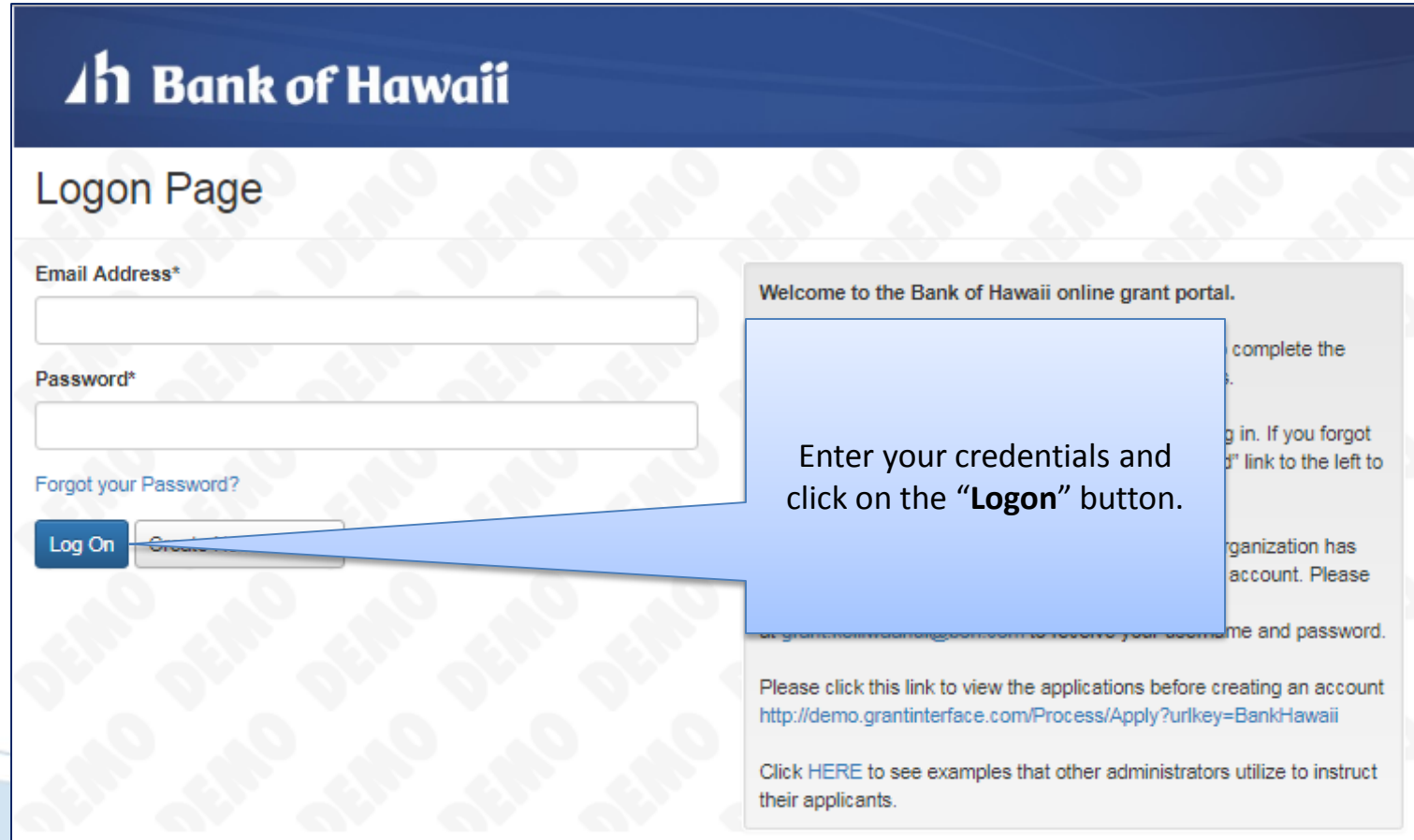


# Foundant Online Grants System Tutorial

Applying for a Grant

# Applying for a Grant



The screenshot shows the Bank of Hawaii online grant portal login page. At the top, the Bank of Hawaii logo and name are displayed. Below this is the title "Logon Page". The login form includes fields for "Email Address\*" and "Password\*", a "Forgot your Password?" link, and a "Log On" button. A callout box with a blue background and white text points to the "Log On" button, containing the instruction: "Enter your credentials and click on the 'Logon' button." The background of the page is a light blue gradient with a repeating "DEMO" watermark.

**h Bank of Hawaii**

## Logon Page

Email Address\*

Password\*

[Forgot your Password?](#)

**Log On**

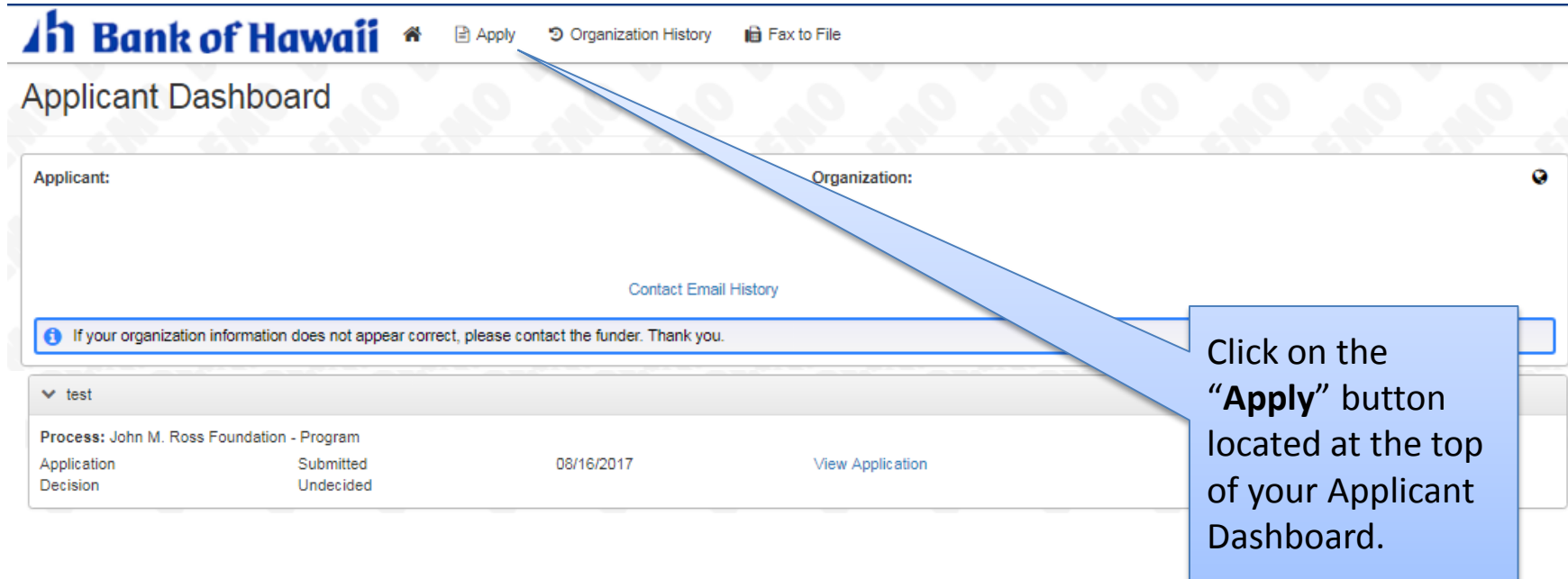
Welcome to the Bank of Hawaii online grant portal.

complete the  
g in. If you forgot  
" link to the left to  
organization has  
account. Please  
me and password.

Please click this link to view the applications before creating an account  
<http://demo.grantinterface.com/Process/Apply?urlkey=BankHawaii>

Click [HERE](#) to see examples that other administrators utilize to instruct their applicants.

# Applying for a Grant



The screenshot shows the Bank of Hawaii Applicant Dashboard. At the top, there is a navigation bar with the Bank of Hawaii logo and several menu items: a home icon, an 'Apply' button, 'Organization History', and 'Fax to File'. Below the navigation bar, the page title 'Applicant Dashboard' is displayed. The main content area is divided into two sections: 'Applicant:' and 'Organization:'. Below these sections, there is a 'Contact Email History' link. A blue callout box with a white border and a blue arrow pointing to the 'Apply' button contains the text: 'Click on the "Apply" button located at the top of your Applicant Dashboard.' Below the callout box, there is a message box with an information icon and the text: 'If your organization information does not appear correct, please contact the funder. Thank you.' At the bottom of the dashboard, there is a table with a dropdown menu set to 'test'. The table has three columns: 'Process', 'Status', and 'Date'. The first row shows 'John M. Ross Foundation - Program' with a status of 'Submitted' and a date of '08/16/2017'. A 'View Application' link is located to the right of the date. The second row shows 'Decision' with a status of 'Undecided'.

Bank of Hawaii

Apply Organization History Fax to File

Applicant Dashboard

Applicant: Organization:

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

test

Process: John M. Ross Foundation - Program	Submitted	08/16/2017	View Application
Application	Submitted		
Decision	Undecided		

Click on the "Apply" button located at the top of your Applicant Dashboard.

# Applying for a Grant

Bank of Hawaii

Apply Organization History Fax to File

Apply

GNWTP Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

Enter the access code from the Philanthropy site. Then click, the **“Enter Code”** button.

**Note:** Each grant has been assigned a unique access code. Please be sure you are entering the code for the grant you wish to apply for.

# Applying for a Grant

The screenshot shows the Bank of Hawaii Grant Application portal. At the top, there is a navigation bar with the Bank of Hawaii logo and links for 'Apply', 'Organization History', and 'Fax to File'. Below this is a header area with the word 'Apply' and a search box containing 'GNWTP' and an 'Enter Code' button. A blue information bar states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below this is a 'Quick Search' box. The main content area is titled 'G.N. Wilcox Trust - Program' and 'Accepting Submissions'. It contains several sections: 'Policy', 'General Information', 'Board of Directors', 'School Participation', 'Other Factors', and 'Foundation Deadlines'. At the bottom of the page, there are buttons for 'Preview', 'Send to GrantHub', and 'Apply'.

**Bank of Hawaii** Apply Organization History Fax to File

Apply GNWTP Enter Code

If you have been provided with an Access Code, you may enter it in the box at the top of the page.

Quick Search

G.N. Wilcox Trust - Program Accepting Submissions

**Policy**

Applications for grants are accepted by the Committee on Beneficiaries from qualified tax-exempt 501(c)(3), charitable organizations. The Committee's general policy is to confine grants to organizations within the State of Hawaii, with a priority is to assist Kauai organizations serving that island. Although the Trust is broad-purposed, it does not make grants to individuals, nor for reserve purposes, endowments, or deficit financing. No multiple-year pledges are made. Generally grants will not be made to government agencies, nor to organizations supported substantially by government funds, nor to organizations that "re-grant" G. N. Wilcox Trust funds. The Committee on Beneficiaries will consider only one request a year from an organization. A new request will not be entertained if a prior pledge or report is still outstanding. The exception to this policy is a tuition aid program (separate guidelines available) which may be considered in addition to one other request from a school. **NOTE:** If a fiscal sponsor is being used, it is necessary to contact the Charitable Foundation Services office prior to submitting a grant proposal.

**General Information**

**Board of Directors**

In order to be successful in accomplishing its purposes, a charitable organization generally must have community and business support, rather than relying solely on foundations or government funding. For this reason the Committee on Beneficiaries pays particular attention to how active members of an organization's Board of Directors carry out their responsibilities to the organization. In the interest of public causes, G. N. Wilcox Trust requires 100% of members serving on the Board of Directors to make an annual financial contribution, at some level, to the support of the organization (excluding churches); in addition to participating in fundraising activities. Directors are also required to attend Board meetings, volunteer work when needed, and make significant efforts to gain community and business support.

**School Participation**

If the request for funding supports a program that involves school or classroom participation, the applying charity must provide a list of the schools that will be involved in the program along with a letter of support from the schools' principals or teachers who have either committed or are interested in the program. The organization must also provide us with an approximate number of students that will be involved and/or benefiting from the program.

**Other Factors**

Some other factors considered in reviewing a proposal are:

- the community's need for the proposed program or project in relation to other similar activities
- reasonableness of the project's income/expenditure budget
- ability of the applicant to obtain entire funding and sustain the proposed project

**Foundation Deadlines**

Requests – Must be completed by the 1st of April, July, or October.

Preview Send to GrantHub Apply

Read through the Grant Guidelines and if you meet the criteria, click on the "Apply" button.

**Note:** Be sure to review the Grant Guidelines carefully before you apply. If you do not meet the requirements, your application will be rejected.

# Applying for a Grant

The screenshot shows the Bank of Hawaii grant application interface. At the top, the Bank of Hawaii logo is on the left, and navigation links for 'Apply', 'Organization History', and 'Fax to File' are on the right. The main heading is 'Application', with the sub-heading 'Process: G.N. Wilcox Trust - Program'. A 'Question List' button is located in the top right corner. Below this, there are fields for 'Applicant:' and 'Organization:'. A 'Contact Email History' link is centered below these fields. A blue information box contains the text: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this is another blue information box: 'Fields with an asterisk (\*) are required.' A list of application sections is shown with expandable arrows: 'Funding Request Cover Sheet', 'Proposal Narrative', 'Financial Information', and 'IRS, Charters, By-laws, Articles of Incorporation'. A blue callout box points to the 'Proposal Narrative' section with the text: 'Begin answering the application questions listed in each section. Each section can be expanded/contracted by clicking on the section name.' At the bottom right, there are 'Save Application' and 'Submit Application' buttons.

Bank of Hawaii

Apply Organization History Fax to File

## Application

Process: G.N. Wilcox Trust - Program

Question List

Applicant: Organization:

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

Fields with an asterisk (\*) are required.

- > Funding Request Cover Sheet
- > Proposal Narrative
- > Financial Information
- > IRS, Charters, By-laws, Articles of Incorporation

Save Application Submit Application

If you wish so see a list of the application questions, click on the **“Questions List”** button.

Begin answering the application questions listed in each section. Each section can be expanded/contracted by clicking on the section name.



# Applying for a Grant

The screenshot shows the Bank of Hawaii grant application portal. The top navigation bar includes the Bank of Hawaii logo, a home icon, and links for 'Apply', 'Organization History', and 'Fax to File'. The main content area is titled 'FINANCIAL INFORMATION' and includes a sub-section 'FINANCIAL INFORMATION' with instructions: 'ALL FINANCIAL INFORMATION & BUDGETS MUST BE IN STANDARD ACCOUNTING FORM'. Below this, there are three sections: 'Project/Purchase Budget\*', 'Organization's Operating Budget for Current Fiscal Year\*', and 'Staff\*'. Each section has a list of requirements and an 'Upload a file' button with a size limit. The 'Project/Purchase Budget' and 'Organization's Operating Budget' sections have a 2 MiB limit, while the 'Staff' section has a 1 MiB limit. A large text area is visible at the bottom of the form, with a green bar indicating '10,000 characters left of 10,000'.

Bank of Hawaii

Apply Organization History Fax to File

> Funding Request Cover Sheet

> Proposal Narrative

Financial Information

**FINANCIAL INFORMATION**

ALL FINANCIAL INFORMATION & BUDGETS MUST BE IN STANDARD ACCOUNTING FORM

Project/Purchase Budget\*

- List all projected and secured revenue (funding sources) and expenses for the project/purchase.
- Start and end dates including month/day/year required.

Upload a file [2 MiB allowed]

Organization's Operating Budget for Current Fiscal Year\*

- FYE date must contain: month/date/year.
- If funding is support for the next fiscal year, also provide a DRAFT of the Operating Budget for that year.

Upload a file [2 MiB allowed]

Staff\*

- List of staff and volunteers who will oversee and coordinate the program/project, as well as their title or brief job description.
- Enter staff listing in the space provided or upload staff listing document below.

10,000 characters left of 10,000

Upload a file [1 MiB allowed]

Some questions may require you to upload a document containing the requested information.

1. Click on the “**Upload a file**” button
2. Select the document you wish to upload and click on the “**Open**” button.

**Note:** Once your attachment is uploaded, a red “X” will appear beside your file. Click on the “X” if you wish to delete your file and upload another.

Some questions will give you the option of uploading a document containing the required information, or utilizing the space below the question to provide the information.

# Applying for a Grant

> Funding Request Cover Sheet

> Proposal Narrative

> Financial Information

▼ Information Form for Tuition Aid

Information Form for Tuition Aid\*

Instructions:

- Click here: [INFORMATION FORM FOR TUITION AID](#) to **download** a copy of the form.
- Complete the form and **upload** your completed copy below:

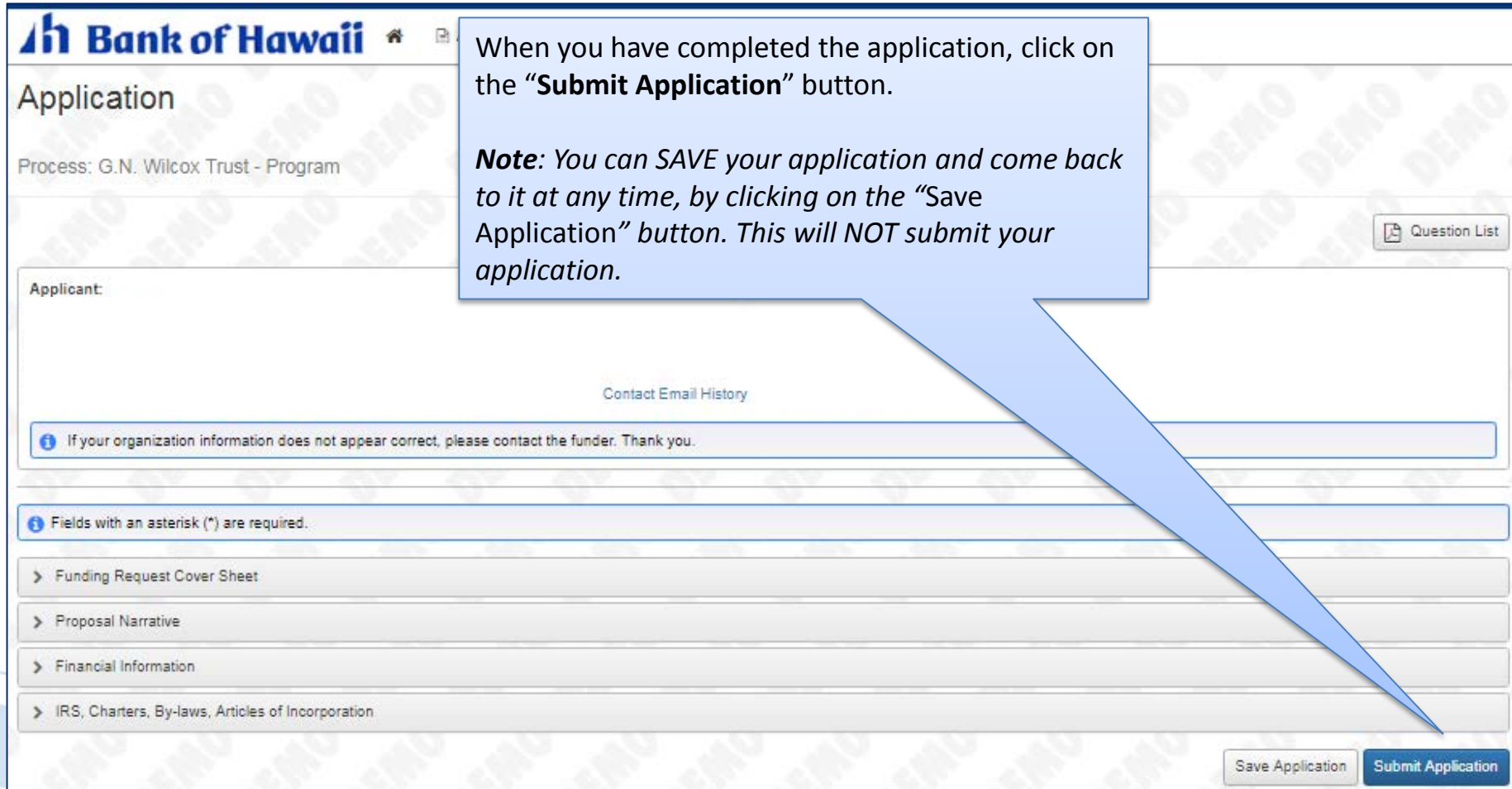
Upload a file [2 MiB allowed]

Depending on the type of grant you are applying for, you may be asked to download a form to complete and then upload it back to the system.

1. Click on the form name in **BLUE** to bring up the form.
2. Save a copy of the form to your desktop.
3. Fill out the required information and **SAVE** the form.
4. Upload the completed form to the system by clicking on the **“Upload a file”** button.



# Applying for a Grant



**Bank of Hawaii**

## Application

Process: G.N. Wilcox Trust - Program

Applicant:

Contact Email History

**i** If your organization information does not appear correct, please contact the funder. Thank you.

**i** Fields with an asterisk (\*) are required.

- > Funding Request Cover Sheet
- > Proposal Narrative
- > Financial Information
- > IRS, Charters, By-laws, Articles of Incorporation

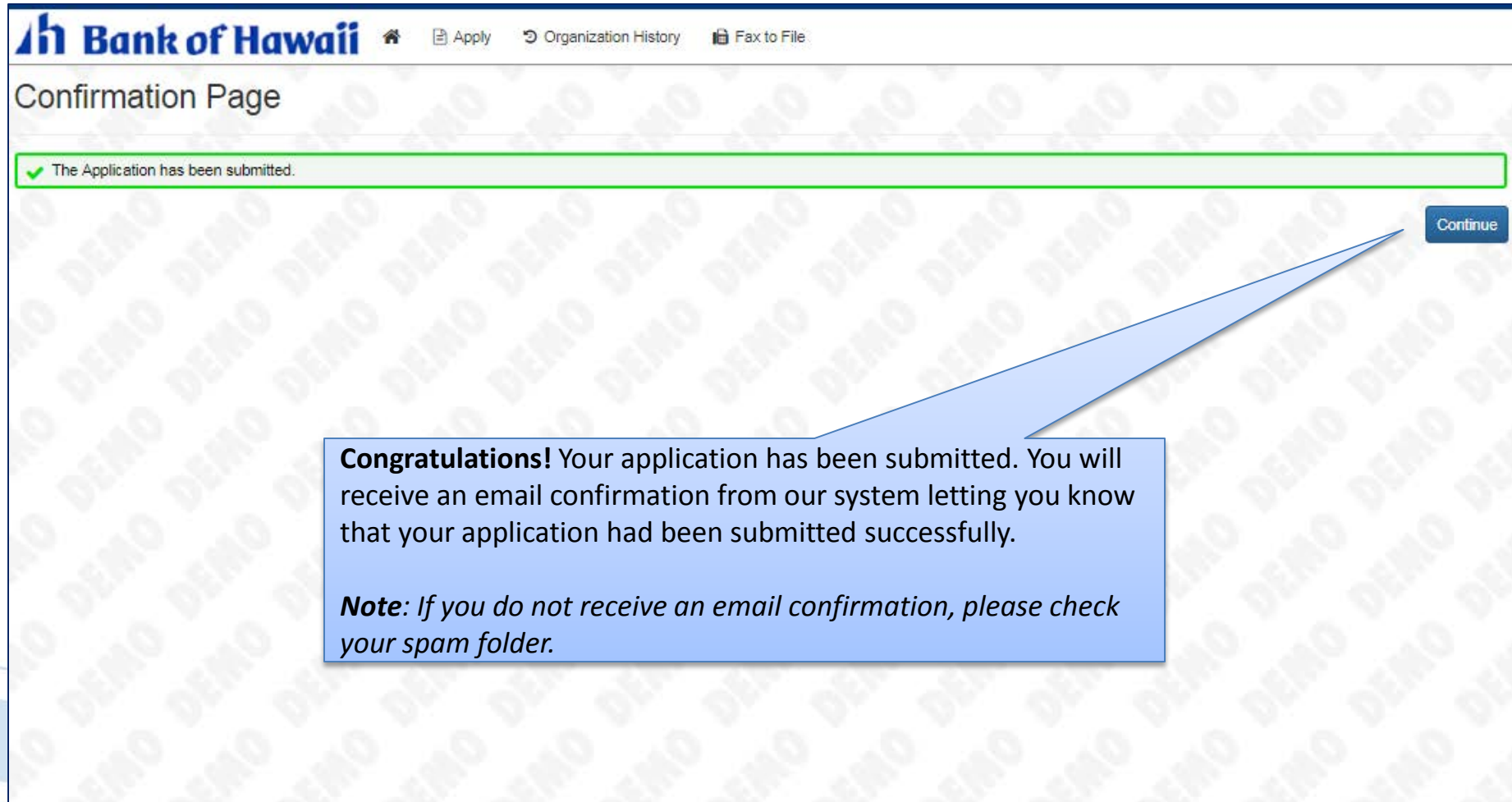
[Question List](#)





[Save Application](#) [Submit Application](#)

When you have completed the application, click on the **“Submit Application”** button.

**Note:** You can *SAVE* your application and come back to it at any time, by clicking on the *“Save Application”* button. This will *NOT* submit your application.

# Applying for a Grant



**Bank of Hawaii**   Apply  Organization History  Fax to File

## Confirmation Page

✓ The Application has been submitted.

[Continue](#)

**Congratulations!** Your application has been submitted. You will receive an email confirmation from our system letting you know that your application had been submitted successfully.

**Note:** *If you do not receive an email confirmation, please check your spam folder.*

# Applying for a Grant

Bank of Hawaii

Apply Organization History Fax to File

## Applicant Dashboard

Applicant: Organization:

Contact Email History

If your organization information does not appear correct, please contact the funder. Thank you.

test

Process:	John M. Ross Foundation - Program		
Application	Submitted	08/16/2017	<a href="#">View Application</a>
Decision	Undecided		

After the **“Continue”** button is clicked, you will be brought back to your **Applicant Dashboard**.

Your Dashboard will provide the history of the foundations you have applied to. You will also be able to track the status of your requests (and any previous requests) as well as any decisions made from here.

# Creating a Profile

Mahalo for using Bank of Hawaii's Charitable Foundation Services Online Grant System!

You have just completed "*Applying for a Grant.*"

Additional Training Materials can be found here:

<https://boh.com/sites/foundation/index.asp>

Need assistance? Contact [Elaine Moniz](#) or [Paula Boyce](#).