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Finance Department

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November 20, 2012

TO: Nonprofit Grant Applicant

FROM: Nancy Crawford, Finance Director

SUBJECT: Grant Application and Procedures

Thank you for your interest to apply for a County of Hawai'i nonprofit grant. Please be aware that there are multiple changes in the application and award requirements beginning this fiscal year. We strongly advise that you carefully review the updated Nonprofit Grants Program Submittal Checklist for FY 2013-14 which must be submitted with your application, as well as the Application itself. It is your responsibility to be in full compliance. Failure to do so may result in the disqualification of your application. In addition to changes in the Application and associated documents, a new requirement for FY 2013-14 is that you will be required to enroll with Hawai'i Compliance Express, and be compliant prior to receiving final payment. To register, go to <http://vendors.ehawaii.gov>, complete the easy step-by-step process, and pay the annual registration fee online using a credit card.

Pursuant to Chapter 2, Article 25, of the Hawai'i County Code relating to appropriation of funds to nonprofit organizations, the County of Hawai'i is soliciting grant applications from qualified nonprofit organizations (501(c)(3)), for fiscal year 2013 - 14 (July 1, 2013 - June 30, 2014). For more specific information about the County's nonprofit organization grant program, please refer to Chapter 2, Article 25 of the Hawai'i County Code, which is available on the County of Hawai'i's website at <http://www.hawaiicounty.gov/lb-countycode/#countycode>.

This application is based upon performance measurement systems used throughout the nation and in local government. By using performance indicators, the County will be able to examine how well programs are meeting the purposes they intended to fulfill, and determine whether continuous improvement is being made in terms of efficiency and effectiveness.

Regardless of the postmark date, your application, along with all of the required supporting documentation, must be submitted to and received by the Department of Finance's Administration, 25 Aupuni Street, Room 2103, Hilo, Hawai'i 96720, no later than 4:30 p.m. on Thursday, January 31, 2013. Absolutely no exceptions or extensions will be granted. Your application will not be reviewed by the County employee receiving your submittal. Please allow yourself sufficient time to submit a complete application, as incomplete applications will be disqualified.

Any questions on the preparation and submission of the application or the overall grant process should be directed to Ted Schrey of the Finance Department at 961-8489, until the Council Committee Chair has been selected.