

Hawai'i People's Fund Grant Application

Cover Sheet

You may type or write clearly on this form, or re-type, making sure that all questions are answered.

Date of Application: _____ Organization Name: _____

Project Title: (if applicable) _____

Contact Person (key responsible party): _____

Address: _____

City State Zip: _____

Phone: (day) _____ (evening/cell) _____

Fax: _____ E-mail: _____

Organizational website address: _____

Grant Request Amount: \$ _____

Organization's Fiscal Status

A Do you have IRS tax exempt status? circle one Yes No

If **Yes**, please attach one copy of your IRS determination letter

B Is there a bank account in organization's name circle one Yes No

If **No**, please include information on a fiscal sponsor below and attach a letter of permission from fiscal sponsor and one copy of their IRS letter.

Fiscal Sponsor Organization:

Contact Person & Position: _____

Address: _____

Phone/s: _____ E-mail: _____

Prior Funding

Have you previously been funded by HPF ? circle one Yes No

If **Yes**, Give Year: _____

If **Yes**, have you submitted a Grant Report? circle one Yes No

Your proposal may be in jeopardy if your report is overdue.

Initial Here

_____ *By applying for this grant, we certify that our group will not discriminate against any person associated with the group on account of sex, race, ethnicity, national origin, religious belief, political affiliation, disability, economic status, parental marital or domestic partnership status, age, sexual orientation, gender identity, or gender expression.*

Please submit twenty (20) copies of this complete application.

Executive Summary

Submit a **one-page** (one side) summary of the proposal that includes:

- Name of organization, project title (if applicable), amount requested
- Brief description of your organization and its mission
- Description of project or program, goals, planned activities and strategies
- Elements of social change addressed by work/envisioned by organizers
- Key leadership of organization and, if different, of project
- Other funding sources pending and/or received
- How will you accomplish your goals or adjust the project if full funding is not received.

Organizational Description

In one page, give a brief description of:

- The organization
- Mission
- History and accomplishments
- Governance structure and decision-making process
- Practice of and/or goals for inclusion
- Strategies for development of new and diverse leadership

Proposal Narrative

*Please answer the following questions carefully. **Your proposal narrative must be five (5) pages or shorter.** Be clear, succinct and make sure that all questions are answered. There is no limit on the number or length of attachments, but your chance for funding rests primarily on the information shared in this narrative.*

1. What, specifically, is the social change this proposal seeks to make?

Please address: In what ways do you aim to eliminate injustice and/or broaden social justice? Clearly and concisely state the organizations ultimate goal/s and expected outcomes. How will the work of this organization contribute to meaningful, social change?

2. What are the planned strategies that will be implemented to make this happen?

- A) Describe the specific goals and objectives for which funding is being requested. If other groups are involved in this work/project, list them and describe the collaborative or coalition building efforts.
- B) Identify the activities, timeline, methods and strategies to be utilized.

3. What are your organization's capabilities for doing this?

Detail the resources, capacities and connections that support your ability to make progress towards your long-term and near-term goals.

Assets may include internal resources (such as staff, budget, core volunteers, expertise, etc) and external resources (such as partnerships, collaborations, networks, etc.). You may also include/describe resources and tools you are planning to acquire in the future.

4. Describe the context and/or community in which your work is done and the constituency/target population (geographic location, ages, sex, gender, class, ethnicity, sexual orientation, disabilities, etc.). How is your constituency involved or engaged in the organization's leadership and work?

5. How is diversity reflected in your organization? Are their explicit goals connected to diversity and inclusion? What goals remain unmet? What are the plans for achieving them?

6. What are your current fundraising activities? What added strategies do you have for the future? What is your group's vision for sustainability? What are your plans, concerns, and/or challenges related to sustainability

7. How will you know if you are successful in meeting your goals? What are the benchmarks for short-term goals? How will these be monitored? Describe your plans for evaluation; what questions will be addressed and how will the evaluation results be used?

8. What other needs, besides financial, do you have that can help advance your work? What are the known gaps in your organization's knowledge, expertise, and/or resources?

Some examples include:

Research

Media & Communications

Networking

Computer Skills

Community Organizing

Leadership Development

Fundraising

Board Development

Workshop & Conference Planning

Other:

HAWAI'I PEOPLE'S FUND

ORGANIZATIONAL BUDGET For Fiscal Year Beginning (month/date): _____

If you already prepare a budget that is similar to this format, please feel free to use it in place of this template.

Name of the organization:	
EXPENSES	Total
Salaries and Wages	\$
Fringe Benefits & Payroll Taxes	
Contract Services/Professional Fees	
Insurance	
Taxes	
Rent & Utilities	
Equipment	
Supplies	
Staff/Board Development	
Travel/Related Expenses	
Printing & Copying	
Telephone/Fax/Internet Service	
Postage & Delivery	
Other: List	
TOTAL Organizational Expenses	\$

INCOME	Anticipated	Committed	Total
Government Grants	\$	\$	\$
Foundations			
Corporations			
Religious Institutions			
Aloha United Way/other campaigns			
Individual Contributions			
Fundraising Events/Products			
Membership Income			
In-kind support			
Other: List			
TOTAL Organizational Income			\$

You must attach a budget narrative; please be as specific as possible.

If you have any questions about completing an organizational budget, please contact Hawaii'i People's Fund at least 10 business days before the proposal due date.

