

APPLICATION INSTRUCTIONS

Policies

1. Only one (1) application will be accepted per program.
2. Agencies administering multiple programs must submit a separate grant application for each individual program. Service descriptions and budget tables must reflect the full scope of each program's operations.

Application Preparation

1. Agency Mission Statement
 - a. A brief narrative describing your Agency's mission.
2. Program Description
 - a. Briefly describe the program for which you are seeking funding.
3. Total Budget and Position Count
 - a. Total Program Budget applies to the program seeking county grant funding.
 - b. Total Agency Budget applies to the entire agency.
 - c. Total Program Position Count means number of positions that are in the program for which you are seeking funding.
 - d. Total Agency Position Count means positions in the entire agency.
4. Program Objectives
 - a. Tasks or projects to be accomplished in specific, well-defined, and measurable terms that are achievable within a specific time frame. All objectives should begin with a verb and should be numbered.
5. Program Highlights
 - a. Accomplishments from the previous fiscal year **2009-10**.
6. Performance Measures
 - a. Quantifiable indicators of public and client benefits from your program's actions, and/or the number of goods or services your program produces.
7. Program Expenditures
 - a. Use only costs attributable to the program for which you are seeking funding.
8. Program Funding Sources
 - a. List all sources of funds that you anticipate will fund your program budget, including State and/or Federal grants, other specific grants, fundraising events, etc.
9. Future Program Support
 - a. What efforts are being made for your program to become self-sustaining?

Preparation

1. The application, submittal checklist, and instructions can be downloaded from the Finance - Nonprofit Grant Forms on the County of Hawai'i's website, <http://co.hawaii.hi.us/forms/grantapps.html>.
2. Maintain a minimum font size of **10** points or larger.
3. We strongly encourage you to complete the application utilizing MSWORD. You may unprotect the form to make the application more presentable.
4. Use spell check, edit/proof read and re-add budget tables. Double check your work before submitting.
5. The submittal checklist needs to be returned with your application packet.
6. Do NOT place the completed proposal in a binder or folder of any kind.
7. Do NOT enclose or attach any of the following items to the application:
 - a. Brochures, flyers, photos, letters of support client testimonies, maps, menus, evaluation tools, graphs/tables/charts, etc.

Submission Format

1. Please complete, sign, and date your the submittal checklist and include this with your application packet. The checklist refers to specific requirements that should be met by your supporting documentation. Your application packet should be submitted in the following order:
 - a. Submittal Checklist
 - b. One (1) original grant application (Pages 1 - 5) – completed with appropriate signatures affixed and dated.
 - c. Two (2) copies of the signed, completed grant application (Pages 1 - 5). We are requesting hardcopies of the application. The electronic version of your document should not be submitted to us.
 - d. Annual Financial Statements – These must be prepared by a qualified accountant or by a CPA. The accountant's name, title, address and signature must appear on the financial statements. The Executive Director must approve and sign those financial statements that are not prepared by a CPA.
 - e. Current Audited Financial Statements (must have been prepared by an INDEPENDENT CPA within the past 3 years). We may waive this requirement if the organization's total budget is under \$25,000; if the organization was incorporated on or after 07/01/07; or if you are currently in the process of being audited (you must provide a letter from the CPA, confirming this and also noting when it's to be completed).

Since November 25, 2008, we have allowed and accepted compiled or reviewed financial statements, prepared by an Accountant (CPA or Public Accountant, licensed in the State of Hawai'i), within the past 3 years.

- f. IRS Form 990
- g. IRS letter verifying agency's tax-exempt status (IRS 501c3)
- h. Liability Insurance Certificate (must be current and valid; the County of Hawai'i must be listed as additional insured; and the levels of coverage must be at least \$1 million aggregate and \$50,000 for each occurrence). New applicants should wait until the County confirms grant award prior to submittal.
- i. Articles of Incorporation
- j. By-laws
- k. Document Page(s) containing nepotism and conflict of interest clauses. If your nepotism and conflict of interest clauses do not appear in your by-laws, but in some other document(s), please identify document and submit a copy of the page(s) in which they appear.

WARNING: After the January 31st deadline, no modifications or corrections can be made towards your application. What you submit is what the County Council will receive. Please direct any application modifications or corrections to the Council during your oral testimony.