Atherton Family Foundation
Grant Application Guidelines
2020

Priorities

The Foundation makes grants for projects 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) status or must apply through a fiscal sponsor with 501(c)(3) 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 project, control the expenditure of grant funds, and ensure compliance with the terms and conditions of the grant.

- 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).

- 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 projects 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.

- Program requests for all areas will ONLY be accepted at the January, April, and October deadlines for consideration. At the July deadline, the Foundation will accept program requests ONLY in the area of human services for programs addressing the impact of the COVID-19 pandemic on Hawai`i's people including food security, mental health, and other social services for vulnerable populations.

- 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 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 project.

- 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 project. All previous grants must be completed with the submission of a final report 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 project 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: This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to https://nexus.hawaiicommunityfoundation.org/nonprofit to request an account or, if you already have an account, to access the online application.

Note: If you are requesting an account for the first time, it may take two to three days for you to receive the account information. It's highly recommended you request your account early to give yourself adequate time to complete the application by the submission deadline.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

The online application will request the following:

Proposal narrative

Organization: Describe the organization, including mission and history, year established, geographic reach, staff size, and staff capabilities to conduct the proposed work. (*Maximum 1,500 character count with spaces)*

Problem or Opportunity: Describe the problem or opportunity to be addressed by the project. Describe the population that will benefit from the project, including an estimate of size or numbers. *(Maximum 3,000 character count with spaces)*

Project Activities: Describe the activities that will be completed to address the problem/opportunity. Explain why you chose this approach. Provide a project timeline. If this is an ongoing project provide past results and achievements. How does the program address the impact of the COVID-19 pandemic and/or how has the program been adjusted as a result of COVID-19? *(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 project 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 project? (ex. # of people served, # of tickets sold, # of acres cleared of debris, etc.) *(Maximum 1,500 character count with spaces)*
- **What difference will you make?** What are the anticipated results of the project like changes in behavior, attitudes, conditions, knowledge, or skills? (ex. 80% of participants (16/20) increase knowledge) *(Maximum 1,500 character count with spaces)*
- **How will you know?** What will you use to measure results? (ex. surveys, pre/post tests, observation, etc.) *(Maximum 1,000 character count with spaces)*

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

Addendum for Large Capital Requests
Requests for funds to support a large capital project may be submitted **ONLY** at the July grant application deadline. Organizations requesting support for a major capital project must have raised a minimum of 60% of the project budget before submitting the application. The maximum grant for major capital projects 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 2,500 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)*

Additional required documents
- Board of directors list
- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Project budget showing:
  - Anticipated income (source, amount, restrictions, and whether secured or pending)
  - Anticipated expenses (overall expenses, and underlined expenses for which Atherton grant will be used)
  - For major capital requests, indicate how much of the project budget has been raised so far.
- Organization's income statement (or profit/loss statement) for the most recently completed fiscal year (*Audited financial statements are preferred but not required*)
- Organization's balance sheet for the most recently completed fiscal year
- Organization's annual operating budget for the current year
  Local units of national organizations must submit local unit financial information.

Fiscal sponsors
- Resolution by fiscal sponsor's board of directors authorizing fiscal sponsorship
- Fiscal sponsor's agreement form (*see online application to download both forms)*
- Fiscal sponsor's board of directors list
- Fiscal sponsor's IRS 501(c)(3) determination letter
- Fiscal sponsor's income statement (or profit/loss statement) for the most recently completed fiscal year (*Audited financial statements are preferred but not required*)
- Fiscal sponsor's balance sheet for the most recently completed fiscal year
- Fiscal sponsor's annual operating budget for the current year
  Local units of national organizations must submit local unit financial information.

Deadlines

Applications submitted by:	… will be considered at the Board of Directors meeting in:	Eligible Applications (denoted with a X)	
		Program	Capital
January 2, 2020	March	X	
April 1, 2020	June	X	
July 1, 2020	September	X*	X
October 1, 2020	December	X	

Completed applications must be submitted by 5:00pm (HST) on the deadlines indicated above.

*Restricted to program requests in the area of human services. See page one for more information.

If you have questions about the guidelines or the application process, please contact Elise von Dohlen at evondohlen@hcf-hawaii.org or call (808)566-5585, toll free from neighbor islands (888)731-3863 ext. 585.