



## County of Hawai'i

### Finance Department

25 Aupuni Street, Suite 2103 • Hilo, Hawai'i 96720  
(808) 961-8234 • Fax (808) 961-8569

November 22, 2016

TO: Nonprofit Grant Applicant

FROM: Deanna S. Sako, Finance Director

SUBJECT: Grant Application and Procedures

Thank you for your interest to apply for a County of Hawai'i nonprofit grant. We strongly advise that you carefully review the Nonprofit Grants Program Submittal Checklist for FY 2017-18, 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. Be aware 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 2017-18 (July 1, 2017 - June 30, 2018). 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 Tuesday, January 31, 2017. Absolutely no exceptions or extensions will be granted. Your application will not be reviewed by the County employee receiving your submittal. You can however contact Ted Schrey, Budget Specialist, at 961-8489 for questions regarding the submittal process and/or items on the checklist, or Dawn Manago, Legislative Assistant, at 323-4276 regarding completion of the application at any time prior to, and after submittal. Please allow yourself sufficient time to submit a complete application, as incomplete applications will be disqualified.