Department of Hawaiian Home Lands
Community Development Grants

2010-2011 Project Implementation Grant Application

First Award Cycle Deadline:
Monday, November 8, 2010

Second Award Cycle Deadline:
Monday, May 2, 2011

Department of Hawaiian Home Lands
Planning Office
91-5420 Kapolei Parkway
Kapolei, HI 96707

www.hawaii.gov/dhhl

Native Hawaiian Development Program Community Development Grants

The purpose of the Department of Hawaiian Home Lands' (DHHL) Native Hawaiian Development Program (NHDP) is to improve the general welfare and conditions of native Hawaiians through educational, economic, political, social, cultural, and other programs. For the fiscal biennium from July 1, 2009 to June 30, 2011, the NHDP is designed to achieve this purpose by increasing the self-sufficiency and self-determination of native Hawaiian individuals and native Hawaiian communities so that they can manage and direct Hawaiian home lands resources and assets. The Hawaiian Homes Commission envisions homestead residents and applicants taking part in land use planning, defining the needs and opportunities in their communities, and implementing beneficiary programs.

The community development grants and technical assistance are offered to beneficiary organizations (defined as those that are formed by a beneficiary initiative with goals and a mission targeted at beneficiaries of the Hawaiian Home Lands Trust). These organizations need to have capacity, skills and resources to set and reach goals specific to their membership needs. Kūlia i ka Nuʻu – Strive for Excellence program is designed to build this capacity and skill set, as well as strengthen homestead leadership and support homestead self-governance. Through this program, DHHL offers four types of grants: (1) outreach grants; (2) project implementation grants; (3) regional plan priority project grants; and (4) economic development grants. The grants are available to support beneficiary organizations achieve their mission and goals.

This application kit contains all the information and forms necessary to apply for a grant under this program.

Project Implementation Grants

Project implementation grants are intended to help beneficiary organizations carry out their plans to help applicants become lessees, improve homestead areas and facilities, increase the use of homestead land, or implement a community vision. Examples of the activities that might be funded by a project implementation grant are homestead youth or kupuna programs, community garden projects, or purchase of equipment for community use.

Eligibility Requirements

DHHL grants are only available to beneficiary organizations that are enrolled in the Kūlia i ka Nuʻu – Strive for Excellence program and have completed Stage 1 Hoʻolala and Stage 2 Hoʻokumu. An eligible beneficiary organization must also be in "Good Standing" with DHHL and must also have a process in place for the democratic elections of its leaders. Grantees must have tax-exempt status or a fiscal sponsor to receive an implementation grant. Grants are not awarded to individuals. Please contact the DHHL Grants Specialist if you have any questions about your organization's eligibility for this grant.

Organizations applying for grants must be registered with the state as a non-profit and comply with the Internal Revenue Service (IRS) requirements for tax-exemption when applicable. DHHL staff can provide more information on the requirement for tax-exemption. Beneficiary organizations without a 501 (c) (3) tax-exempt status are eligible for grants provided they are have an agreement with a fiscal sponsor that has a 501 (c) (3) tax-exempt status. Grants are not awarded to individuals.

Funding

Grant funds are provided from the Native Hawaiian Rehabilitation Fund (NHRF). The NHRF funds come from DHHL's 30% share of the revenues from state sugarcane leases and water licenses paid to the state. NHRF monies must be used solely for the benefit of native Hawaiians. A native Hawaiian is defined as a person with at least fifty percent Hawaiian blood. The Hawaiian Homes Commission (HHC) has appropriated $200,000 for Project Implementation grants for the 2010-2011 fiscal year, but there is no award limit for Project Implementation grants.

Decision-making Process

The Project Implementation grant proposals are reviewed by DHHL staff and a Grant Review Advisory Committee (GRAC). The DHHL staff considers the technical aspects of the project and its relevance to DHHL's goals and programs, then submit their comments and recommendations to the GRAC (a committee composed of volunteers from across the state; some of the members are homesteaders, most are Hawaiian). The GRAC looks at the proposed project's goals, work plan, and potential benefit to the native Hawaiian community. The GRAC makes its recommendation for funding to the Hawaiian Homes Commission.

All Project Implementation grant applications are reviewed according to the following criteria:

1. Relevance to a community vision or plan.
2. Benefits to DHHL beneficiaries.
3. Completeness and relevancy of the project work plan.
4. Degree of beneficiary involvement in planning the project or support for the project.
5. Applicant's experience and organizational capabilities.
6. Expected outcomes and intended impact on the DHHL beneficiaries.
7. Proportion of matching funds provided from other sources and the project's cost-effectiveness.

The HHC votes on which proposals to fund at a regularly scheduled Commission meeting. The organizations that are awarded funding enter into a Grant Agreement spelling out all the requirements and conditions of the grant award. Organizations that are not approved for funding are provided an explanation of why funding was not approved and a summary of the reviewers' comments.

Submitting an Application

Applicants are advised to read all the material contained in this application kit carefully. It is important that your proposal address each section of the application and that all required forms are completed, signed, and included in the proposal. A checklist is provided to help you organize your proposal.

Only the original of your proposal needs to be submitted. It is recommended that you keep a copy of your entire proposal.

Applications must be mailed or hand delivered to the DHHL Kapolei office. No application will be accepted at DHHL district offices. Late proposals will be returned without being reviewed.

Mailed applications must be postmarked by the deadline and sent to:

Department of Hawaiian Home Lands
Community Development Program
P.O. Box 1879
Honolulu, HI 96805

Hand delivered applications must be time-stamped by 4:00 p.m. on the deadline at:

Department of Hawaiian Home Lands
Hale Kalaniana‘ole
91-5420 Kapolei Parkway
Kapolei, HI 96707

The DHHL Planning Office is available to discuss your project idea, answer questions about the application process, explain the application questions, and review early drafts (time permitting). The DHHL Planning Office staff can be reached at (808) 620-9480.

Grant Application Instructions

The DHHL grant application consists of three parts: (1) the application coversheet; (2) the proposal request; and (3) the required forms and attachments. This application packet contains all of the instructions and required forms for a complete grant application. All grant applications must be submitted on the forms provided in this packet. Use the grant application checklist found at the end of this packet to organize your application package.

The Application Coversheet: The application coversheet provides basic contact information for your organization, the type of grant you are requesting and the amount of money you are requesting. The coversheet must be signed by the person your board has authorized to act on your behalf. For most organizations, this is the president of the board or the executive director if you have one. The application cover sheet must be the very first page of your grant application package.

The Grant Proposal: The proposal section is the main part of your proposal. This is the section that the reviewers will rely on to understand your project and to decide whether to recommend funding for your project. This section should be detailed and easy to understand.

A budget information form is included in this packet. You must use this form to present your budget request. This form lists the total amount of all your project costs (i.e., total personnel, total, travel, total supplies, etc.) In addition, you must provide a detailed explanation of how you arrived at each cost item. For example, if you are requesting funds to hire staff, you will put the total amount you are requesting on the personnel line of the budget information form. On the additional budget information sheet, you should list the position title, amount of time, and wage for each position. For an item like air travel, you will list the total of your travel costs on the travel line of the budget information form. On the additional information sheet, you must provide the number of flights and the roundtrip fare that the total is based on.

The budget information sheet has blank lines for you to list costs that do not fall under the categories already listed on the form.

Required Forms and Attachments: This packet includes three assurances that must be signed and included in your grant application package – Assurance of Service to Native Hawaiians, Assurance of Acknowledgement of Support, and Assurance of Dedicated Matching Funds and In-Kind Services. In addition to these forms, you must also include copies of the following items:

- Articles of Incorporation with the stamp showing they were filed with the Department of Commerce and Consumer Affairs;
- IRS letter of determination giving you tax-exempt status (for implementation grants only), or a letter from your fiscal sponsor with their IRS letter of determination;
- List of board members; and
- Board resolution written on your letterhead that states who the board has authorized to sign documents on behalf of your organization. The board secretary must sign this resolution. A sample resolution is included in this packet.

You may also submit letters of support and any material that you think will help the reviewers understand what you are proposing to do.

Packaging Your Application: Your proposal package should be printed on 8½ x 11 inch white paper. All pages should be numbered and printed on one side only. The entire package should be stapled at the top left corner. **Please do not need use any special binding, cover, or dividers for the sections.** The sections should be in the order described above with the application cover sheet on the top. Be sure to keep a copy of your entire application package for your records.

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Application Cover Sheet

Name of Organization

Mailing Address

Contact Person

Name & Title

Contact Information

Telephone Fax E-mail

We are (check one):

- A tax-exempt 501(c)(3)
- Using a fiscal sponsor with a 501 (c) (3)

Name of Fiscal Sponsor

- A tax-exempt organization under another IRS exempt status
- A Non-profit organization registered with the state but not the IRS

Total Amount of DHHL funds requested	$	
Total funds from other sources	+	
Value of In-Kind Services	+	
Total Cost of Project/Program	=	

Project Period from to

(Project start date should be at least five months after the application deadline.)

I certify that the governing body of the organization approves this grant application.

Representative's Signature Date Name & Title

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Grant Proposal

1. Describe your organization.

2. Describe the project you are requesting funds for. Be specific and detailed.

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3. Describe how your organization determined that this project was needed. If this project is based on a community vision or plan, the results of a survey, or some other type of beneficiary input, describe how you gathered the input and attach a copy of the plan or survey results.

4. Describe what you expect to achieve with this project and how DHHL beneficiaries (i.e. applicants, homestead residents, lessees) or a homestead area will benefit from this project.

5. Describe how DHHL beneficiaries will be involved in this project.

6. Provide a detailed work plan for this project. Your work plan should include (1) a list of all of your proposed activities, (2) the expected outcome of each activity, (3) who will be responsible for carrying out each activity, and (4) the expected month each activity will start and end. Attach additional sheets as necessary.

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7. If you will be using this grant to hire a consultant, describe what they will do and attach their resume or statement of qualifications. Attach additional sheets as necessary.

8. Provide a detail budget breakdown, including all assurance of all matching fund resources to be utilized in this project. Attach additional sheets as necessary.

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Budget Information

Applicant's Name:

Instructions:

This budget sheet must be included in all grant requests. Please complete the budget information sheet with a total dollar figure. Enter a "0" in the space of any items not applicable to your project. Attach separate sheets with details and cost calculations for all budget items.

"Other Funds" include Federal, State, and private sources of funds that will help pay for this project.

"In-Kind Services" include the dollar value of volunteer time, and donations such as use of equipment, supplies, and materials, used to carry out this project.

DESCRIPTION	DHHL FUNDS REQUESTED	OTHER FUNDS	IN-KIND SERVICES	TOTAL
PERSONNEL				
Salary				
Fringe				
Total Personnel				
NON-PERSONNEL				
Lease/Purchase Equipment				
Supplies				
Travel				
Contract Services				
Others (List)				
TOTAL COST				

DEPARTMENT OF HAWAIIAN HOME LANDS
Community Development Program

ASSURANCE OF SERVICE TO NATIVE HAWAIIANS

Instructions: Type organization's name in the blank space below. Form must be signed by the authorizing agent of organization.

Article XII, Section 1 of the Hawaii State Constitution, created the Native Hawaiian Rehabilitation Fund (NHRF), whose funds are derived from thirty percent of receipts derived from state land used for sugarcane cultivation and water. The State Constitution further states:

> "The department shall use this money solely for the rehabilitation of native Hawaiians which shall include, but not be limited to, the educational, economic, political, social, and cultural processes by which the general welfare and conditions of native Hawaiians are thereby improved and perpetuated."

NHRF is codified in the Hawaiian Homes Commission Act of 1920, as amended, under Section 213.

It is therefore incumbent upon organizations and individuals who receive support from revenues from NHRF through grants from the Department of Hawaiian Home Lands (DHHL) to prove that the beneficiaries of any proposed service, program, or activity are native Hawaiians.

Beneficiaries of funding under an award of NHRF must trace and conclusively prove that they are at least 50% Hawaiian ancestry. DHHL must rely on documented evidence that meets eligibility requirements and reduces the possibility of error. In many cases, submitting birth certificates for the beneficiaries, the beneficiary's parents and grandparents will provide sufficient proof that the beneficiary of the services under an award from DHHL has at least 50% Hawaiian ancestry. The burden of proof rests on the awardee and beneficiary of funding.

This is to certify that, when requested, _____ will provide genealogies or other appropriate proof of at least 50% Hawaiian ancestry, for the beneficiaries of any project operating with the support of NHRF.

_____ _____
Signature Date

Name & Title

DEPARTMENT OF HAWAIIAN HOME LANDS
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ASSURANCE OF ACKNOWLEDGEMENT OF SUPPORT

Instructions: Type organization's name in the blank space below. Form must be signed by the authorizing agent of organization.

_____ hereby agrees that all publicity, publications, and other materials produced in connection with any project funding by a Department of Hawaiian Home Lands (DHHL) Community Development Grant will acknowledge the support of DHHL in a way appropriate to the medium.

_____
Signature

Name & Title

Organization Name

_____
Date

DEPARTMENT OF HAWAIIAN HOME LANDS
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ASSURANCE OF DEDICATED MATCHING FUNDS AND IN-KIND SERVICES

Instructions: Type organization's name in the blank space below. Form must be signed by the authorizing agent of organization.

_____ hereby affirms that any moneys designated as matching funds and in-kind services under the terms of a Department of Hawaiian Home Lands (DHHL) Community Development Grant will be dedicated to and will under no circumstances be assigned for any other purposes or projects.

_____
Signature

Name & Title

Organization Name

_____
Date

Grant Application Package Checklist

The following items must be included in your grant application package. These items should be assembled in the order they appear on this checklist. If you have additional materials you would like to submit, please add them at the end of your grant application package.

1. Application Cover Sheet
2. Grant proposal
3. Budget Information Sheet
4. Budget Detail (the detailed sheet you create)
5. Assurance of Service to Native Hawaiians
6. Assurance of Acknowledgement of Support
7. Assurance of Dedicated Matching Funds and In-Kind Services
8. Articles of Incorporation*
9. IRS Letter of Determination*
10. List of Board Members*
11. Board Resolution*
12. Most recent financial statement, treasurer's report, or IRS Form 990*
13. Fiscal Sponsor Agreement*
14. Additional Materials

* - Any grantee using a 501 (c)(3) fiscal sponsor must include these items for itself and the organization serving as the fiscal sponsor.