

Foundant Online Grants System Tutorial

Applying for a Grant

Applying for a Grant

The image shows a screenshot of the Bank of Hawaii online grant portal login page. The page has a dark blue header with the Bank of Hawaii logo and name. Below the header, the text "Logon Page" is displayed. 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 a white border points to the "Log On" button. The callout box contains the text: "Enter your credentials and click on the 'Log On' button." To the right of the callout box, there is a grey box containing a welcome message and instructions. The welcome message reads: "Welcome to the Bank of Hawaii online grant portal." Below this, there is a link to "http://demo.grantinterface.com/Process/Apply?urlkey=BankHawaii" and a link to "HERE" for examples. The background of the page is watermarked with the word "DEMO" in a light blue color.

h Bank of Hawaii

Logon Page

Email Address*

Password*

[Forgot your Password?](#)

Log On [Create Account](#)

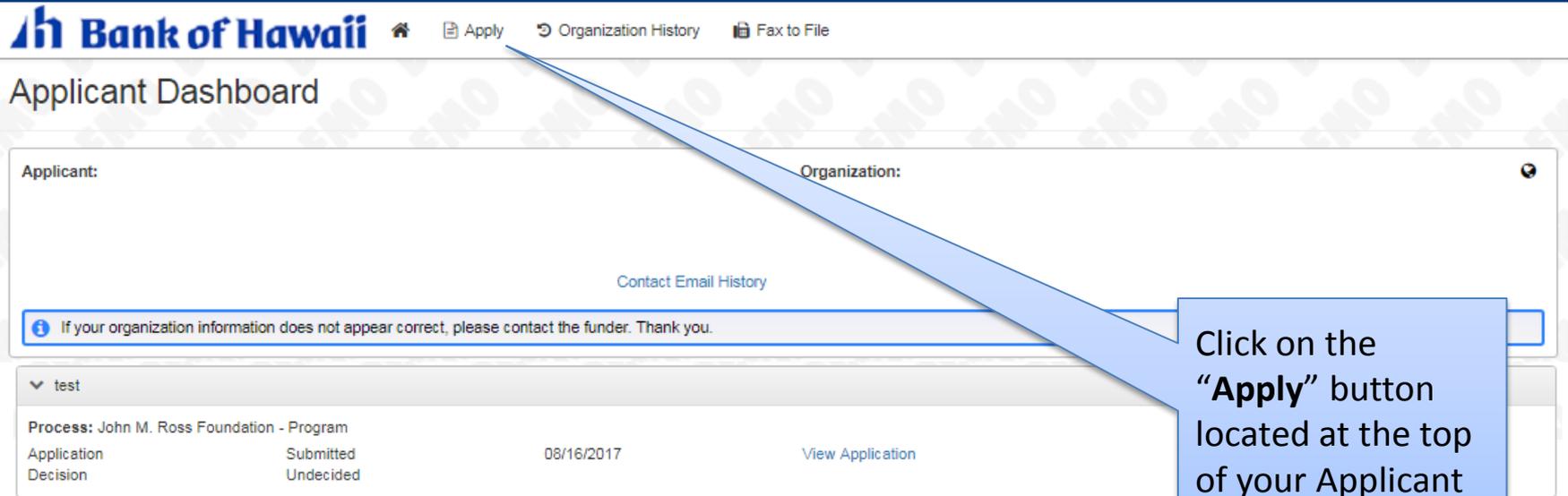
Welcome to the Bank of Hawaii online grant portal.

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 information box contains the text: 'If your organization information does not appear correct, please contact the funder. Thank you.' Below this, there is a dropdown menu labeled 'test' which is expanded to show a table of application processes. The table has columns for 'Process', 'Status', 'Date', and 'Action'. The first row shows 'John M. Ross Foundation - Program' with a 'Submitted' status on '08/16/2017' and a 'View Application' link. The second row shows 'Decision' with an 'Undecided' status.

Bank of Hawaii

Apply Organization History Fax to File

Applicant Dashboard

Applicant: Organization:

Contact Email History

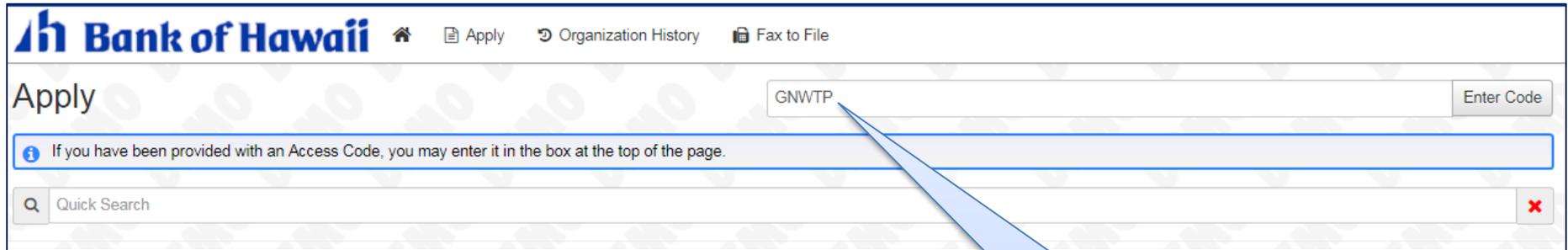
If your organization information does not appear correct, please contact the funder. Thank you.

test

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

Click on the **“Apply”** button located at the top of your Applicant Dashboard.

Applying for a Grant



The screenshot shows the top navigation bar of the Bank of Hawaii website with the logo and links for 'Apply', 'Organization History', and 'Fax to File'. Below the navigation is a header area with the word 'Apply' on the left. To the right of 'Apply' is a text input field containing the code 'GNWTP' and a button labeled 'Enter Code'. Below this is a blue-bordered information box containing an information icon and the text: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' At the bottom of the screenshot is a search bar with a magnifying glass icon, the text 'Quick Search', and a red 'X' icon on the right.

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 'Apply' page for the G.N. Wilcox Trust - Program. 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 search bar with the text 'GNWTP' and an 'Enter Code' button. A blue information box states: 'If you have been provided with an Access Code, you may enter it in the box at the top of the page.' Below the search bar is a 'Quick Search' field. 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, there are buttons for 'Preview', 'Send to GrantHub', and 'Apply'.

Bank of Hawaii [Apply](#) [Organization History](#) [Fax to File](#)

Apply

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

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.

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

Bank of Hawaii

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

Callout 1: If you wish to see a list of the application questions, click on the **“Question List”** button.

Callout 2: 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 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 warning: 'ALL FINANCIAL INFORMATION & BUDGETS MUST BE IN STANDARD ACCOUNTING FORM'. There are three sections, each with an 'Upload a file' button (2 MiB allowed): 'Project/Purchase Budget*', 'Organization's Operating Budget for Current Fiscal Year*', and 'Staff*'. A large text area at the bottom is highlighted with a blue border and contains a green checkmark and the text '10,000 characters left of 10,000'. Below this text area is another 'Upload a file' button (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

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.

> Funding Request Cover Sheet

> Proposal Narrative

> Financial Information

▼ Information Form for Tuition Aid

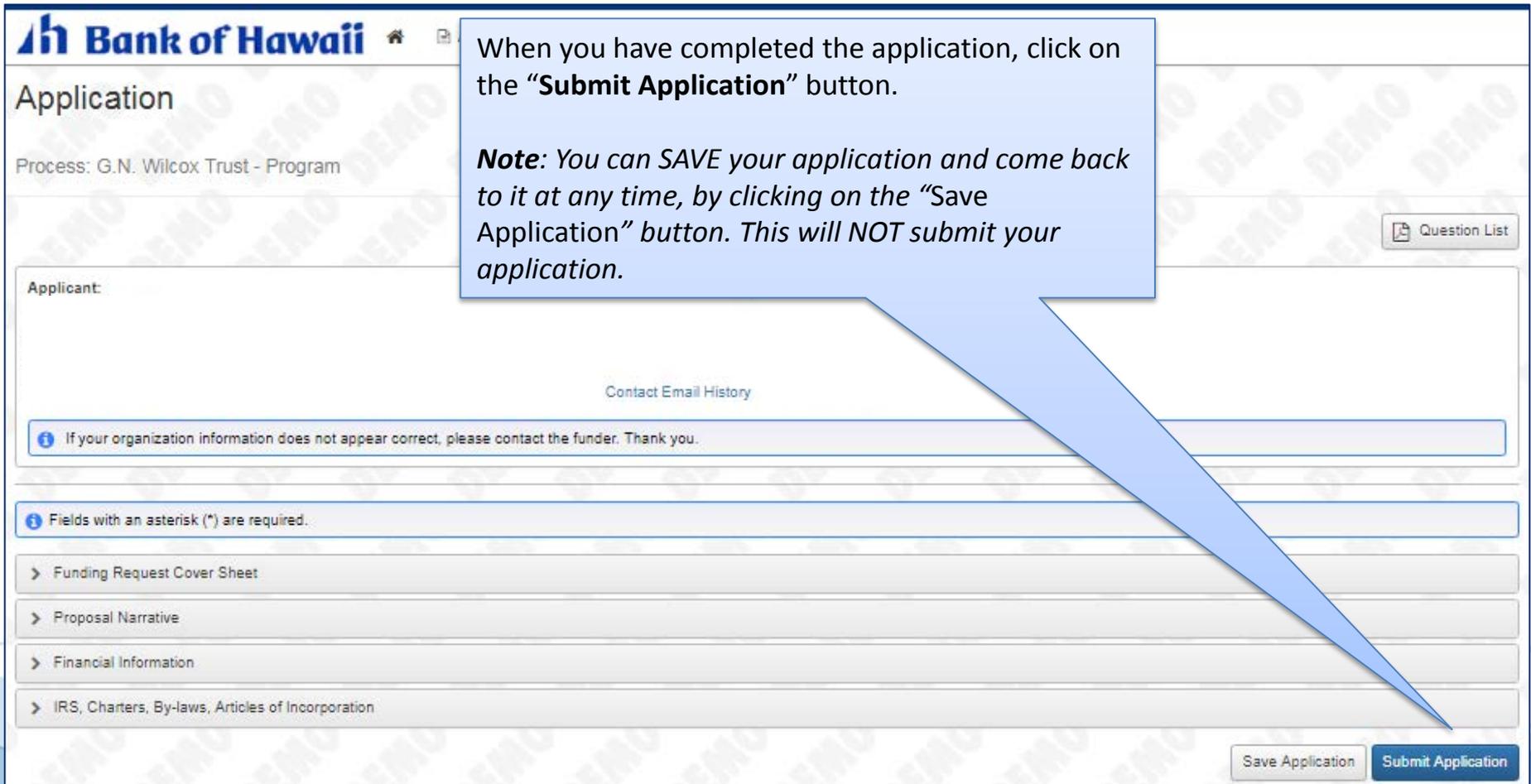
Information Form for Tuition Aid*

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]

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 has been submitted successfully.

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

Applying for a Grant

Applicant Dashboard

Applicant: Organization:

[Contact Email History](#)

i 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	View Application
Decision	Undecided		

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

Your Dashboard provides a history of all grants applied to. From this page you can track the status of all requests (including any previous requests), as well as any decisions made.

Applying for a Grant

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:

[Philanthropy - Online Training Documents](#)

Need assistance? Contact [Claire Tarumoto](#)