Atherton Family Foundation
Grant Application Guidelines
2027

Priorities
The Foundation makes grants for programs that benefit the people of Hawai‘i. The Foundation currently funds in the following areas: arts, culture, and humanities; community development; education; environment; health; human services; spiritual development; and youth development.

The Foundation believes that addressing major community issues cannot be done by one organization alone. The Foundation supports organizations working collaboratively to address systems change.

Eligibility and Restrictions
- Applicants must be a 501(c)(3) public charity. Organizations that are not a 501(c)(3) public charity must apply with a fiscal sponsor that is a 501(c)(3) public charity. Public charities that are further classified as a 509(a)(3) supporting organization are eligible to apply except for Type III non-functionally integrated supporting organizations.

- If an organization applies through a fiscal sponsor, the fiscal sponsor must agree that the purpose of the grant is charitable, to monitor the grant program, control the expenditure of grant funds, and ensure compliance with the terms and conditions of the grant.

- **Program requests** for all areas will ONLY be accepted at the January, April, and October deadlines for consideration. The Foundation does not limit the amount that can be requested for program requests. The Foundation’s average program grant award is ~$14,500.

- **Capital requests** will ONLY be accepted at the July deadline for consideration by the board at their September meeting. Capital requests are for tangible assets that are depreciated, for example equipment, vehicles, buildings, etc. Please see the addendum for large capital requests for more detailed information on requirements. The Foundation’s average capital grant award is ~$37,800.

- When considering requests for technology support, preference will be given to technology proposals that will result in a significant change that improves the non-profit organization’s operations and/or programs. Grants for website development or the on-going costs for website, software, and hardware replacement and/or upgrades will generally not be funded.

- The Foundation does not accept requests from the Hawai‘i State Department of Education schools or public charter schools.

- The Foundation does not accept requests from the University of Hawai‘i.

- The Foundation does not fund conferences, festivals, and similar one-time events; activities that have already occurred; lobbying; loans; funds for re-granting and grants to individuals or for the benefit of identified individuals (except scholarships through the Juliette M. Atherton Scholarship and the Community Scholarship Fund of the Hawai‘i Community Foundation).

- The Foundation generally does not fund endowments or operating support.

- The Foundation does not serve as the sole funder of any organization and generally does not serve as the sole funder for any program.

- The Foundation will award no more than one grant to an organization at a time and no more than one grant in any calendar year. A grantee serving as the fiscal sponsor for another organization may receive a second grant for its own program. **All previous grants must be completed with the**

submission of a final report through the Grants Portal before an organization is eligible to apply for a new grant.

- The term of a grant is usually one year. In the case of a multi-year pledge, payments are released in twelve-month intervals, and each payment is contingent on receipt of a satisfactory progress report.

- The Foundation generally does not fund a program or organization for more than three consecutive calendar years.

- The Foundation does not accept incomplete applications or applications from organizations with overdue final reports.

- Grantees may not use the Foundation's Directors' names and logo on donor recognition plaques or similar items without the Foundation's prior approval.

Application Procedures

Online Submission: Applications must be submitted online through Hawai'i Community Foundation's **Grants Portal** available here: https://hawaiicf.smartsimple.com/s_Login.jsp. New users must register for an account. Registered users may login to their account to submit an application. Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements.

Instructions

- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
- The online application accepts diacritical markings in written ʻŌlelo Hawai'i (Hawaiian language).

Instructions for Sponsored Organizations with a Fiscal Sponsor

- The sponsored organization, that is not a 501(c)(3) public charity, must submit the application.
- Sponsored organizations that do not have an account, should register, and select "Other Organization". Complete and submit the Organization Profile (see more information below).
- The fiscal sponsor, that is a 501(c)(3) public charity, must also have an account. Fiscal sponsor organizations that do not have an account, should register, and select "501(c)(3) Charity". Complete and submit the Organization Profile, including the required financial documents.
- In the application "Program Overview" section, the applicant (sponsored organization) must select yes to the question *Do you have a fiscal sponsor?* Then select your fiscal sponsor from the list. If you cannot find your fiscal sponsor, please ask the fiscal sponsor organization to register in the system.
- In the application "Supporting Documents & Certification" section, the applicant (sponsored organization) must upload the completed Resolution and Agreement forms. See page 4 for more information. Please upload only the required forms.
- Fiscal sponsors are required to certify the application before it can be submitted by the applicant (sponsored organization). To do so, the applicant (sponsored organization) must invite the fiscal sponsor to collaborate on the draft application. Please reference this **video** and the **External User Guide** on how to invite collaborators. The fiscal sponsor as a collaborator can then check the Fiscal Sponsor certification box under Supporting Documents & Certification.

Organization Profile

As part of the online application, your organization profile must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization profile includes, but is not limited to the following:

- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying with a fiscal sponsor)
- Number of full-time staff, part-time staff, regular volunteers
- Organization mission
- Service location(s)
- Types of services provided – including age, gender, and target populations served
- Financials – including income statement (or profit/loss statement) and balance sheet for the most recently completed fiscal year, and annual operating budget for the current year including projected income and expenses. Audited financial statements are preferred but not required. Local units of national organizations must submit local unit financial information. **Your organization's updated financial documents must be submitted in the Organization Profile prior to submitting the application. If the financial documents are not up to date, the application will be administratively denied.**
- Current fiscal year Board of Directors list

Eligibility Questionnaire

Applicants must complete a brief "Atherton Family Foundation Grant Application Eligibility Questionnaire" to assess alignment to the Foundation's Grant Application Guidelines. Eligible applicants may then proceed to the application stage.

Application

The application consists of 4 sections. Information needed to complete your application includes the following:

1. Program Overview

- Provide general information and characteristics about the program including program title, duration, area of interest, program location(s), and ages and genders served.
- Sponsored organizations must identify the fiscal sponsor. Please note, your fiscal sponsor must be registered in the Grants Portal and certify the application prior to submitting your application.

2. Program Information

Note: Website links and supplemental materials are not accepted due to the volume of applications received. Include any quotes or information for the Board to consider within the narrative responses.

Organization: Describe the history and mission of the organization/program. What is the organization's experience implementing this program and staff capabilities to conduct the proposed work? (*Maximum 2,500 character count with spaces)*

Problem or Opportunity: Describe the problem or opportunity to be addressed by the program and include relevant data and/or information. Describe the population that will benefit from the program, including an estimate of size or numbers. For capital requests, describe the need for the asset(s) or capital improvement for the organization and the population that will benefit. *(Maximum 3,000 character count with spaces)*

Program Activities: Describe the activities that will be completed to address the problem/opportunity including where the activities will take place. Explain why you chose this approach. Provide a program timeline. If this is an ongoing program, provide past results and achievements. For capital requests, provide the timeline and key activities for the capital project. *(Maximum 4,500 character count with spaces)*

Networks and Partnerships: Explain how the organization partners or collaborates with other organizations to achieve its mission. If this program is a partnership, describe each partner's role. *(Maximum 2,000 character count with spaces)*

Expected Results:

- **How much will you do?** Once the activities are complete, what are the expected outputs of the program? (ex. # of people served, # of tickets sold, # of acres cleared of debris, etc.)
- **What difference will you make?** What are the anticipated results of the program like changes in behavior, attitudes, conditions, knowledge, or skills? (ex. 80% of participants (16/20) increase knowledge)
- **How will you know?** What will you use to measure results? (ex. surveys, pre/post tests, observation, etc.)

For capital requests, explain the expected impact of the capital project on the organization and your ability to deliver your program(s) and meet community need.
(Maximum 4,000 character count with spaces)

Funding Plan: Explain the program budget, including adjustments to be made if not all anticipated funding is received. Describe the plan, if any, to continue funding the program after the grant period ends. *(Maximum 2,000 character count with spaces)*

Addendum for Large Capital Requests
Organizations requesting support for a major capital program, with a total capital program budget over $500,000, must have raised a minimum of 60% of the program budget before submitting the application. The maximum grant for major capital programs will be $200,000, normally paid out over three years. Please include the following information in the Program Overview section if you are submitting a major capital request:

Capital Campaign: Describe how the capital campaign is being conducted and the experience of board members and staff with capital campaigns. Identify how much funding has been secured as of the date of the proposal. The Foundation is rarely a lead funder. *(Maximum 3,000 character count with spaces)*

Construction: Describe the form of site control, including relevant terms of long-term leases or purchase agreements if not under ownership. Describe the status and timeline for design and engineering work and the status of required permits. Provide the source for cost estimates. Describe who will manage the design and construction phases and their experience in this work. *(Maximum 2,500 character with spaces)*

3. Budget

Provide your total program budget, total amount requested through this application, and upload a copy of your program budget showing:

- Anticipated expenses (expenses for which the Atherton grant will be used and overall expenses)
- Anticipated income (amount, source, and whether secured, pending, or in-kind)
- For major capital requests, indicate how much of the program budget has been raised so far.

Applicants are **strongly** recommended to use the Atherton Family Foundation Budget templates, for either the Program grant rounds (deadlines in January, April, and October) or Capital grant round (deadline in July) available in the Grant Portal's Resources section and on the Foundation's website.

4. Supporting Documents & Certification

Programs with fiscal sponsors must upload the following:

- Resolution by fiscal sponsor's board of directors authorizing fiscal sponsorship
- Fiscal sponsor's agreement form

Both forms can be found in the Grant Portal's Resources section in the Fiscal Sponsor Documents folder. Fiscal sponsors must also certify the application before submission.

Attachments should be uploaded as PDFs for the program budget and fiscal sponsor documents (if applicable). Additional attachments like letters of support, strategic plans, etc., are not accepted.

Deadlines

Applications submitted by:	… will be considered at the Board of Directors meeting in:	Eligible Applications (denoted with a X)	
		Program	Capital
January 4, 2027	March	X	
April 1, 2027	June	X	
July 1, 2027	September		X
October 1, 2027	December	X	

Completed applications must be submitted by 4:00pm (HST) on the deadlines indicated above. The application automatically closes in the Grants Portal on these dates/times.

Contact Information

If you have questions about the guidelines or the application process, please contact Elizabeth Lentz-Hill at elentzhill@hcf-hawaii.org or (808)566-5543.

For technical assistance with the online application process, please submit a support ticket at http://hawaiicommunityfoundation.org/ticket.

The Atherton Family Foundation is committed to integrity, transparency, and responsible stewardship of resources. The Foundation may use artificial intelligence and other technology tools in support of our work. The use of such technologies is subject to appropriate human oversight and is guided by the Foundation's commitment to ethical practices, privacy, security, accuracy, transparency, and accountability.