



Date: \_\_\_\_\_

## FUNDING REQUEST COVER SHEET

### Organization Information

(Must be a Hawaii-Based 501(C)(3) tax-exempt organization)

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

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax# \_\_\_\_\_

Website: \_\_\_\_\_

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### Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

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### Project Information

Project Title: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Duration/Term: \_\_\_\_\_

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### Required Documentation

By signing below you verify that all documents listed below are complete and enclosed.

- Internal Revenue Service notification of tax-exempt status (unless previously submitted)
- Certificate of Vendor Compliance (dated within 6 months prior to date of submission)
- Certificate of Good Standing (dated within 6 months prior to date of submission)
- Organization's Articles of Incorporation (unless previously submitted)
- Organization's Bylaws (unless previously submitted)
- List and bios of leadership team and any key staff relevant to the program/project(s) supported by this grant
- Current list of Board of Directors, including their professional or business affiliation
- Proposal Budget (to include Organizational budget if request is for flexible funding and not specific to a program)
- Most recent audited annual financial statement (if not available, an explanation of why, and CPA reviewed/certified year-end financial statements submitted in its place)
- Two letters of support from non-organizational affiliated individuals or entities (no letters should come from staff, Board members, or paid vendors unless those vendors are sub-contracted non-profit partner organizations), supporting the program/project and the organization.

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### Two Signatures Required

\_\_\_\_\_  
President, Board of Directors (Chief Volunteer)

\_\_\_\_\_  
Executive Director (Chief Compensated Staff)

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Name and Title