

# Atherton Family Foundation

## Grant Application Guidelines

### 2019

#### 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 make grants to the Hawaii State Department of Education schools or public charter schools.
- The Foundation does not make grants to 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 will ONLY be accepted at the January, April, and October deadlines for consideration.
- Capital requests **over \$25,000** will ONLY be accepted at the July deadline for consideration by the board at their September meeting. Capital requests of **\$25,000 or less** will be accepted at all deadlines. 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 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 single spaced)*

**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 single spaced)*

**Project Overview:** Provide a general overview of the project. Explain why you chose this approach to address the problem or opportunity. Provide a project timeline. If this is an ongoing project provide past results and achievements. *(Maximum 4,500 character count single spaced)*

**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 single spaced)*

**Activities and Expected Results:** Complete the Project Matrix form and upload as an attachment (see online application to download form). Describe the activities to be performed, project outputs, anticipated results, and measurement of results.

**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 single spaced)*

### **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 single spaced)*

**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 count single spaced)*

### **Additional required documents**

- Project Matrix (see online application to download form)
- 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 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 - \$25,000 or less	Capital – over \$25,000
January 2, 2019	March	X	X	
April 1, 2019	June	X	X	
July 1, 2019	September		X	X
October 1, 2019	December	X	X	

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

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