



Grant Application Procedure

“The mission of the H.T. Hayashi Foundation is to support our Hawaii community by investing in arts and culture, human development, environmental conservation, and economic security with a particular focus on programs serving women, children, and the elderly.”

Eligibility Requirements & Restrictions:

- Applicant must be a qualified Hawaii-based tax-exempt 501(C)(3) organization.
- Generally, only one request per organization will be considered in each calendar year.
- The Foundation does not fund loans, endowments, lobbying, festivals, and similar one-time events; it does not purchase advertising, attendance at, or sponsorship of commercial events; it does not provide scholarships.

Application Procedures:

- Complete the grant application cover sheet (See Attachment A).
- Attach proposal narrative (per guidelines in these procedural instructions) and all other required documents listed below.
- If applying via email (the preferred application method), please send a pdf of the application package to jharada@hthayashifoundation.org. If the file size is too large, please send via dropbox to jharada@hthayashifoundation.org.
- For hard copies being mailed in:
 - Use single-side white 8-1/2 inch paper.
 - No binding or staples; clips are acceptable.
 - No additional copies are required.
 - No cover letters, business cards, videos, CDs.
 - Application materials will not be returned.
 - Mail application package to:

H. T. Hayashi Foundation
Attn: Jan Harada, Executive Director
1668 South King Street, Suite 200
Honolulu, HI 96826

- Due to building security reasons, in-person applications WILL NOT be accepted.

Application Deadlines for July 1, 2020 – June 30, 2021 (no extensions will be granted):

- August 13, 2020
- January 14, 2021
- April 22, 2021

Proposal Guidelines:

The proposal should be no more than five pages long (exceptions to length will be made with prior approval from the Foundation's Executive Director) and must include:

- Statement of the mission and a brief history of the organization
- A summary of the need for the proposed program/project. If applying for the organizations as a whole, an overview of the need(s) the organization fills in community.
- Description of project details
 - Activities/process (including timeline)
 - Single and multi-year funding will be considered
 - Target population
 - Staffing – statement as to qualifications of the individual(s) responsible for carrying out the project
 - Program and agency infrastructure that will support the proposed efforts
 - Intended outputs (quantitative measures such as #'s served, #'s participated, etc.) and outcomes (impact measurements/reporting). Include methods to be used to track/gather these results.
- Include the reason why the Foundation was considered an appropriate donor.
- The total cost of the project, amount requested, and other sources of funding (attached a separate proposal budget). Include budget justification/narrative for those costs included in what is being requested of the Foundation.
 - Flexible funding within a project/program or for an organization will be considered.
- If the request supports a school, the organization must indicate the approximate number of students that will be involved or benefiting from the program. Include also a list of the school's faculty who have either committed or are interested in the program.

In addition, submit a copy of the following (not to be included in the page limitation):

- Internal Revenue Service notification of tax-exempt status
- Certificate of Vendor Compliance
- Organization's Articles of Incorporation
- Organization's Bylaws
- Current list and bios of the organization's leadership team and any key staff relevant to the program/project(s) supported by this grant
- A current list of Board of Directors, including their professional or business affiliation
- Proposal budget
- The organization's most recent audited annual financial statement (if an audit is not available, with pre-approval from the Foundation's Executive Director, a CPA reviewed year-end financial statement may be sufficient).
- 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.

Applicants will be notified in writing of the action taken on their requests.

Reporting Deadlines and Process

Grant reporting deadlines will be established at the time of awarding, as it will depend on if the award is a single year or multi-year. All reports will be required to include:

- A summary of the progress and outcome of the project, including reporting on all proposed outcomes/outputs, identifying successes, and addressing challenges encountered including lessons learned and strategies to address those challenges; and
- A fiscal accounting of the grant or project (if flexible project or organizational funding is awarded) expenditures.

Contact Information:

H.T. Hayashi Foundation

Attn: Jan Harada, Executive Director

1668 South King Street, Suite 200

Honolulu, HI 96826

Phone: (808) 380-2640

Email: jharada@hthayashifoundation.org