

2021 – 2022

Hawaiian Home Lands Trust Grant

## Capacity Building Grant Application

Request for Proposals number: RFP-22-HHL-001

Grant Deadline: 4:00 PM (HST), Wednesday, December 15, 2021

THIS IS NOT A POSTMARK DATE

The Department of Hawaiian Home Lands (DHHL) is not responsible for late applications due to your selected carrier. Late applications will be returned without review.

Mailed applications must be received before or on the deadline and sent to:

Department of Hawaiian Home Lands  
Capacity Building Grant (PLO)  
PO Box 1879  
Honolulu HI 96805

Hand delivered applications (includes private courier service such as Federal Express, United Parcel Service, etc.) must be received before or on the deadline at:

Department of Hawaiian Home Lands  
Capacity Building Grant (PLO)  
91-5420 Kapolei Parkway  
Kapolei HI 96707

Capacity Building Grant applications will not be accepted at any Department of Hawaiian Home Lands (DHHL) District Office nor by fax or email.

Contact:

Ms. Gigi O. Cairel, Grants Specialist

Planning Office

Department of Hawaiian Home Lands

Mail address: PO Box 1879, Honolulu, HI. 96805

Street address: 91-5420 Kapolei Parkway, Kapolei, HI 96707

Phone: 808.675.6682

Email: DHHL.Planning@hawaii.gov

## **Overview**

The Department of Hawaiian Home Lands (DHHL) announces the availability of \$100,000 Total for competitive grant funds for the Capacity Building grant program, statewide. The primary purpose of this grant program is for beneficiaries of the Hawaiian Homes Commission Act (HHCA) of 1920, as amended, to build, strengthen and enhance organizational capacity – including but not limited to leadership, community outreach, membership, nonprofit management and administration, financial management – of homestead community associations and beneficiary organizations to deliver on their mission and community vision.

Nonprofits and emerging or start up organizations whose primary mission is to serve and assist HHCA beneficiaries are eligible to apply. Partnerships and teams consisting of beneficiaries and non-beneficiaries are encouraged to apply, provided that the project is beneficiary-driven and that a majority of partners are HHCA beneficiaries. Maximum grant award per organization is \$5,000.

## **Background**

**Native Hawaiian Development Program Plan (NHDPP)** Every two years and pursuant to Hawaii Administrative Rules Chapter 6.1, DHHL prepares the NHDPP for review and approval by the Hawaiian Homes Commission (HHC). The NHDPP is also made available for public comment and beneficiary consultation. The current interim NHDPP was approved by the HHC in June 2020 for the period July 1, 2020 to June 30, 2022. The purpose of the NHDPP is to improve the general welfare and conditions of native Hawaiians through education, economic, political, social, cultural, and other programs. The NHDPP is important because it enables DHHL to implement programs and services covering Individual Development and Community Development for the beneficiaries served by the Hawaiian Home Lands Trust.

**Hawaiian Home Land Trust Grants** Pursuant to Hawaii Administrative Rules Chapter 6.1, and as part of the NHDPP, Hawaiian Home Land Trust Grants are made available to nonprofit organizations, whereby the proposed project serves and benefits HHCA beneficiaries. With this grant program, DHHL is implementing the Community Development component in the NHDPP.

HHC has approved \$1,000,000 Total for the Fiscal Year 2021-2022 DHHL Grants Program: \$100,000 is allocated for this Capacity Building grant. Grant funds for this grant program are provided from the Native Hawaiian Rehabilitation Fund (NHRF).

## **Eligibility information**

Eligible applicants are:

- Nonprofits organized as a federal 501c3 tax-exempt nonprofit organization.
- Nonprofits using a fiscal sponsor with a federal 501c3 tax exemption.

Other eligibility criteria for all applicants:

- All applicants, including fiscal sponsors, must provide proof of compliance as required by Hawaii Revised Statutes (HRS) § 103D-310. The required certificates are as follows and must be included with the applicant's grant application.
- Original Tax Clearance Certificate issued by the State of Hawaii Department of Taxation (certificate must be dated less than six (6) months before the grant application deadline)
- Certificate of Compliance issued by the State of Hawaii Department of Labor and Industrial Relations (DLIR)
- Certificate of Good Standing issued by the State of Hawaii Department of Commerce and Consumer Affairs

In lieu of the items above, the applicant may submit a consolidated Certificate of Vendor Compliance (CVC) as issued by the State Procurement Office (SPO) via the on-line system, Hawaii Compliance Express (HCE). The CVC must be dated less than six (6) months before the grant application deadline. Details regarding this on-line system may be viewed at <http://vendors.ehawaii.gov/hce/>. Applicants are encouraged to register with HCE as soon as possible. It may take up to 10 business days for a newly registered entity to obtain a compliant certificate.

Applicants and their partners/fiscal sponsors are advised to maintain compliance status in the HCE on-line system at all times during which applicant and partner/fiscal sponsor have an active DHHL grant award or a grant application under consideration by DHHL. By State law, a compliant CVC is required at time of (1) grant application, (2) grant agreement execution, and (3) at time of final grant payment.

- Applicants, including any nonprofit partners or fiscal sponsors, with delinquent DHHL grant deliverables, reports, invoices, etc. are not eligible. If such matters are resolved before the grant application deadline, a grant application may be submitted.

### **Funding Priorities**

Examples of capacity building activities that might be funded by this grant include, but are not limited to, the following.

- Board training
- Community visioning, Strategic Planning
- Membership outreach, community events
- Administrative, such as obtain US Internal Revenue Service (IRS) 501c3 tax exemption; set up bookkeeping system; fund development plan
- Capacity building within your organization and/or community, such as homeowner financial literacy, health/wellness, heavy equipment operator, farm/ranch plans.

**Deadlines, Processing Time, and Project Timeframes** (subject to change)

<b>Scheduled Date</b>	<b>Activity</b>
October 27, 2021 – 6:00 – 7:00 PM November 1, 2021 – 6:00 – 7:00 PM November 3, 2021 11:00 AM – 12:00 noon	<b>OPTIONAL:</b> Grant Informational Meeting (virtual). The same presentation will be conducted at each meeting. Go to the DHHL website for how to join the virtual meeting or by phone-in option. A recording will be available. <b><a href="http://www.dhhl.hawaii.gov">www.dhhl.hawaii.gov</a></b>
<b>Wednesday, December 15, 2021 by 4:00 PM HST</b>	<b>DEADLINE for Grant Application</b> Original must be received at DHHL Kapolei before or by 4:00 PM HST 12/15/2021. No email nor fax accepted.
December 2021	DHHL review of grant applications
January 2022	DHHL Recommendations submitted to the Hawaiian Homes Commission regularly scheduled meeting
February – March 2022	Notifications to all applicants. Contracting process with awardees. Scope, budget, timeline negotiations and any adjustments, if necessary
May – June 2022	Estimated Grant start date

**Dates subject to change**

**Decision-making Process**

Grant proposals are reviewed by a DHHL Committee and may be comprised of DHHL staff and individuals from across the state. The DHHL Committee reviews the proposed project goals, work plan scope, budget and timeline, and potential benefit to HHCA beneficiaries. DHHL then makes recommendations for funding to the HHC for final approval.

**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. Applications with any missing items will be returned without being reviewed. A checklist is provided to help you organize your proposal. See page 30.

Only the original proposal in paper copy needs to be submitted. Proposals are not accepted by fax or by email nor accepted at any DHHL District Office. It is recommended that you keep a copy of your entire proposal. Proposals must be received at DHHL Kapolei before or on the deadline to the addresses given on the top page of this application packet. Late proposals will be returned without being reviewed.

## **Grant Application Instructions**

A complete DHHL grant application consists of four (4) parts:

- (1) Application cover sheet
- (2) Proposal request including scope, budget and timeline
- (3) Required forms and attachments
- (4) Other supporting materials

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. Separate sheets may be attached as long as they follow the same format as provided in this application packet. Use the grant application checklists on page 30 to organize your application submittal. Incomplete applications will automatically be returned without review.

**(1) The Application Cover Sheet:** On the application cover sheet, provide basic contact information for your organization or fiscal sponsor (if applicable), the amount of DHHL grant funds you are requesting, and any match funds and/or in-kind donations. The application cover sheet must be signed by a board-authorized person to act on behalf of the applicant organization. For most organizations, this is the board president or executive director. If using a fiscal sponsor, a board-authorized person to act on behalf of the fiscal sponsor must also sign the application cover sheet and complete the Partner/Fiscal Sponsor contact sheet.

**(2) The Proposal Request:** The proposal request section is the main part of your proposal. See pages 13-16. This is the section that DHHL will rely on to understand your proposed project and to decide whether to recommend funding. This section should be detailed, well-organized, and easy to understand. The application forms explain what your proposal should cover.

A budget information sheet is included in this packet. See pages 17-18. You must use this form to present your budget request, include both a Project Expense Budget and Project Income Budget. This form lists the total amount of all your project expenses (i.e. personnel, travel, equipment and supplies, contract services, etc.). And, this form lists the total amount of all your anticipated project income (match funds and in-kind services, if any). In addition, you must provide a detailed narrative explanation and calculations to best describe how you arrived at each expense item.

Match funds and In-Kind Donations (Optional). For this grant program, matching funds and in-kind services are not required, but are encouraged. Additional points will be given to applicants with match funds and in-kind donations. If you plan to provide match funds and/or in-kind donations, they must be available within the same time period as the proposed project. Acceptable documentation include, but are not limited to, the following:

- Copy of a bank statement from the applicant.
- Copy of the confirmed funding commitment such as award letter, fully executed grant agreement, or copy of check from the funding source.
- Copy of signed letter on donor's letterhead verifying the type of donation, dollar value and stating the donation is for the purpose of the proposed project.

### **(3) Required Forms and Attachments:**

#### REQUIRED

- Signed “Assurance of Service to native Hawaiians.”
- Signed “Assurance of Acknowledgement of Support.”
- Board member list including board position or title, contact information, and term of office.
- Articles of Incorporation with the stamp showing they were filed with the State Department of Commerce and Consumer Affairs.
- Bylaws signed by the board secretary and indicating the date of the board meeting when the bylaws were adopted.
- Board resolution approving the submittal of this proposal and identifying the person(s) the board has authorized to sign documents on behalf of the organization. The board secretary, or other board member, must sign this resolution and provide the date the board adopted the resolution.
- Signed Certification statement that your organization has written policies and procedures pertaining to conflict of interest and nepotism. (Note: DHHL recognizes that board members of beneficiary organizations – due to their business affiliations, ties within the homestead community, and familial relations – are often called upon to take part in the implementation of community projects funded by DHHL grants. Applicants, their partners, and fiscal sponsors are advised to have written policies and procedures regarding procurement, conflict of interest and nepotism; and to keep written records that organization policies and procedures have been followed.)
- Most recent financial statement, Treasurer’s report, or IRS Form 990.
- Hawaii Compliance Express Certificate of Vendor Compliance or the three (3) individual certificates from the Department of Taxation, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.
- US Internal Revenue Service 501c3 determination letter, if applicable.
- Assurance of Dedicated Matching Funds and In-kind Services, if applicable.
- Partner or Fiscal sponsor agreement, if applicable.

If using a Fiscal Sponsor, please provide the following:

- Board member list including board position or title, contact information, and term of office.
- Board resolution approving the submittal of this proposal and identifying the person(s) the board has authorized to sign documents on behalf of the organization. The board secretary, or other board member, must sign this resolution and provide the date the board adopted the resolution.
- Signed Certification statement that your organization has written policies and procedures pertaining to conflict of interest and nepotism.
- Hawaii Compliance Express Certificate of Vendor Compliance or the three (3) individual certificates from the Department of Taxation, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

#### **(4) Other materials:**

- Teams & Partnerships Teams and partnerships are encouraged to apply. You may include with your application package a list of partners, description of partner roles, qualifications, and any prior experience working together. You must include documentation from each key partner as evidence of commitment to the proposed project.
- Support letters and other materials You may also include with your application package letters of support and any other material (e.g. previous grant reports, workshop evaluation summaries, testimonials, brochures, photos, news articles, etc.) that you think will help the DHHL understand your proposed project. Support letters and other materials may come from HHCA beneficiaries, community organizations, elected officials, government agencies, and any other stakeholders.

Note: DHHL grant reviewers can only evaluate grant applications based on the actual materials included in your application package. Reviewers are not allowed to go on the internet to view a website, electronic document storage (such as Base Camp or Drop Box) or search for other external materials. Therefore, it is highly encouraged that you submit supporting information and materials as part of your grant application package.

#### **Packaging Your Application**

Your proposal package should be printed on 8 1/2 x 11 inch white paper and use 12 point font size (minimum). All pages should be numbered, including the attachments. All pages should be printed on one side only. To secure the proposal, please use staples, paper clips or binder clips. Please do not provide any special binding, cover or tab dividers. The sections should be in the order as listed in the application checklists on page 30. Be sure to keep a copy of your entire application submittal for your records, including a copy of all attachments.

#### **Submitting Your Application**

You only need to submit one, original copy of your application package. Your application must be received before or on the deadline at the DHHL main office in Kapolei on the island of O'ahu. Applications will not be accepted at any DHHL district office nor by fax or email.

#### **Application evaluation criteria**

Applications will be evaluated using the following criteria:

##### **Building capacity – 45 points**

Applicant must demonstrate how it will increase its own capacity, capability, knowledge and/or skills through a program of training and technical assistance.

- Describe the nature of the capacity building assistance that your organization is seeking.
- How did you determine this is a capacity building area of need for your organization?

- Describe the intended results and outcomes of the capacity building. In other words, what will be different in your organization or in your community after you receive capacity building assistance?

Target population – 25 points

- Indicate how many HHCA beneficiaries will be assisted.
- Describe your organization and its current projects, programs and services to serve HHCA beneficiaries.
- In a given year, what is the average number of HHCA beneficiaries that your organization serves?
- If you are a membership-based nonprofit, how many HHCA beneficiary members do you currently have? Include page number and section in your Bylaws that describes member qualifications.

Soundness of approach – 20 points

- Is the plan for implementation (methodology) viable?
- Does the proposal have S.M.A.R.T objectives – Specific, Measurable, Achievable, Realistic, Time-bound?
- Do the Results (outputs), Benefits, and Impacts (Outcomes) relate to a clearly defined need, problem, or opportunity? How likely will the proposed strategy/approach result in the outcomes stated in the proposal?
- What has been your past performance on prior DHHL and other grants and contracts?

Sustainability – 10 points

- How is your organization and programs/services currently supported?
- Describe your sustainability plan on how the proposed project will be continued after DHHL funding ends.
- Describe your contingency plan should the project be funded for a partial amount or not funded at all.

Match funds and/or In-kind donations (optional)

\* Additional points will be given to applications with the following match:

- 5 points – 50% or more of project total
- 3 points – Between 25% and 49% of project total
- 1 point – Between 10% and 24% of project total

- Match may be any combination of cash and/or in-kind donations.
- Match will be re-verified at time of grant award.

• Examples for match calculation:

<b>Total project cost</b>	<b>DHHL Funds</b>	<b>Match</b>	<b>% of Total Project Cost</b>
\$10,000	\$5,000	\$5,000	50% (5 points)
\$ 5,000	3,750	1,250	25% (3 points)

## **Post Award Process**

For those organizations that are awarded funding, DHHL prepares a Grant Agreement in State Contract Form detailing the requirements, terms and conditions of the grant award. Those organizations that are not approved for funding are provided with a written summary of comments from DHHL.

**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Capacity Building Grant Program

Request for Proposals number: RFP-22-HHL-001

**PART 1. Application Cover Sheet**

# Department of Hawaiian Home Lands

Hawaiian Home Lands Trust Grant  
Capacity Building Grant Program  
Request for Proposals number: RFP-22-HHL-001

## Application Cover Sheet

*Print or Type*

Name of organization			
Mailing Address	<i>Town</i>	<i>Zip</i>	
Street Address	<i>Town</i>	<i>Zip</i>	
Contact Person	<i>Name</i>		<i>Title</i>
Contact information	<i>Telephone</i>	<i>Fax</i>	<i>Email</i>

Please inform DHHL, in writing, within 10 business days should the contact person change.

We are (check only one):

- A federal tax-exempt 501c3 nonprofit corporation
- Using a fiscal sponsor that is a 501(c)(3) nonprofit corporation
- Name of fiscal sponsor: \_\_\_\_\_

Federal Employer Identification Number (FEIN) \_\_\_\_\_

State of Hawaii General Excise Tax (GET) Number \_\_\_\_\_

*Please check the budget numbers below are the same as in the Budget Pages 17 – 18.*

Total Amount of DHHL funds requested	\$
Total funds from other sources (Optional)	+
Value of In-Kind Donations (Optional)	+
<b>TOTAL Project Cost</b>	<b>=</b>

Proposed project period June 2022 to \_\_\_\_\_

*(Note: Proposed Project start date should be at least six months from the grant application deadline)*

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

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print name & title*

\_\_\_\_\_  
*Fiscal Sponsor Signature (if applicable)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print name & title*



**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Capacity Building Grant Program

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**PART 2. Proposal Request**

# Department of Hawaiian Home Lands

Hawaiian Home Lands Trust Grant

## Capacity Building Grant Request

Request for Proposals number: RFP-22-HHL-001

Write your proposal by responding to the following seven (7) questions below. Attach additional sheets if needed. Responses may include and are not limited to a narrative, newsletter, annual report, photos, brochures, maps, and drawings.

### **1. Describe your organization, partners and fiscal sponsor (if any)**

For your organization, please include the following in the description

- Mission, purpose, goals.
- Brief history of the establishment, development, and accomplishments of the organization.
- Brief description of your board, including background, skills, experience they bring to the board and to the proposed project.
- Describe the membership of your organization – who are they? How many members? How do people become members? (if applicable)
- Describe your organization's network and partnerships in the community, which may help your organization deliver on its mission. Include a description of how your organization interacts, coordinates and/or collaborates with them.
- Describe your organization's experience with grants administration.

For each partner, please include the following in the description

- Name and organizational affiliation, if any.
- Mission, purpose, goals.
- Role and commitment to the proposed project.
- Qualifications, experience, expertise the partner brings to the proposed project.
- Signed Documentation from each key partner as evidence of commitment to the proposed project.

For fiscal sponsor, please include the following in the description

- Describe your organization's experience with fiscal sponsorship and grants administration.
- Mission, purpose, goals.
- Brief history of the establishment, development, and accomplishments of the organization.
- Brief description of your board, including background, skills, experience they bring to the board and to the proposed project.

## **2. Describe the project you are requesting funds for.**

Be specific and detailed and include the following information:

- Purpose and goals of the proposed project.
- Target population, include the annual average number of HHCA beneficiaries that your organization serves, including from which homestead(s).
- Describe your community outreach. How do you inform the HHCA beneficiary community that you serve?
- Your organization's past experience with this type of project – accomplishments and lessons learned.
- How will you establish a baseline by which you will measure change in the capacity of your organization, as a result of this capacity building grant?
- Methods to be used to evaluate the proposed project to demonstrate an increase in knowledge, skills and capacity of your organization to better serve HHCA beneficiaries.

## **3. Describe how your organization determined this project was needed.**

- How did your organization determine what capacity area(s) to focus on?
- Why this proposed project now, as opposed to a year from now?

## **4. Describe what you expect to achieve with this project and how your organization's capacity will change.**

Include the following:

- Your evaluation plan to determine the effectiveness of the proposed project. How will you know you achieved your project goal(s)?
- Sustainability plan. For example, if you seek Board Training, how will this be institutionalized within your organization, after DHHL grant funds are used. Another example is community newsletters. After DHHL grant funds are used, how will your organization continue the community newsletters.

## **5. Describe how HHCA beneficiaries will be involved in the planning, implementing and evaluation of the proposed project.**

## **6. Provide a detailed work plan for this project.**

Your work plan should include (1) a list of all proposed activities, (2) the expected outcome of each activity, (3) who will be responsible for carrying out each activity, and (4) the expected start and end dates for each activity.

The following is a SAMPLE table format for the work plan

Outcome	Activities	Who responsible	Start date	End Date
1. Secure Board Training	Identify a TA Provider for Board Training Negotiate scope, budget, timeline	Project manager	Month 1	Month 1
2. Board Training	Outreach to current and potential board members Participate/attend	Project manager	Month 2	Month 4
3. Board member orientation	Amend Bylaws to include a process for new board member orientation and annual refresher for current board members  Include in association annual budget, funding to attend board training (workshop registration fees and travel)		Month 4	Month 6

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

**7. Provide a detailed budget breakdown using the budget information sheet on pages 17-18.**

Include both an Expense Budget and Income Budget using the attached forms on pages 17-18. The totals for each should be the same. Also include a budget narrative to explain each budget expense item and to show the calculations of how you arrived at each budget figure. Explain how you will adjust the budget if not all anticipated funding is received. Match funds and in-kind donations are optional for this grant program. Additional points will be given for match funds and/or in-kind donations.

- If the proposed project is part of a larger project supported by other funding sources, please identify the other funding amounts and sources, provide the total planned budget, and explain the need for DHHL grant funds.

# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Budget Information

Organization Name: \_\_\_\_\_

**Instructions:**

- 1) Please complete each form for the Project Expense Budget and Project Income Budget. You may attach separate sheets, as long as the same format is used. The totals for the Expense and Income Budgets (in the right bottom corners of the expense and income sections) should be the same.
- 2) This budget information 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.
- 3) Attach separate sheets with a budget justification narrative including details and cost calculations for all budget items.
- 4) "Other Funds" include cash funds from federal, state, private and any other sources that will help pay for this proposed project.
- 5) "In-Kind" include the estimated dollar value of volunteer time and donations such as the use of equipment, supplies, and materials used to carry out this proposed project.

**Project Expense Budget**

DESCRIPTION	DHHL FUNDS REQUESTED	OTHER FUNDS	IN-KIND	TOTAL
<b>PERSONNEL (employees only)</b>				
Salary				
Fringe				
TOTAL PERSONNEL				
<b>NON-PERSONNEL</b>				
Travel				
Lease/purchase equipment				
Supplies				
Contract Services:				
Independent contractor				
Consultant				
Trainer(s)				
Other (please specify):				
Fiscal sponsor fee, if applicable				
Other (List)				

<b>TOTAL NON-PERSONNEL</b>				
<b>TOTAL EXPENSES</b>				

**Project Income Budget**

	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>	<b>Status*</b> (secured, committed, or pending)
DHHL Capacity Building grant				Pending
Applicant organization				
Other (List)				
<b>TOTAL INCOME</b>				

- Applicant will be asked to re-verify match funds and in-kind donations at time of grant award notification.
- Status – Please use the following terms to describe the status of each cash and in-kind donation:
  - **Secured** - Donation is in hand. Attach the signed and fully executed agreement (copy of check, grant agreement, contract, memorandum, etc.).
  - **Committed** - Donation is committed but not yet readily available.
  - **Pending** - Your organization has made a request (verbal, letter, written application or otherwise) and is awaiting a decision from the donor.

**Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Capacity Building Grant Program

Request for Proposals number: RFP-22-HHL-001

**PART 3. Required Forms and  
Attachments**

# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Assurance of Service to native Hawaiians

**Instructions:** Insert organization's name in the blank. Form must be signed by an authorized person of the organization.

Article XII, Section I of the Hawaii State Constitution created the Native Hawaiian Rehabilitation Fund or "NHRF," whose funds are derived from thirty (30) 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 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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# Department of Hawaiian Home Lands

## Hawaiian Home Lands Trust Grant

### Assurance of Acknowledgment of Support

**Instructions:** Insert organization's name in the blank. Form must be signed by an authorized person of the 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

# Sample Board List

## Instructions:

- Please provide a complete list of board members.
- Provide contact information for each board member.
- For each board member, please indicate if he/she is a beneficiary of the Hawaiian Homes Commission Act of 1920, as amended (HHCA).
- If your organization is registered with the State of Hawaii Department of Commerce and Consumer Affairs (DCCA), please ensure your board list with DCCA is the same as listed below.
- You may use your own format, as long as the same information is listed as shown below.

## 2021-2022 Board List

Name of organization: \_\_\_\_\_  
\_\_\_\_\_ Check here if you are serving as the Fiscal Sponsor

For each board member, please provide the following information:

Name:

Board Position / Title:

Term start and end dates: \_\_\_\_\_ month/year to \_\_\_\_\_ month/year

Address:

Phone:

Email:

\_\_\_\_\_ Please check here if this board member is a HHCA beneficiary.

Name:

Board Position / Title:

Term start and end dates: \_\_\_\_\_ month/year to \_\_\_\_\_ month/year

Address:

Phone:

Email:

\_\_\_\_\_ Please check here if this board member is a HHCA beneficiary.

Name:

Board Position / Title:

Term start and end dates: \_\_\_\_\_ month/year to \_\_\_\_\_ month/year

Address:

Phone:

Email:

\_\_\_\_\_ Please check here if this board member is a HHCA beneficiary.

**ADD more sheets if necessary**

**Insert:**

**Articles of Incorporation**

**and**

**Bylaws**

# SAMPLE Board Resolution

All grant applications must include a statement by your board of directors that names the person who is authorized to sign documents and enter into contracts on behalf of your organization. The following is a sample of the language and format to use for this statement. This statement must be written on your organization's letterhead and signed by the secretary of your board. This statement cannot be signed by the same person who is being given the authorization to sign the documents on your organization's behalf.

## Print on Letterhead

(must include mailing address and telephone number)

Board Resolution No. \_\_\_\_\_

The Board of Directors of \_\_\_\_\_ (organization) resolved on \_\_\_\_\_ (board meeting date when this resolution was passed), at a duly held meeting of the Board, that \_\_\_\_\_ (name of person(s) being given authorization), who is \_\_\_\_\_ (Board position held by the person who is authorized to sign documents) is authorized to sign documents on behalf of \_\_\_\_\_ (organization);

And, be it resolved that the Board of Directors approves the submittal of this grant application to the Department of Hawaiian Home Lands Capacity Building Grant.

This resolution is certified to be true by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Board Secretary

**SAMPLE**  
**Certification Statement**

Print on Letterhead

(must include mailing address and telephone number)

\_\_\_\_\_ Date

c/o Department of Hawaiian Home Lands  
Capacity Building Grant Program (PLO)  
PO Box 1879  
Honolulu HI 96805

This letter serves as certification that our organization has and follows written policies and procedures pertaining to nepotism and conflict of interest. On an annual basis, our board reviews these policies and files a written disclosure of any real or perceived conflict of interest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title

**Insert:**

- **Most Recent Financials: Organization Financial Statement, Treasurer's Report, or US Internal Revenue Service Form 990**
- **Certificate of Vendor Compliance (CVC) from Hawaii Compliance Express**
- **US Internal Revenue Service 501c3 determination letter, if applicable**

# Department of Hawaiian Home Lands

Hawaiian Home Lands Trust Grant

## Assurance of Dedicated Matching Funds and In-Kind Services (if applicable)

**Instructions:** Insert organization's name in the blank. Form must be signed by an authorized person of the organization.

\_\_\_\_\_ hereby affirms that any monies designated as matching funds and in-kind services under the terms of a Department of Hawaiian Home Lands' grant will be dedicated to and will under no circumstances be assigned for any other purposes or projects.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**SAMPLE**  
**Fiscal Sponsor Agreement** (if applicable)

Print on Letterhead  
(must include mailing address and telephone number)

\_\_\_\_\_ Date

c/o Department of Hawaiian Home Lands  
Capacity Building Grant (PLO)  
PO Box 1879  
Honolulu HI 96805

RE: \_\_\_\_\_ Name of sponsored nonprofit  
\_\_\_\_\_ Project title

Please be advised that the "Sponsoring Organization" named below, a federal 501(c)(3) tax exempt public charity, has agreed to act as Fiscal Sponsor for the "Sponsored Nonprofit" named above to facilitate that organization's activities and particularly its solicitation of support from the Department of Hawaiian Home Lands (DHHL) Capacity Building Grant for the project referenced above.

We understand the requirements of a "Fiscal Sponsor" for purposes of applying for a grant from DHHL include:

1. The sponsored organization's project is compatible or consistent with our organization's mission and purpose.
2. We, as fiscal sponsor, have formally adopted the above referenced project. We have:
  - a. Reviewed the proposed project
  - b. Passed a board resolution of the adoption of the project
  - c. Accepted responsibility to document the status and progress of the project
3. We, as fiscal sponsor, are responsible for monitoring and controlling the expenditure of grant funds in keeping with the purpose of the grant.
4. We, as fiscal sponsor, are responsible for complying with the terms of the grant.

Our Board of Directors has formally approved a resolution agreeing to be "Fiscal Sponsor" for the "Sponsored Nonprofit" organization, and has authorized the execution of this letter. A copy of that resolution, certified by our Board Secretary, is attached.

\_\_\_\_\_  
Name of Sponsoring Organization

By:

\_\_\_\_\_  
Signature of "Sponsoring Organization"

\_\_\_\_\_  
Title

cc: Board President of "Sponsored Nonprofit"

## **Department of Hawaiian Home Lands**

Hawaiian Home Lands Trust Grant

Capacity Building Grant

Request for Proposals number: RFP-22-HHL-001

# **PART 4. Other Materials**

**Insert any other supporting materials**

## 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.

### Checklist for applicant

√	Item	Page number reference
	<b>PART 1. Application Cover Sheet</b>	
	Application Cover Sheet – Form	Pages 5, 10-12
	<b>PART 2. Proposal Request</b>	
	Proposal Request – Narrative you have written	Pages 5, 13-16
	Budget Information Sheet – Form	Pages 5, 17-18
	Budget Detail – Narrative and calculations you have written	Page 5, 17-18
	<b>PART 3. Required Forms and Attachments</b>	
	Signed “Assurance of Service to native Hawaiians”	Pages 6 & 20
	Signed “Assurance of Acknowledgement of Support”	Pages 6 & 21
	Board member list	Pages 6 & 22
	Articles of Incorporation	Pages 6 & 23
	Bylaws	Pages 6 & 23
	Board Resolution	Pages 6 & 24
	Signed Certification Statement regarding conflict of interest & nepotism	Pages 6 & 25
	Most recent financial statement	Pages 6 & 26
	Certificate of Vendor Compliance from Hawaii Compliance Express	Pages 6 & 26
	US Internal Revenue Service 501c3 determination letter, if applicable	Pages 6 & 26
	Assurance of Dedicated Matching Funds & In-Kind Services, if applicable	Pages 6 & 27
	Fiscal Sponsor agreement, if applicable	Pages 6 & 28
	<b>PART 4. Other Materials</b>	
	Team and Partner commitment letters or description	Pages 7 & 29
	General letters of support	Pages 7 & 29
	Previous grant reports, workshop evaluation summaries, brochures, news articles, press releases, photos, etc.	Pages 7 & 29

### Checklist for nonprofit partner or fiscal sponsor

√	Item	Page number reference
	Board member list	Pages 6 & 22
	Board resolution	Pages 6 & 24
	Signed Certification Statement regarding conflict of interest & nepotism	Pages 6 & 25
	Certificate of Vendor Compliance from Hawaii Compliance Express	Pages 6 & 26