



# Hawaii Life Charitable Fund of Hawaii Community Foundation

## Grant Application

**Priorities:** The Hawaii Life Charitable Fund makes grants to programs that work to preserve Hawaii's beauty and culture by supporting it's people. Each year a theme is chosen by Hawaii Life agents and grants are awarded to organizations whose charitable purposes fall within the theme. For the 2017 calendar year the theme of "A Hale for All" was selected. Thus, the 2017 grants of \$1000 shall be awarded to those organizations that support housing initiatives and reducing homelessness in Hawaii. The HLCF may make grants in other areas of interest but unsolicited proposals outside it's priority interest will not be considered.

### Eligibility and Restrictions

- Applicants must have 501(c)(3) status and be in good standing.
- Organizations that HLCF supports will focus on local, grassroots organizations based in the state of Hawaii.
- The HLCF will award no more than one grant to an organization at a time and no more than one grant in any calendar year. 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 the grant is one year.
- The HLCF does not accept incomplete applications or applications from organizations with overdue final reports.
- Hawaii Life Charitable Fund is a donor advised fund of Hawaii Community Foundation. All grant recommendations are advisory in nature and not binding on the Foundation.

### Application Process

- Submit a cover letter with the following information
  - Name of Organization
  - Point of Contact
  - Phone
  - Email

### Complete a proposal narrative outlining the following items

- Tell us a little about your organization. Describe its mission and history, year established, and staff size. (Maximum 1,500 characters)
- Describe the issue or opportunity to be addressed by the HLCF grant. (Maximum 3,000 characters)
- Describe how funds are to be utilized within your organization, i.e. products, services, etc. and a





timeline. (Maximum 4,500 characters)

- Explain how participants or the community benefits. (Maximum 2,500 characters)

**Additional Required Documents:**

- Board of Directors list
  - IRS 501(c)(3) determination letter
  - Organizations annual operating budget for the current year
  - Organization's balance sheet for the most recently completed fiscal year
  - Organization's income statement (or profit/loss statement) for the most recently completed fiscal year.
- Audited financial statements are preferred by not required.

**Application Deadlines:**

<b>Applications submitted by:</b>	<b>Will be considered at the Board of Directors meeting in:</b>
June 30, 2017	July 2017
November 1, 2017	December 2017

All completed grant applications are to be sent to [give@HawaiiLife.com](mailto:give@HawaiiLife.com). Any questions may also be directed to this address as well. Mahalo for making our community a better place!