submission. Please allow yourself sufficient time to submit a complete application, as incomplete applications will be disqualified.

Timeline of nonprofit grants program

- January 31, 2024, 11:59 P.M. – cut-off for application submittal. Please note that the system will be locked at 11:59 P.M. and if the application submission is in progress, an incomplete application may be received by the Department of Finance, which will result in disqualification.
- February-March 2024 – Council reviews applications
- August 31, 2024 – a contract and award letter is sent to those nonprofits receiving an award no later than this date.
- January 31, 2025 – six-month progress report is due. This report is necessary for an organization to access the remaining half of the grant award.
- August 31, 2025 – final report is due (within 60 days of the contractual year). No late or incomplete reports will be accepted; unspent grant funds must be returned with the final report. The required final report template will be available in May 2025 at:
<https://www.hawaiicounty.gov/departments/finance/budget/nonprofit-grant-forms>

Once again, any questions regarding the application process or required documents should be directed to Lisa Tada, Budget Specialist at (808) 961-8489, and any questions with respect to the preparation and submission of the application or concerning the overall grant process should be directed to Council Services, at (808) 961-8255.