Atherton Family Foundation
Grant Application Guidelines
2023

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 have 501(c)(3) public charity status or must apply with a fiscal sponsor with 501(c)(3) public charity status. The Foundation does not make grants to organizations classified under 509(a)(3) of the Internal Revenue Code.

- 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 in 2022 was ~$19,000.

- **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.

- 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 technology related items/programs require a 1:1 match from the organization. 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 for more than three consecutive 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 'Ōlelo 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.
- 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.

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. Audited financial statements are preferred but not required. Local units of national organizations must submit local unit financial information.
- Board of Directors list

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 prior to submitting your application.

2. Program Information
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. Describe the population that will benefit from the program, including an estimate of size or numbers. *(Maximum 3,000 character count with spaces)*

Program Activities: Describe the activities that will be completed to address the problem/opportunity. Explain why you chose this approach. Provide a program timeline. If this is an ongoing program provide past results and achievements. *(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.)

(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 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, <u>total amount</u> requested through this application, and upload a copy of your program budget showing:
- Anticipated income (source, amount, restrictions, and whether secured or pending)
- Anticipated expenses (overall expenses, and <u>expenses for which Atherton grant will be used</u>)
- For major capital requests, indicate how much of the program budget has been raised so far.

A program budget template is available in the Grant Portal's Resources section. You are not required to use this template.

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.

<u>Attachments should be uploaded as PDFs for the program budget and fiscal sponsor documents (if applicable).</u>

Deadlines

Applications submitted by:	… will be considered at the Board of Directors meeting in:	Eligible Applications (denoted with a X)	
		Program	Capital
January 6, 2023	March	X	
April 3, 2023	June	X	
July 3, 2023	September		X
October 2, 2023	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 Elise von Dohlen at evondohlen@hcf-hawaii.org or (808)566-5585.

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