

# COUNTY OF HAWAI‘I NONPROFIT GRANTS PROGRAM (FY2017-18)

## NOTICE TO APPLICANTS

### Key Items:

1. You will be required to enter into a written contract to accept an award.
2. You will be required to provide proof of authorization of binding signature(s).
3. 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.
4. You will be required to enroll with Hawai‘i Compliance Express and be compliant prior to final payment (to register, go to: <http://vendors.ehawaii.gov>).
5. You will be required to provide and maintain a current general liability insurance certificate (\$1,000,000 general liability and \$50,000 for each occurrence) specifically listing the County of Hawai‘i as an additional insured before receiving your first payment.
6. You will be required to complete an Organization Conflict Disclosure Form.
7. **Three (3) SINGLE SIDED** copies of your application (application only – **does not apply to supporting documents**) are required. This is an increase from two in prior years.

- 1.) Regardless of postmark date, applications must be received by the Department of Finance, no later than 4:30 p.m. on Tuesday, January 31, 2017. Please drop off or mail your application(s) to 25 Aupuni Street, Room 2103, Hilo, Hawai‘i 96720. We are located on the second floor of the County Building. **Applicants are responsible to ensure that their application(s) arrive at the proper location by the deadline. Applications will not be accepted at any other County location.**

**Applications will not be reviewed by County personnel receiving your County Nonprofit Grant submittal. Applicants have full responsibility to ensure that all documents are complete and accurate prior to 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 or questions regarding the overall grant process, at any time prior to submittal.

- 2.) Please be sure to carefully read the application instructions and to submit all of the requested supporting documentation.

**All documents requiring a current signature must be the ORIGINAL, SIGNED document. Unsigned documents will be disqualified. Faxed or copied documents will not be accepted as original documents.**

- 3.) 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, <http://co.hawaii.hi.us/countycode/chapter02.pdf>.

### **Timeline of nonprofit grants program**

- January 31, 2017, 4:30PM – cut-off for receipt of application.
- March 2017 – nonprofit interviews and selected site visits.
- Between March and the end of June, the awards determination process is being conducted and the fiscal year budget is being determined. At conclusion, a contract and award letter is sent to those nonprofits receiving an award.
- Final reports are due within 60 days of the contractual year. No late or incomplete report will be accepted; unspent grant funds must be returned with final report. The required final report template will be available in May 2017 at:  
<http://www.hawaiicounty.gov/fn-nonprofit-grant-forms/>.

Once again, any questions regarding the application process or documents listed on the Application Checklist should be directed to Ted Schrey, Budget Specialist at 961-8489, and any questions with respect to the preparation and submission of the application or concerning the overall grant process should be directed Dawn Manago, Legislative Assistant at 323-4276.