

The Bank of Hawaii Foundation has a steadfast commitment to strengthening communities in the areas it serves. The Foundation focuses on programs and projects which provide significant impact within low and moderate income communities.

In addition to financial support, we partner with community organizations, provide technical assistance and advisory services to non-profit organizations, mobilize employee volunteers and collaborate with business partners to leverage our resources and investments.

### **Our Focus Areas.**

The Foundation's interests generally fall within the following categories:

- Community Development, including financial literacy, asset building and economic development.
- Education, with an emphasis on financial literacy and increasing disadvantaged children's access to high-quality educational opportunities.
- Human Services, with an emphasis on addressing basic needs such as food, shelter, health and clothing.
- Arts and Culture, with an emphasis on programs that integrate the arts into children's education or increase children's access to our major arts partners.
- Foundation-initiated special projects.

Our focus includes partnering with community development organizations whose programs are designed to strengthen low and moderate income communities. These might include:

- Community development non-profits with a focus on affordable housing, economic development, revitalization of low- and moderate-income areas, and community development services.
- Community development corporations and community development financial institutions.
- Public policy advocacy groups that broadly impact low- and moderate-income communities.

### **Limitations**

To qualify for support, an organization must be a tax-exempt public charity, as determined by Internal Revenue Code Section 501(c)(3). The Foundation generally prefers to fund well-established organizations (i.e. generally those which have been in existence for at least 10 years) with multiple and dedicated sources of revenue. The Foundation seeks partners with a record of strong fiscal management and successful grant and contract management.

Note: The Foundation may invite certain organizations which do not fall within our focus areas to apply for grants.

The Foundation generally does not support general operating expenses, deficit budgets, general fundraising campaigns, religious purposes, individuals, trips and tours, and charities that redistribute funds to other charitable organizations, except in the case of recognized United Way-type organizations. Requests are limited to one per year per organization.

## **Funding Cycle and Deadlines for Proposals**

The Foundation board meets four times annually. Proposals must be postmarked by the 15<sup>th</sup> of January, April, July, and October.

## **Procedures**

Please submit the following information:

- Cover Sheet (3<sup>rd</sup> page of Guidelines);
- Proposal (not to exceed 2 pages) summarizing a brief history and mission of the organization, the contribution request, anticipated outcome or goal, and timeline;
- Dated detailed revenue and expense budget for the organization's current fiscal year; Dated Financial Statements (Balance Sheet and Income Statement); Budget for the program/project, including proposed funding resources;
- A current list of Board of Directors and Officers;
- Copy of the IRS 501(c)(3) letter; and
- Description with supporting data on how the program/organization assists with low to moderate income groups.

**Submit one copy** of proposal to:

Bank of Hawaii Foundation  
Department #758  
P. O. Box 3170  
Honolulu, Hawaii 96802-3170

## **Contact Information**

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