

FUNDING REQUEST COVER SHEET

● ORGANIZATION INFORMATION

(Must be a Hawaii-Based 501(c)(3) tax-exempt organization or be a 501(c)(3) on the Continent with a physical presence and operations in Hawaii) –Fiscal sponsorships will be considered

Name of Organization: _____

Address: _____

Phone Number: _____ Fax: _____

Website: _____

● CONTACT INFORMATION

Name: _____ Title: _____

Address: _____

Phone Number: _____ Email: _____

● PROJECT INFORMATION

Project Title: _____

Amount Requested: _____ Duration/Term: _____

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)
- 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.

● TWO SIGNATURES REQUIRED

President, Board of Directors (Chief Volunteer)

Executive Director (Chief Compensated Staff)

Name and Title

Name and Title