

MCINERNY FOUNDATION

*Bank of Hawaii, Trustee*

Grant Application Information for General Capital Support

**I. Policy**

McInerny Foundation provides grants to organizations benefiting the people of Hawaii. Organizations must be exempt from federal taxes under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity. The McInerny Foundation trust document specifically excludes support to churches, religious entities and organizations which proselytize, encourage theology, sectarianism, spiritualism, religion or any system of religious worship.

The Distribution Committee accepts only one request a year from an organization. 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.

**II. Capital Criteria & Deadline Dates**

General Capital – Project Cost Under \$500,000

General Capital requests are for projects or equipment having a total cost under \$500,000; however at the discretion of the foundation's grants administrator, projects or purchases of certain values and scope may be treated as large capital projects and subject to the guideline criteria for large capital.

(There are separate guidelines for Major Capital requests with total project costs of \$500,000 or more.)

- General Capital grants are provided for FF&E (furniture, fixtures, & equipment), renovations and/or small construction projects. Projects requiring permits must be filed PRIOR to submitting a grant application.
- McInerny Foundation does not provide grants for the purchase of real estate; nor does the foundation provide grants for deficit funding or for endowments, or to organizations that "re-grant" McInerny Foundation funds.
- Generally, the Foundation prefers to be one of several contributors, expecting the organization to acquire needed funds from several sources to assure the project is completed at a specific time and/or in a timely manner.
- In the interest of public causes, McInerny Foundation has long required that all (100%) board of directors of an organization make a personal annual financial contribution, at some level, to the support of the organization; 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.

Some other factors considered in reviewing a proposal are:

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

**NOTE: If you are organization that is affiliated with a church or other religious entity, additional information is required. A specific section in the application requires completion.**

### **III. Foundation Deadline Dates**

**Currently there are NO deadlines dates when submitting grant proposals for General Capital Support. The Distribution Committee normally has four meetings during its fiscal year to consider grant requests.**

Proposals are submitted online, and are reviewed chronologically when grants administration is preparing for a meeting. An incomplete proposal will lose its chronological position because the application is returned, and not reviewed or processed until all missing documents and information is re-submitted. The application is then dated with the last date of when the proposal is complete.

There may be times due to unforeseen circumstances, unusually high/low volume, or incompleteness that a request may not be reviewed in time for the intended project. An average of four months (120 days) is usually required to process a proposal, allowing for a possible site visit and for studying the proposal in relation to other activities of the Foundation.

*Applicants are notified in writing of the action taken on their requests. The Foundation receives more requests for assistance than its funds permit supporting. However, normally, all applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the deed of trust.*

***NOTE: Although not ordinarily required, an audited financial statement may be requested if circumstances warrant.***

#### **Contact Information for the McInerny Foundation (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