

**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 2026-27 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. Grants may only be awarded to 501(c)(3) nonprofit organizations. Organizations without 501(c)(3) status may participate only if a 501(c)(3) nonprofit organization serves as their fiscal sponsor and submits the application on their behalf. In this case, the non-501(c)(3) organization must be clearly identified in the application.
2. **Each organization may submit only one (1) application for a single program/service, with a maximum request of \$50,000.** That application must support one distinct program/service; multiple programs/services cannot be combined into a single application.

If an organization operates the same program across multiple communities, it must submit only one application covering all locations. For example, if ABC Nonprofit runs an after-school program in both Hilo and Kona, it must submit only one application that notes the program serves both communities. Separate applications for the same program at different locations shall not be submitted, as this goes against policy.

A 501(c)(3) nonprofit organization may submit only one application for its own program/service.

A 501(c)(3) nonprofit organization may also serve as a fiscal sponsor for an organization that does not have 501(c)(3) status. In this role, the 501(c)(3) fiscal sponsor submits the application on behalf of the non-501(c)(3) organization. All applications submitted in this capacity are also limited to a maximum request of \$50,000 and do not count toward the 501(c)(3) fiscal sponsor’s own application. A 501(c)(3) fiscal sponsor may submit multiple applications on behalf of different non-501(c)(3) organizations, but each application must support only one program/service for a single organization.

Each non-501(c)(3) organization may submit only one application for a single program/service, whether through a particular fiscal sponsor or any other fiscal sponsor. The non-501(c)(3) organization may not submit additional applications for different programs/services.

**Example:**

- ABC Nonprofit runs an after-school program and a weekly feeding program. ABC Nonprofit may apply for only one of its programs, with a maximum request of \$50,000.
  - If ABC Nonprofit chooses to apply for its after-school program, that will be its single application.
  - If ABC Nonprofit chooses to apply for its weekly feeding program, that will be its single application.
- ABC Nonprofit may serve as a fiscal sponsor for XYZ Organization, which does not have 501(c)(3) status, by submitting an application on behalf of XYZ Organization’s community garden program.
  - This sponsored application is also limited to \$50,000 and does not count toward ABC Nonprofit’s one-application limit.

- ABC Nonprofit may submit additional sponsored applications on behalf of other non-501(c)(3) organizations, but each must represent only one program/service for a different organization.
  - XYZ Organization may submit only one application, whether through ABC Nonprofit or any other fiscal sponsor. It shall not submit additional applications for different programs/services through the same or a different fiscal sponsor.
3. Any application shall be disqualified if:
    - a. Travel funding for training/conferences is requested.
    - b. The total score of the application is less than 70%.
    - c. Administrative and overhead costs exceed 10% of the total application request. Administrative and overhead costs are those expenses incurred by grant recipients or sub-recipients in support of the day-to-day operations of their organization. These overhead costs are the expenses that are not directly tied to a specific program purpose.
    - d. If the amount exceeds the \$50,000 limit.
    - e. More than one application is submitted by a 501(c)(3) nonprofit organization for its own program/service, or by a non-501(c)(3) organization through any fiscal sponsor for the same or different programs/services.
  4. Applications must be for programs/services which occur during the fiscal year of the grant award, and all awarded funds must be spent within that same Fiscal Year.
  5. 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 following section, *Application Preparation*, provides the complete list of questions that appear 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 and proofread all answers and documents, and 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 provide 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/>

### **501(c)(3) Nonprofit Organization Contact Information**

If you are applying with a fiscal sponsor, the information provided in this section should correspond to the 501(c)(3) nonprofit organization, as they will be the legal grantee.

1. 501(c)(3) Nonprofit Organization Name
  - As It Appears on IRS Forms
2. 501(c)(3) Nonprofit Organization Mailing Address
  - This is the address that will be utilized for all grant correspondence.
3. 501(c)(3) Nonprofit Organization Physical Address
  - If different from above.
4. Name of 501(c)(3) Nonprofit Organization Director
5. Name of Contact Person for Grant Correspondence
  - This person will be the primary point of contact for all communication related to this grant proposal and award. If the application is through a 501(c)(3) fiscal sponsor, provide the contact person for the project/program.
6. Phone Number for Contact Person for Grant Correspondence
  - Include area code.
7. Email Address for Contact Person for Grant Correspondence
8. Are you serving as a 501(c)(3) fiscal sponsor for this application?
  - Yes/No

**Program/Service Information**

1. Program/Service Name
2. Number of years the program/service you are applying for has been in operation.
3. For the program/service for which you are applying, do you currently have or anticipate having any other contracts/agreements with any other department of the County of Hawai‘i during the fiscal year of this grant cycle (July 1, 2026 - June 30, 2027)?
  - 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 within the last 3 years?
  - Yes/No
  - If “Yes”, please list grant awards for the last 3 years.

	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>FY 25-26</b>
Program/Service Name			
Amount of Grant Award			

6. Select all areas of Hawai‘i Island where the program/service 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. If multiple boxes were checked in the previous question, please briefly describe your capacity and plan to outreach to those geographic areas.
8. Identify the age group of the target audience(s) the program/service 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+).
  - Select all that apply.
9. 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.

## Tracking CHANGE and Ripple Effect

Does your program/service advance any of the following?

- Community & Economy Sector, Health & Wellness Sector, Arts & Culture Sector, Natural Environment Sector, Governments & Civics Sector, or Education Sector.

**CHANGE Framework Sections:** Please select indicators from only **ONE** sector of the CHANGE framework that best applies to the program/service 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/service 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.

- Diversifies economy, Build income, wealth, assets, Increases housing security/affordability, Reduce or address the cost of living, Builds community network, Increases community safety, Increases community capacity to adapt and/or be self-sufficient.
- Select all that apply.

### Health & Wellness Sector

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

- Addresses physician shortages, Reduces healthcare costs, Increases access to nutrition, Provides resources for kupuna care, Addresses childhood poverty, Provides services for at-risk youth, Improves access to mental health/behavioral health services.
- Select all that apply.

### Arts & Culture Sector

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

- Supports arts education for youth, Promotes Native Hawaiian Culture, Provides access and opportunities to participate and practice arts and culture, Supports economic opportunities in the arts.
- Select all that apply.

### Natural Environment Sector

Your program/service works to protect and preserve our natural resources and to keep Hawai‘i, Hawai‘i.

- Builds resilience to climate change, Promotes renewable resources, Reduces dependency on fossil fuels, Protects water resources, Promotes local food resources and security, Protects biodiversity, Protects watersheds and important natural environments, Protects reef and ocean health.
- Select all that apply.

### Government & Civics Sector

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

- Builds community volunteerism, Helps to develop community leaders, Increases voter participation, Increases civic engagement, Promotes government transparency, Builds trust in government, Promotes community investment.
- Select all that apply.

### Education Sector

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

- Reduces truancy, Increase earning potential, Increases high school graduation rate, Increases literacy, Increases access to STEAM education, Provides workforce development, Improves access to post-secondary education, Increases quality and access to early childhood education.
- Select all that apply.

## **Program/Service 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 program/service OR can demonstrate sufficient expertise.

1. Provide the nonprofit organization's mission statement (300-character limit).
2. If this application is for a program/service using a nonprofit organization as a fiscal sponsor, provide the mission statement of the organization carrying out the program/service (300-character limit).
  - Only answer if the application is for a program/service being fiscally sponsored by a 501(c)(3) nonprofit organization.
3. In 500 characters, provide a brief narrative about your organization's experience, knowledge, and capacity to carry out the proposed program/service.
  - The County Code requires the organization implementing the program/service to have at least one year of experience with the proposed program/service or demonstrate sufficient expertise.
4. In 1,000 characters, briefly describe the program/service you are seeking grant funds for.

## **Program/Service 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. Please keep in mind that character counts include punctuation and spaces.

1. In 1,000 characters, explain the community need the program/service intends to fulfill.
  - Evidence (data/citations) documenting the need must be provided.
2. List the ways your program/service advances the CHANGE category you selected (500-character limit).

Please refer to the Logic Model Guide below when filling out questions 3-6.

## Waiwai Grants-in-Aid Logic Model Guide

<b>INPUTS</b> <i>What resources do you need to carry out your activities?</i>	<b>ACTIVITIES</b> <i>What major things will you do to achieve your outcomes?</i>	<b>OUTPUTS</b> <i>What quantifiable results will your activities achieve in order to meet your outcomes?</i>	<b>MEASUREABLE OUTCOMES</b> <i>What are the measurable outcomes for the public and participants based on your activities?</i>
<p>The resources, funding, and materials required to operate your program.</p> <p>Include in-kind services, contributions.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• 1 program manager - 50% FTE (20 hrs/wk)</li> <li>• 2 program staffers – 100% FTE (40 hrs/wk)</li> <li>• 5 certified instructors – 20% FTE (8 hrs/wk)</li> <li>• 10 volunteers – variable hours (est. 5 hrs/wk)</li> <li>• Waiwai grant funding</li> <li>• Community donations</li> <li>• Corporate sponsorship</li> <li>• Educational materials (textbooks, workbooks, and teaching aids)</li> <li>• Craft supplies (art supplies, paper, markers, etc.)</li> <li>• First aid supplies (basic medical supplies and first aid kits)</li> <li>• 10 laptops</li> <li>• Projector and screen</li> <li>• Whiteboards</li> </ul>	<p>The actions or interventions carried out using the inputs.</p> <p>Should directly link to achieving the desired outcomes.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• 2-hour community awareness workshop</li> <li>• Local school presentations</li> <li>• Program booth at community events</li> <li>• Weekly 2-hour skill-building workshop series</li> <li>• Full-day leadership development workshop</li> <li>• Half-day creative expression workshop</li> </ul>	<p>The tangible results produced through your activities.</p> <p>Usually begins with a number and correlates with a specific activity.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• 4 community awareness workshops conducted. Ave. attendance of 40 participants/session. Total reach: 160.</li> <li>• 6 school presentations delivered. Ave. attendance of 50 students, teachers, and parents/presentation. Total reach: 300.</li> <li>• 3 public events participated in. Ave. interaction of 200 attendees/event. Total reach: 600.</li> <li>• 6 skill-building workshops organized and delivered. Ave. attendance of 25 participants/workshop. Total reach: 150.</li> <li>• 1 leadership development workshop conducted w/35 participants.</li> <li>• 2 creative expression workshops organized. Ave. attendance of 20 participants/workshop. Total reach: 40.</li> </ul>	<p>The changes that will occur within the following weeks, months or years, focusing on changes in knowledge, attitudes, or behaviors.</p> <p>Should be measurable and include methods for tracking progress.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none"> <li>• After attending the sessions and workshops, 75% of residents demonstrate an increased understanding of available resources and their effective utilization, as evidenced by pre- and post-assessment scores.</li> <li>• At least 60% of participants who attend workshops and sessions express a stronger interest in actively participating in program activities, as indicated by post-event surveys.</li> <li>• 80% of attendees accurately recall and apply key concepts covered in the workshops and sessions during post-event knowledge retention assessments.</li> <li>• In post-event evaluations, 90% of participants rate the workshops and sessions as valuable, informative, and relevant to their needs.</li> <li>• Following the workshops and sessions, 50% of participants report establishing new connections with peers and mentors within the program, enhancing their support network.</li> </ul>

3. Inputs. List the resources the organization will use to carry out the program/service (750-character limit).
4. Activities. List the major tasks the organization will perform to serve participants or the community through the program/service (750-character limit).
5. Outputs. List the quantifiable and countable results of the program/service, including participants served, events held, or items distributed (750-character limit).
6. Measurable Outcomes. List the changes, improvements, or benefits that participants and the public will experience as a result of the program/service (750-character limit).
7. List the elements of a sustainability plan to support the proposed program/service beyond the grant period to include:

- a. One or more strategies to be implemented (500-character limit),
- b. If any, who the sustainability partner(s) is/are (and their roles/responsibilities) (500-character limit),
- c. Any other business planning efforts to be undertaken (500-character limit), and
- d. Significant challenges and/or barriers you anticipate encountering (or are encountering) and how the program/service will address those challenges/barriers (500-character limit).

### **Program/Service Budget**

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

Complete the program/service budget, which clearly identifies how your organization will utilize the grant funds being sought.

### Program/Service Income

- Anticipated Waiwai Grant Award. Estimate the amount of grant funding you expect to receive from the Waiwai grant.
- Anticipated/Committed Income from the Applicant Organization. Indicate any internal funding your organization has set aside for the program, both anticipated and already committed.
- Anticipated/Committed Income from Other Sources. List other sources of funding, such as other grants or donations, specifying whether they are anticipated or already secured.
- Total Cash Income. Sum all anticipated and committed cash income.
- Anticipated/Committed Value of In-kind Contributions. If your organization will receive or receives non-cash contributions, list their anticipated or committed values.
- Income Total. Provide a grand total of all cash and in-kind contributions.

### Program/Service Expenses

For each expense:

- Provide a brief, clear statement of the expense for the program/service. Include key details such as quantity, position or item, and unit cost (e.g., 1 Program Director FTE @ \$45,000; 20 Volunteer Training Manuals @ \$25/manual).
- Allowable Grant Expense. Indicate whether each Waiwai Grant expense is allowable under the County Code and Waiwai Grant guidelines.
- Determine the income source. Specify whether the Waiwai Grant or other funding sources will cover the cost.
- Provide a one-sentence justification for each expense, describing how it supports the program/service’s activities and benefits participants and the public. Examples include:
  - Program Director: Ensures effective program management, oversight, and implementation of services aligned with the grant's goals.
  - Volunteer Training Manuals: Equip volunteers to provide effective support, enhancing services available to community members.

## Expense Categories

- **Administrative/Overhead**
  - This category includes expenses incurred by grant recipients or sub-recipients to support the day-to-day operations of their organizations.
  - These overhead costs are not directly tied to a specific program/service purpose and are limited to 10% of the total Waiwai grant request. For example, a \$50,000 grant request allows a maximum of \$5,000 for administrative/overhead expenses.
  - For the expense description, list the specific administrative or overhead expense (e.g., office rent, utilities, insurance).
  
- **Personnel**
  - This category includes the salaries, wages, fringe benefits, and payroll taxes of personnel employed to work directly on the program/service.
  - For the expense description, list each position involved in the program by title, annual salary, percent of effort (Full-Time Equivalent, FTE), and the period of time the position will contribute to the program/service.
  - For the expense description of fringe benefits and payroll taxes, list each position by title, total cost, and the basis for the calculation (e.g., as a percentage of salary).
  
- **Contractual**
  - This category includes consultants, contract hires, and subcontracts to individuals or organizations performing specific work related to carrying out program/service activities.
  - For the expense description, identify the services performed or scope of work, the individual or organization contracted, the total number of days or hours, and the rates of pay or method of cost calculation.
  
- **Supplies**
  - Supplies are consumable and expendable items with a unit cost of less than \$5,000, including low-cost software or digital subscriptions.
  - List the general categories of supplies and their estimated costs.
  - For the expense description, list the name, quantity, and cost of each.
  
- **Equipment**
  - Equipment refers to items with a unit cost of \$5,000 or more and an expected service life of more than one year, including high-cost software licenses.
  - Organizations should include the cost of renting or leasing equipment under the Contractual category.
  - For the expense description, list the name, quantity, and cost of each.
  
- **Other**
  - This category is for program-related expenses that do not fit under Salary and Wages, Contractual, or Supplies, and Equipment.
  - For the expense description, list each item along with its cost or the method of calculation, if applicable.

## 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 Certification of Understanding.
  - Complete the Agency and Program Name at the top of the form.
  - Do not complete one form and use it for multiple applications.
  - Ensure that the Program Name on the uploaded document is consistent with the program within the application.
2. Review and upload a signed copy of the County of Hawai'i Disclosure Form.
  - Complete the Agency and Program Name at the top of the form.
  - Do not complete one form and use it for multiple applications.
  - Ensure that the Program Name on the uploaded document is consistent with the program within the application.

## Required Organizational Documents

When uploading your files, please be sure that it is the correct and final document. All required documents must be in the current organization name or supporting documents provided with the name change(s) filed with the Department of Commerce & Consumer Affairs (DCCA).

**\*\*Note:** Corporate/Board resolutions, minutes, and other documents of this nature submitted as a requirement must indicate that the policy was adopted at a duly noticed meeting on a specified date and be signed and certified by an authorized member of the Board.

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 (1/1/2023 – 12/31/2025).
  - The preparer's name, title, address, and signature must appear on the statement.
  - If not prepared by a licensed CPA, it must be signed by the Executive Director or authorized member of your organization (title must be indicated, with an explanation to certify accuracy).
  - A waiver may be granted to provide (a minimum of) one year's information if the organization's date of incorporation is after January 1, 2024.
  - Financial statements for both years must fall completely within the three-year period.
  - If your organization does not have two years of audited statements that fall within the three-year period, it is acceptable to submit one year of audited statements and a Comprehensive Profit and Loss Statement, or better, for the second year.
  - If your organization does not have any audited statements within the three-year period, it is acceptable to submit a Comprehensive Profit and Loss Statement, or better, for both years.
3. Upload a copy of pages 1 and 2 of your most recent IRS Form 990 filing.
  - Provide the filing receipt if you filed the electronic (e-Postcard) version (990N).
  - Must be for a period ending within the past 24 months (the filing period end date must be after January 31, 2024).
  - Copies marked as drafts are not acceptable. Submissions must be copies or confirmation of documents filed with the IRS.

4. Upload a copy of your organization's IRS letter of determination verifying the agency's IRS 501(c)(3) tax-exempt status.
5. Upload a copy of your Articles of Incorporation.
  - This must have the signature of the Executive Director or highest-ranking member of the organization (title must be indicated, with an explanation to certify validity).
  - This signature may be from the initial incorporation documents or by the current Executive in charge if these are unavailable.
  - Include all name change documents filed with the DCCA if applicable.
  - Include copies of the Application for Certificate of Authority for Foreign Corporation filed with the DCCA if applicable (a Foreign Nonprofit Corporation is a corporation not for profit organized under laws other than Hawai'i state laws).
6. Upload a copy of your organization's current Bylaws.
  - This must have the signature of the Executive Director or highest-ranking member of the organization (title must be indicated, with an explanation to certify validity).
  - This signature may be from the initial documents of Bylaw adoption or by the current Executive in charge if these are unavailable.
7. Upload a copy of your organization's nepotism clauses (either contained in Bylaws or organization policies).
  - Nepotism is defined as: appointing persons on the basis of their blood or marital relationship to the appointing authority, rather than on merit or ability.
  - The nepotism clause must be a policy prohibiting nepotism. Providing only a definition of "Nepotism" is not acceptable.
  - The document must clearly state where the policy is contained within the organization's policies.
8. Upload a copy of your organization's conflict of interest clauses (either contained in Bylaws or organization policies).
  - Conflict of Interest is defined as: a substantial probability that action taken by an individual will result in measurable direct benefits accruing to the individual as opposed to benefits accruing in general to an industry.
  - The Conflict of Interest clause must apply to the Governing Board and any other member in a position of authority.
  - The Conflict of Interest clause must indicate the organization's policy on managing potential conflicts of interest. Providing only a definition of "conflict of interest" is not acceptable.
  - The document must clearly state where the policy is contained within the organization's 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