

HAWAI‘I PEOPLE’S FUND
URGENT ACTION GRANT APPLICATION

Cover Sheet

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:

Facebook Profile/Page:

Grant Request Amount: (*max \$5,000*)

Organization’s Fiscal Status

A Do you have IRS tax exempt status?

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

B Is there a bank account in organization’s name?

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

Fiscal Sponsor Organization:

Contact Person & Position: n.a.

Address:

Phone/s: E-mail:

Prior Funding

Have you previously been funded by Hawai‘i People’s Fund?

If **Yes**, Give Year:

Have you submitted a Grant Report?

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

NARRATIVE

Please answer the following questions:

1. Describe the organization.
125 word limit, or 1,000 characters (if you don't have any updates, you may skip this if you are a recent grantee since 2017)
2. Describe your membership.
125 word limit, or 1,000 characters (if you don't have any updates, you may skip this if you are a recent grantee since 2017)
3. Describe the urgent threat or critical opportunity.
** If in direct response to the COVID-19 crisis, please indicate how the proposed project is not duplicative of existing community COVID-19 response efforts, and skip question #7.*
4. Explain your organization's proposed response to this critical opportunity. How are those most affected involved in crafting/shaping/leading this response? List other groups you may be collaborating with. What are your expected results or outcomes from these actions? How will you measure the results/outcomes from these actions?
5. What is the amount of the request? How will the money be used? (*download & complete Request Budget and Org Budget templates*)
6. What is your current annual budget (projected expense/anticipated income)?
** Please note if uncertainty during the COVID-19 crisis has affected your budget projections.*
7. Could your response have been funded by an HPF grant in our last open application period? If not, why?
125 word limit, or 1,000 characters
** If in direct response to the COVID-19 crisis, do not respond to this question.*

ORGANIZATIONAL BUDGET & BUDGET NARRATIVE (attach)

Use the provided Budget template or your own form

PROJECT BUDGET & PROJECT BUDGET NARRATIVE (attach)

Please use the provided Project Budget form