

# TERESA F. HUGHES TRUST

Bank of Hawaii and Suzanne S. Churchill Co-Trustees

## **Grant Application Information - Program Persons in Need (PIN) Grants**

### **Funding Opportunity**

The Persons in Need (PIN) program provides block grants to community-based service organizations, which in turn distribute these funds in the form of financial assistance for eligible adults and children. Assistance from the Teresa Hughes Trust is intended to provide financial help in areas where other services are unavailable. Grantees may propose an administrative fee (maximum 10% of grant) for administering these funds.

### **Eligibility Criteria**

The two groups of individuals eligible for assistance are Adults age 70 and over and Children.

#### **ADULTS**

**Eligible adult means a person who (ALL criteria must be applicable for each adult):**

- (1) is at least 70 years of age
- (2) is physically or mentally ill
- (3) is in financial need
- (4) resides in Hawai'i

**Assistance for eligible adults include costs of:** assistive devices, clothing, day care, dental needs, dietary needs, food, furniture, housekeeping, housing, medical expenses for health care, prescriptions, private hire, professional fees, recreation, respite care, therapy, transportation & utilities.

#### **CHILDREN**

**Eligible child means a person who (ALL criteria must be applicable for each child):**

- (1) is under the age of 18
- (2) has been abused, neglected or abandoned, or resides in a household where abuse has occurred
- (3) is in financial need
- (4) resides in Hawai'i

**Examples\* of assistance to children:**

- (1) Extracurricular school expenses (e.g., athletic uniforms, field trip fees)
- (2) Social activity expenses (e.g., prom or graduation attire)
- (3) After-school activities, hobbies, sports (e.g., hula lessons, soccer registration)
- (4) Intersession school activities (e.g., summer camp)
- (5) Facilitation of transition into adulthood (e.g., driver's education, copy of birth certificate)
- (6) Other quality of life enhancements (e.g., birthday/Christmas gifts - \$50 maximum, books, toys)
- (7) School-related expenses (e.g., tuition, books, fees, tutoring, pre-school)
- (8) Health-related expenses (e.g., medical, dental, therapy, counseling)
- (9) Basic needs (e.g., bedding, car seat, clothing, food, stroller, etc.) Expenditures in this category require explanation.

***\*NOTE: ANY OTHER ASSISTANCE, INCLUDING OUT-OF-STATE TRAVEL,  
REQUIRES PRIOR APPROVAL FROM THE TRUST.***

**THE FOLLOWING RESTRICTIONS APPLY TO ADULTS AND CHILDREN:**

- (1) Each expenditure must respond to a specific request made by an eligible individual's foster caregiver, social worker, therapist, school counselor, guardian ad litem, or similar professional service provider for a specific item or service that will enhance the individual's quality of life.
- (2) Payments must be made to vendors for the benefit of eligible individuals. Payments must **NOT** be made directly to individuals or their foster caregivers. **Gift Cards may be provided to individuals or foster caregivers ONLY in cases where a vendor declines to accept a grantee's check.**
- (3) Grantees may not expend more than \$500 per eligible individual unless prior approval is obtained from Bank of Hawaii – Charitable Foundation Services.
- (4) Grantees must return all unexpended funds by the report due date, or request an extension on the use of the funds.
- (5) **Grantees must submit an Interim or Final Report by April 30 of the year following the date of the award.** The Trustees may require interim reports. The Trust does not accept proposals from organizations with overdue reports.

**Deadline: Applications must be submitted by 11:59 PM on April 30.**

Notification of award decisions will be made approximately 60 - 90 days after deadline.

**Contact Information for Teresa F. Hughes Trust (Toll-free from Neighbor Islands: 1-800-272-7262)**

Claire Tarumoto, AVP & Grants Administrator

Email: [Claire.Tarumoto@boh.com](mailto:Claire.Tarumoto@boh.com)

Phone: (808) 694-4945