Application Information & Instructions

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.

Please read all application information and review the instructions before filling out your proposal.

Regular Grant awards may range up to $10,000. Please do not create a budget to match the maximum, but rather, develop your budget according to your project and/or organizational needs. Regular grant 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.

Hard copy application forms may be requested by contacting our office at peoples@lava.net. If you have any questions regarding Hawai‘i People’s Fund grants and grantmaking procedures, please visit the Frequently Asked Questions (FAQ) document on the www.hawaiipeoplesfund.org website.

Support When Applying
Hawai‘i People’s Fund wants to make sure you use your time wisely. There is much great work happening in our community, but unfortunately, not all of it will meet our funding criteria. You are strongly encouraged to contact Hawai‘i People’s Fund for assistance ahead of time with questions regarding eligibility or filling out the application. Please don’t wait until the last minute, when we are less able to provide assistance. A meeting in person to discuss your organization’s proposal can be arranged, but these meetings must take place at least ten (business) days prior to the application deadline.

***WHEN APPLYING ONLINE***
Due to the sometimes glitchy and unforeseen challenges that come with technology, we STRONGLY RECOMMEND that you complete the application OFFLINE and return to the online portal when you are ready to submit. This will decrease the likelihood of losing work. Sessions "time out" after 90 minutes.

Word Counts
For all narrative sections in this application, there is a word count limit. Please do not feel obligated to use the entire word count limit if you don’t need to.

Application Deadline
Regular Grant proposals from community groups throughout Hawai‘i are considered once a year. The online Application Deadline is MONDAY, APRIL 27, 2020. 

**Late proposals will not be accepted**
Tax Exempt Status
Organizations who do not have federal non-profit 501(c)(3), tax-exempt status may apply for funding. 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.

Funding Determination
Applicants should clearly describe how they are doing social change work. Will our grant readers understand your proposal and the social change you are proposing? To help ensure this, we encourage applicants to have the proposal read by someone who is not a part of your organization before submitting to Hawai‘i People’s Fund.

The Hawai‘i People’s Fund Grantmaking Committee is made up of community activists and representatives of the Hawai‘i People’s Fund Board of Directors. Regular Grant proposals are evaluated through a careful review, discussion, and democratic consensus-based decision making process in early May. Grantmaking Committee recommendations are submitted to the Board of Directors for final approval.

Application Status
Regular Grant applicants will be notified by mail, email, and/or by telephone regarding award status approximately 10 (calendar) days following the May 3, 2020 Grantmaking meeting. Grant awardees must sign a grant agreement before receiving funding and must submit a progress report no later than one year after receiving the grant.

Unexpected Changes
Hawai‘i People’s Fund allows some flexibility in how grant funds are used. Should the nature of your proposed work change significantly, 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.

Proposal Instructions

General Instructions
• Please read the funding guidelines to determine if your organization or group is eligible for a grant.
• Maximum Regular Grant request is $10,000.
• Online Grant proposals must be received by **MONDAY, APRIL 27th, 2020**. Hard copy applications are due **MONDAY, APRIL 27th, 2020**.

Budget Instructions
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 Narratives help us understand how you arrived at these numbers.

The amount of thought you give to preparing the budget will produce a better program. It will also increase your chances of receiving funding.

Please do not create a budget to match the maximum, rather, develop your budget according to project and/or organizational needs. Hawai‘i People’s Fund should not be considered a long-term funding source.

**Organizational Budget**

All applicants must submit an **Organizational Annual Operating Budget** that shows sources of income and anticipated expenses. If you already have your own organizational budget form, you may submit this. 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 projections are an estimate, but the numbers should be specific. Realistic estimates will inspire confidence and suggest you have prepared the budget carefully. The Grantmaking Committee will carefully study your budget and expect thoughtful planning. If you round off your estimates at all, please round to nearest dollars, or tens at most (not hundreds or thousands).

**Project Budget**

If you are applying for a specific project, you must also submit a **Project Budget** and corresponding **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 proposal narrative.

**Budget Narratives**

You must also submit a **Budget Narrative** to go with each budget submitted. The Budget Narrative explains the line items and how you arrived at your numbers.*If your organization exceeds the budget limit of $250,000, you must include a clear explanation as to why you are seeking funding from the Hawai‘i People’s Fund and why you have limited access to funding elsewhere for this particular work.

**Applications submitted without budgets and narratives will not be considered for funding**