

2012 Hawaiian Home Lands Trust Grant Application

Request for Proposals

Grant Deadline: Tuesday, May 1, 2012

CONTENTS:

- Native Hawaiian Development Program
- Hawaiian Home Lands Trust Grant
- Eligibility Requirements
- Funding
- Decision-making Process
- Submitting an Application
- Grant Application Instructions
- The Application Coversheet
- The Grant Proposal
- Required Forms and Attachments
- Packaging Your Application



DEPARTMENT OF HAWAIIAN HOME LANDS
OFFICE OF THE CHAIRMAN
91-5420 KAPOLEI PARKWAY, KAPOLEI, HI 96707

www.hawaiianhomelands.org



Native Hawaiian Development Program

The purpose of the Department of Hawaiian Home Lands' (DHHL) Native Hawaiian Development Program (NHDP), as identified in Chapter 6.1 of Hawaii Administrative Rules is to improve the general welfare and conditions of native Hawaiians through educational, economic, political, social, cultural, and other programs. 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.

Hawaiian Home Lands Trust Grant

As part of the NHDP, the Hawaiian Home Lands Trust Grant is 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). The grant is available to support beneficiary organizations achieve their mission and goals, and is 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.

THIS APPLICATION KIT CONTAINS ALL THE INFORMATION AND FORMS NECESSARY TO APPLY FOR A GRANT UNDER THIS INITIATIVE.

Eligibility Requirements

The Hawaiian Home Lands Trust Grant is only available to beneficiary organizations. Beneficiary organizations applying for a grant must be a non-profit organization recognized as tax-exempt by the U.S. Internal Revenue Service. Beneficiary organizations who are recognized by the State as non-profit but whose operations do not require recognition from the U.S. Internal Revenue Service may also be eligible to receive a grant. Beneficiary organizations without a tax-exempt status are eligible for grants provided they have an agreement with a fiscal sponsor that has a tax-exempt status. Please note that beneficiary organizations applying with fiscal sponsors will have additional requirements to complete, if awarded. Grants are not awarded to individuals or for profit businesses.

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 \$500,000 for the Hawaiian Home Lands Trust Grant. There is an award limit of \$100,000 per grant application. Applicants are required to provide a 25% match. Matching must include a cash contribution of 10%.



Decision-making Process

Grant proposals are reviewed by an Evaluation Committee comprised of DHHL staff and community volunteers. The Evaluation Committee looks at the proposed project's goals, work plan, and potential benefit to the native Hawaiian community. The Evaluation Committee then makes its recommendation for funding to the Hawaiian Homes Commission for final approval.

ALL GRANT APPLICATIONS ARE REVIEWED ACCORDING TO THE FOLLOWING CRITERIA:

1. Relevance to:
 - a. The Hawaiian Home Lands Trust Strategic Goals and Objectives : 2012–2017
 - b. 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. Detailed budget breakdown and evidence of 25% matching funds provided from other sources and the project's cost-effectiveness.

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 Evaluation Committee's 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
Hawaiian Home Lands Trust Grant
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

Grant Application Instructions

The 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 on your board authorized to act on the organization's 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.

On the additional budget information sheet, you should list the position title, amount of time, and wage for each position.

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, or a letter from your fiscal sponsor with their IRS letter of determination;
- List of board members;
- Most recent audited financials (within the past two fiscal years); 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 typed and printed on 8.5 x 11 inch white paper. (Double-spaced, no smaller than 12 point font.) 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.



Application Cover Sheet

Name of Organization EIN#

Mailing Address

Contact Person Title

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 (and EIN #) _____
- 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 of Beneficiary Organization's Signature Date Name & Title

Signature of Fiscal Sponsor (if applicable) Date Name & Title



Grant Proposal

1. Describe your organization's mission, past experience and accomplishments, and your organization's capacity and capability to carry out the project. (5 points)
2. Describe the project you are requesting funds for. Be specific and detailed. (25 points)
3. Describe how your project relates to the Hawaiian Home Lands Trust Strategic Goals and Objectives, dated 2012–2017. (10 points)
(http://www.hawaiianhomelands.org/wp-content/uploads/2012/01/HHL_Strat_Plan_2012-2017.pdf)
4. 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. (10 points)
5. 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. What are the expected outcomes and intended impact on the DHHL beneficiaries? (15 points)
6. Describe how DHHL beneficiaries will be involved in this project, or describe how DHHL beneficiaries were involved in the development of the proposed project. (10 points)
7. 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. (15 points)
8. Provide a detailed budget breakdown, including all assurance of all matching fund resources to be utilized in this project. Attach additional sheets as necessary. (10 points)
9. Is this the first time your organization is applying for a DHHL grant? (5 bonus points)
10. 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. (Response required.)
11. If your organization is a past DHHL grant recipient, or received any revenue from DHHL (ie. Contracts, GO bonds, Revenue Bonds, etc.) please identify said grant/revenue received within the past ten years. (Response required.)
12. Please identify any DHHL general lease, license or revocable permit your organization currently holds. (Response required.)



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.

Please note that applicants are required to provide a 25% match.

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				



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



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 funded by grants from the Department of Hawaiian Home Lands (DHHL) will acknowledge the support of DHHL in a way appropriate to the medium.

Signature

Name & Title

Organization Name

Date



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 grant funded by the Department of Hawaiian Home Lands (DHHL) 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.