

FUNDING GUIDELINES and GRANT APPLICATION PROCEDURES



**Hawai'i
People's
Fund**

Change, Not Charity™

Hawai'i People's Fund: funding progressive social change since 1972

Hawai'i People's Fund is a publicly supported community fund chartered in 1972. Our Board of Directors and Staff raise money to provide support and funding through grants to progressive grassroots groups committed to a more equitable distribution of power, resources and wealth. We believe it is critical to address the causes underlying inequality, injustice and poverty. In order for an organization to receive funding, it must meet the criteria and general guidelines set forth in this brochure. We invite projects that are start-up in nature.

Mission Statement

Hawai'i People's Fund is a partnership of activists and donors who share a vision of a just, equitable and sustainable society. We fund groups challenging institutions and attitudes which foster economic, social, racial and gender inequalities. Funds are raised from progressive donors and distributed through a democratic, activist-empowered process.

Hawai'i People's Fund provides grants, technical assistance and unique networking opportunities to grassroots organizations working for social change throughout Hawai'i. We strive to serve as a model for progressive, informed philanthropy.

Funding Partnership

For several years, the Hawai'i Community Foundation has operated the mo' Bettah Together Grant Making Program to foster social networks within and among communities as a way of promoting positive community change. The Hawai'i Community Foundation and Hawai'i People's Fund have created a funding partnership to co-fund projects that support progressive social change. The Hawai'i Community Foundation believes that together we will be able to do more to promote community-based social change.

The Hawai'i Community Foundation: 90 years of inspiring the spirit of giving

The Hawai'i Community Foundation is a public, statewide, charitable services and grantmaking organization supported by donor contributions for the benefit of Hawai'i's people. The Foundation's mission is to help people make a difference by inspiring the spirit of giving and by investing in people and solutions to benefit every island community.



**HAWAII COMMUNITY
FOUNDATION**

Funding Priorities

All work should be focused on achieving progressive social change by influencing behavior and attitudes, addressing the root causes of social problems, and altering the dynamics and distribution of power.

Proposals will be rated on the following prioritized elements:

Social Change

Working to resolve an injustice • Addressing root causes of the issue/s

Working to transform current or create alternative structural systems

Organizing

Collective action/Movement building • Collaboration with other groups

Plans for outreach and breadth of involvement

Organization/Group

Philosophy and goals resonate with the values of Hawai'i People's Fund

Clear action plan • Leadership is from the community served or impacted and reflects diversity

Limited access to other funding

Proposal

Clear identification of applicants and description of project or organization

Realistic goals and achievable strategies

Clear and realistic budget with plans for other fundraising and narrative included

Broad categories of work considered for grant awards include:

Cultural Activism

Human and Civil Rights

Environmental Justice

Economic Justice

Political Organizing

Peace and International Solidarity

Equally important criteria are the strategies planned and utilized to achieve the proposed outcomes.

- Groups and projects that utilize organizing, mobilization, education, direct action, advocacy, and/or collaboration with other groups and encourage public participation and community involvement.
- Groups and projects that reflect diversity and involve core constituencies at all levels of leadership and decision making.
- Groups and projects that have realistic goals and a clear plan for achieving and evaluating their efforts and realistic budgets and fundraising plans.
- Groups and projects that have limited or no access to traditional funding.

Funding Limitations

We do not fund:

- Activities that promote specific political candidates for public office
- Capital Expenditures
- For-Profit Business Ventures
- Government Agencies
- Scholarships
- Individuals
- Reimbursements
- Work outside of Hawai'i
- Previously Funded Groups with outstanding Grant Reports
- Social service organizations unless there is a strong community organizing component
- Groups with an organizational budget over \$150,000 or significant access to mainstream funding.

[Organizations with budgets of more than \$150,000 may apply if they have a discrete social justice project with a budget of less than this amount that a) needs seed money for a new activity or, b) is unlikely to meet the guidelines of other funding sources because of its goals or strategies.]

Limitations of the funding partnership with the Hawai'i Community Foundation:

- The Hawai'i Community Foundation was created to serve the entire community, as a result it has chosen to not take a position either for or against Hawaiian sovereignty. However, Hawaii Community Foundation will fund balanced dialogue and education on sovereignty, so that community members can make up their own minds on the issue.

- The Hawai'i Community Foundation is unable to fund equipment purchases for non 501(c)3 organizations, even if they have a fiscal sponsor and is unlikely to give matching funds to a group that is currently an HCF grantee. If your group is already a current HCF grantee, the maximum you can receive from a funding request to Hawai'i People's Fund only is \$5,000.

Travel: Requests that include funding for travel must include specific details regarding how the travel is directly linked to social change organizing in Hawai'i. Whether funds are needed to bring in a speaker, send a delegate to a conference, etc., the proposal must clearly explain the planned follow-up and anticipated local impacts.

Application Procedures

If you believe the work of your organization meets the eligibility criteria set forth in this brochure, you may submit an application. Grant awards may range up to \$10,000. Please do not create a budget to match the range, but develop your budget according to project and/or organizational needs. Funding is limited to one grant award in a 12-month period. Hawai'i People's Fund should not be considered a long-term funding source.

Proposals from community groups throughout Hawai'i are considered twice a year. These proposals must be received by March 1 and September 1 of each year, or the next business day if these dates fall on holidays or weekends.

Faxed or E-mailed applications are NOT accepted.

Application forms are available on the Hawai'i People's Fund web site or may be requested directly from our office. The Executive Summary should offer a clear summary of what is described more fully in the Proposal Narrative. Applicants are strongly encouraged to clearly describe how they are doing social change work. Will our grant readers understand your proposal? To help ensure this, Hawai'i People's Fund encourages applicants to have the proposal read by someone who is not a part of their organization before it is photocopied and submitted to Hawai'i People's Fund.

The Grantmaking Committee is made up of community activists and representatives of the Hawai'i People's Fund Board of Directors. Proposals are evaluated through careful review, discussion and a democratic voting process. Grantmaking Committee recommendations are submitted to the Board of Directors for final approval. Applicants will be informed by mail regarding award status in 90 days or less. Groups selected must sign a grant agreement before receiving funding and must submit a progress report no later than one year after receiving the grant.

Tax Exempt Status

Organizations who do not have federal non-profit 501(c)(3), tax-exempt status may apply for funding. If possible, we request that you work with another organization as a fiscal sponsor. If this is not possible, the nature of the work must conform to the mission of Hawai'i People's Fund as well as the legal federal definitions of charitable and not-for-profit activities. If your group does not have a bank account in its name, a fiscal sponsor with 501(c)(3) status will be required to receive the grant award.

Emergency Grants

Emergency funding from Hawai'i People's Fund is available on a limited basis. Applicants must clearly show why the need is urgent and could not be applied for during a regular funding cycle. Maximum emergency funding is \$1000. Emergency applications may be submitted at any time. We will attempt to respond within five working days of receipt of the application. Emergency funding does not affect eligibility for future grant cycles.

Due to the nature of emergency requests, proposals via e-mail or fax will be accepted (e-mail is preferred). However, it is the applicant's responsibility to confirm that it has been received in good order.

Instructions and Checklist for Regular Cycle Proposals

Please use this checklist to ensure that your application is complete. If you have any questions, please contact our office in Honolulu at (808) 845-4800 or HPFgrants@lava.net. Please write/type on one side of page only using no smaller than 12-point font and be sure to number each page. Please staple or clip each copy to ensure that loose pages do not get mixed up. Folders, special binders, etc. are not needed and will be discarded.

Submit twenty (20) copies to Hawai'i People's Fund office. Proposals must be received by March 1 or September 1, or the following working day if these dates fall on a weekend or holiday. Applications that are late will not be considered.

Faxed or e-mailed applications are not accepted.

1. Read the current **Funding Guidelines** to confirm that your project is a good match.
2. Complete the application **Cover Sheet**.
3. Complete the **Executive Summary**; be sure details are provided in Proposal Narrative.
4. Complete the Grant Application **Proposal Narrative**; be sure to answer all application questions and that all details provided in Executive Summary are also in the Proposal Narrative. Applicants should clearly articulate *how* they are doing social change work.
5. Include all **Attachments** listed below.

Attachments (attach to *each* of the 20 copies unless otherwise noted)

- a) List of organization's Board or Committee members and their affiliations
- b) Current year organization budget & narrative
- c) Project budget (if applicable) & narrative
- d) References: Name, organizational affiliation including position/title, phone number, and email, if known, for two individuals that are familiar with your work, but who are not a part of your group
- e) IRS tax-exempt letter for organization or fiscal sponsor (submit only **one** copy), with a letter of permission for the fiscal sponsorship arrangement and sponsor's mailing address, if that is applicable

Note: Do not submit articles of incorporation, organizational bylaws or other documents like this. They cost a lot to photocopy and will not be used in the review, discussion or voting process

Contact

You are encouraged to contact Hawai'i People's Fund for assistance ahead of time with questions regarding eligibility or filling out the application. Applicants may arrange a meeting in person to discuss their proposal; such meetings must take place no less than ten days prior to the application deadline.

Phone/Fax (808) 845-4800 **Hawai'i People's Fund**
E-mail HPFgrants@lava.net **949 Kapiolani Blvd. #100**
Websites hawaiipeoplefund.org and changenotcharity.org **Honolulu, HI 96814**