

# GRANT APPLICATION PROCEDURES

Making change takes time and requires big thinking! Please read the current Funding Guidelines to confirm that your organization/project is a good match. If you believe the work of your organization meets the eligibility criteria set forth, you may submit an application.

Grant awards may range up to \$10,000. Please do not create a budget to match the maximum, 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. Proposals are due by March 1 and September 1 of each year, or the next business day if these dates fall on holidays or weekends. Late proposals will not be accepted.

Faxed or E-mailed applications for spring or fall funding 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 approximately 90 (calendar) days. 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 \$1,000. Emergency

applications may be submitted at any time. We will attempt to respond within five (5) business 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 write/type using no smaller than 12-point font and be sure to number each page. Double-sided printing is fine, but note that the proposal narrative should be no longer than five pages total (not 5 double-sided pages).
- 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 business day if these dates fall on a weekend or holiday. Late applications will not be considered.
- Faxed or e-mailed applications for spring or fall cycle are not accepted.

*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

### **Budget Instructions**

The amount of thought you give to preparing the budget will produce a better program. It will also increase your chances of receiving the grant. Careful planning will decrease the number of changes that may be required later.

The budget is another means of describing the organization or project. An organization's annual operating budget is a written financial plan for the year. A project budget, if applicable, is a complete budget for the project you are asking Hawai'i People's Fund to support. The Budget Narrative/s help us understand how you got these figures.

#### **Organizational Budget**

All applicants must submit an Organizational Annual Operating Budget that shows sources of income and anticipated expenditures.

To prepare a budget, the group must determine what it wants to achieve and then realistically estimate all the costs involved, leaving some margin for the unexpected. Likewise, all estimated income should be provided.

Your budget is an estimate, but the numbers should be specific. Where does current funding come from? Where else will financial support come from in the future? Realistic estimates will inspire confidence and suggests you have prepared the budget carefully.

The Grantmaking Committee will do a lot of work studying your budget. They expect you to do a lot of work planning the budget. If you round off your estimates at all, round to nearest dollars, or tens at most (not hundreds or thousands).

### **Project Budget**

If you are applying for a specific project, you must submit a Project Budget and Budget Narrative for the proposed project *in addition* to the Organizational Budget and Narrative. Be sure to include allocations for staff time. If the project is the only projected expense for your organization for the year, please make that clear in the narrative.

### **Budget Narratives**

You must also submit a Budget Narrative to go with each budget submitted. The Budget Narrative clarifies how you arrived at your figures. For example:

- Personnel \$20,000—two half time organizers at \$10,000 each
- Meetings \$800—four community meetings planned; room rental at \$200
- Printing \$1,000—we will distribute flyers at the shopping mall from 2-5 pm every Saturday; estimate giving out a total of 10,000 flyers in six months time at a cost of \$.09 each.

### **Unexpected Changes**

Hawai'i People's Fund allows some flexibility in spending the money. Should the nature of your proposed work change, let us know right away. You may need to make a request in writing, providing the changes in both the narrative and with a budget modification.

### **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 at least ten (business) days prior to the application deadline.

### **Hawai'i People's Fund**

Phone/Fax (808) 593-9969 • peoples@lava.net  
949 Kapiolani Blvd. #100 • Honolulu, HI 96814  
Websites: hawaiipeoplefund.org and changenotcharity.org

## Checklist

To help you create a complete application, please review carefully before sending your application packet. Faxed or e-mailed applications are not accepted.

- We have read the funding guidelines and eligibility criteria.
- Please write neatly or type using no smaller than 12-point font.
- Be sure to number each page.
- Please staple or clip each copy of your proposal to keep pages together and ensure that your loose pages do not get mixed up with another applicant's proposal. Folders, special binders, etc. are not needed and will be discarded.
- Cover Sheet
- Executive Summary
- Organizational Description (not more than **one** page)
- Proposal Narrative (answering **all** application questions, not more than **five** pages)
- Current year's organization budget and budget narrative
- Project budget, if applicable, and budget narrative (maximum request is \$10,000)
- List of the applicant organization's Board or Committee members and their affiliations
- Completed Diversity Table
- Two References with Contact Information (individuals that are familiar with your work, but who are not a part of your group)
- Twenty** (20) copies of all above documents
- IRS tax-exempt letter for the applicant organization or its fiscal sponsor (submit only **one** copy)
- A letter of permission from the fiscal sponsorship, if applicable (submit only **one** copy)

*Please use this checklist to ensure that your application is complete. If you have any questions, please contact our office in Honolulu at (808) 593-9969 or [HPFgrants@java.net](mailto:HPFgrants@java.net).*