

# 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](mailto:jharada@hthayashifoundation.org). If the file size is too large, please send via dropbox to [jharada@hthayashifoundation.org](mailto: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

Please note: 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

(808) 380-2640

[jharada@hthayashifoundation.org](mailto:jharada@hthayashifoundation.org)