

Hawai'i People's Fund Grant Application

Checklist

To help you create a complete application, please check items (✓) and attach this document with your application packet. Faxed or e-mailed applications are not accepted.

___ Please write neatly or type using no smaller than 12-point font.

___ Be sure to number each page.

___ Be sure your proposal narrative is no longer than 5 pages (single-sided).

___ 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

___ Proposal Narrative (answering **all** application questions)

___ Current year's organization budget and budget narrative

___ Project budget, if applicable, and budget narrative

___ List of the applicant organization's Board or Committee members and their affiliations

___ 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 for the fiscal sponsorship arrangement, if applicable (submit only **one** copy)

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Cover Sheet

You may type or write clearly on this form, or retype, 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)
Fax: E-mail:
Organizational web site 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.

Our organization would be interested in training and technical assistance in the following area/s (check all that apply):

<input type="checkbox"/> Grantwriting	<input type="checkbox"/> Board Development	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; physical or mental disability; economic status; parental, marital or domestic partnership status; age; sexual orientation; gender identity; or gender expression.
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Digital Technology	
<input type="checkbox"/> Leadership Development	<input type="checkbox"/> Group facilitation	
<input type="checkbox"/> Communications & Media	<input type="checkbox"/> Organizational Dynamics	
<input type="checkbox"/> Community Organizing	Other: _____	
<input type="checkbox"/> Political and Social Analysis	_____	

Please submit 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.

Proposal Narrative

*Please answer the following questions carefully. **Your proposal narrative must be no more than 5 pages.** 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. Give a brief description of the organization, its history and accomplishments, decision-making process, organizational structure, and strategies for development of new and diverse leadership.
2. What, specifically, is the social change this proposal seeks to make?
3. Tell us what you will do with the grant funding?
 - 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, methods and strategies to be utilized.
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 does your organization define diversity? How do you carry out these values within your organization?
6. What are your current fundraising activities? What added strategies do you have for the future? What is your group's plan to remain sustainable? If sustainability is difficult, explain why.
7. How will you know if you are successful in meeting your goals? Describe your plans for evaluation; what questions will be addressed and how will the evaluation results be used?

ATTACH COMPLETE BUDGET INFORMATION

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 Hawaii 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. 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. 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 your figures. For example:

- Personnel \$20,000—two half time organizers at \$10,000 each
- Meetings \$800—four community meetings planned; room costs \$200 to rent
- 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, you should 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.

HAWAI'I PEOPLE'S FUND

_____ **ORGANIZATIONAL BUDGET**

_____ **PROJECT BUDGET**

Submit BOTH if applicable.

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

For Fiscal Year Beginning (month/date): _____

Name of the organization: _____				
INCOME	Anticipated	Committed	Total	Tips for Budget Narrative
Government Grants	\$	\$	\$	Specify sources, if applied
Foundations*				for, proposal in progress,
Corporations*				or committed
Religious Institutions*				
United Way/other campaigns				
Individual Contributions				How will these be solicited?
Fundraising Events/Products*				Describe what, if tested.
Membership Income				Describe if applicable
In-kind support				Donated goods or services
Other*				Be as specific as possible
TOTAL Organizational Income			\$	
EXPENSES				
			Total	
Salaries and Wages			\$	List names, titles, salaries
				Full- or part-time
Fringe Benefits & Payroll Taxes				
Contract Services/Professional Fees*				Describe roles, who, costs
Insurance				Describe
Taxes				As applicable
Rent & Utilities				
Equipment				Be as specific as possible
Supplies				Be as specific as possible
Staff/Board Development				Be as specific as possible
Travel/Related Expenses				Be as specific as possible
Printing & Copying				What? How much? How used?
Telephone/Fax/Internet Service				
Postage & Delivery				
Other*				Be as specific as possible
TOTAL Organizational Expenses			\$	
NET INCOME (Income Less Expense)			\$	