

**WAIPAHU COMMUNITY
FOUNDATION**

GENERAL INFORMATION

AND

GRANT APPLICATION FORM

(Revised December 2011)

GENERAL INFORMATION

Background: These basic guidelines are in keeping with the wishes of Waipahu Community Foundation's leading proponent and founder, Mr. Kenneth Nakamura, then President of the Herbert Horita Development Corporation. Mr. Nakamura intended that every Waipahu youth have the opportunity to access and participate in community cultural, education and recreation programs. He felt strongly that all youth should be able to participate in all programs offered regardless of his or her ability to pay fees. The Waipahu Community Foundation has been made possible with monies contributed to a perpetual Trust by H K Horita Realty Inc, Royal Oahu Resorts, Inc. and Hazama Corporation in 1992-93. This contribution was part of the bilateral agreement negotiated by the City and County of Honolulu and developers of the Royal Kunia Golf Course.

Grant Purpose - Grants are intended to be used to benefit Waipahu's youth primarily but not exclusively for the following purposes:

- Programs/projects that benefit elementary, intermediate, and high schools in Waipahu;
- Programs/projects that combat juvenile delinquency in Waipahu, including youth-related activities and anti-drug, crime prevention, and recreational programs or activities;
- Health-related programs in Waipahu that provide rehabilitation and counseling; and
- Cultural programs or facilities in Waipahu that promote cultural education.

Eligibility Requirements - All applicants for funding shall meet the following standards:

- Be an internal Revenue Service (IRS) approved charitable 501(c)(3) tax exempt organization (but not a private foundation) or a unit of government based or conducting business or a program in the Waipahu area identified by postal zone ZIP code) 96797.
- Have a governing board whose members have no material conflict of interest and serve without compensation and by-laws that specify policies that describe the manner in which business shall be conducted.

Funding Restrictions - Funds received from the WCF may not be used for:

- Personal expenses for adults (i.e. travel, per diem, clothing, etc.)
- Independent contracting (paying someone else to provide services)
- Capital improvements such as building renovation, maintenance of facilities or other major capital expenditures such as facility construction
- Activities begun prior to the Award program/project period
- Deficit funding (i.e. existing debt or other prior existing budget shortfalls)
- Fundraising (i.e. front cash for chili or other food ticket sales)
- Equipment purchase costing \$1000.00 or more per item (exceptions may be considered by the Foundation's Board of Directors)
- Personal travel (restriction does not apply to local youth group travel such as bus rental for school group educational excursions associated with a funded activity)

- Banquets (restriction does not apply to food, drinks or refreshments related to an approved program or activity not exceeding 10% of the program or activity cost)
- Off island travel

Guidelines for Project Graduation: Project Graduation applicants will request funds to “provide scholarships for students to attend Project Graduation.” The final report will include an expense report/summary and the names and addresses of students receiving the scholarships.

Review Procedure - The Waipahu Community Foundation Board of Directors will conduct a thorough review of all grant requests received. The Board will recommend those to be funded in accordance with funds available and procedures set forth in this document. Consideration will be given, but not restricted to, the following items:

- Eligibility of organization
- Purpose of program or activity
- Accuracy and thoroughness of information provided by applicant
- Need in the community for the proposed program or activity

Grant Distribution:

- Grants are awarded either annually or quarterly.
- Organizations eligible for the annual award program may also apply for one quarterly grant each fiscal year (July to June).
- Applicants may be awarded no more than two grants each fiscal year (July 1st – June 30th).

Note: In order to help the Foundation evaluate the effectiveness of grants, each grantee must submit a report detailing how the grant funds were expended (for detailed instructions please refer to the Reporting Guidelines). An applicant for either an annual or a quarterly grant must have submitted the required report for any prior grant, and the report must have been reviewed and approved by the Foundation, before a successive application can be considered. *However, the Foundation Board may consider and approve applications for a quarterly grant from a prior recipient of an annual grant as long as the annual grant reporting deadlines are met (i.e., either the required report for the activity funded by the annual grant has been submitted and approved or the project is still ongoing and/or the required report is not past due).* Applicants for quarterly grants should bear in mind that time constraints will normally preclude consideration of applications in consecutive quarters and plan accordingly.

Annual Program: 50% of designated funds for each fiscal year are set aside for five charter member organizations set forth below with grant amounts not to exceed the percentages noted. (The full 50% may not be awarded.) Each organization must submit the standard application which is reviewed in the same manner as all applicants. Original plus 12 copies of the application material are due by 10 June.

- Waipahu High School 50%
- Friends of Waipahu Cultural Garden Park 20%

- Waipahu Jackrabbits Association 10%
- Village Park Athletic Association (Pop Warner Little Scholars) 10%
- Leeward Oahu YMCA 10%

Quarterly Program: Remainder of funds available will be awarded in four (4) quarters: Original plus 12 copies of the application material are due by 1st Friday of month prior to award period.

- 1st Friday in June for 1st quarter (July, August & September)
- 1st Friday in September for 2nd quarter (October, November & December)
- 1st Friday in December for 3rd quarter (January, February & March)
- 1st Friday in March for 4th quarter (April, May & June)
- Grant awards are limited to \$5,000.00 per quarter per applicant.

Note: Applicants selected to receive WCF grant funding, whether annual or quarterly, will be notified by letter by first day of quarter for which awards are made. Checks will be provided at a quarterly award ceremony. By cashing the award check, each grantee agrees to abide by the all the conditions stipulated in the notification letter and its enclosed Reporting Guidelines.

Grant Application Procedure: Applications should be informal, brief, and present the facts required by the General Information Section. The application, no more than three pages, should include the following information:

- Brief description of requesting organization and its purpose
- Concise summary of the proposed program or project
- Total cost of the program/project and funding sources
- Qualifications of person(s) responsible for executing the program/project
- Provide all information requested on the grant application forms. Do not refer to attachments. The only attachments required are proof of non-profit status and your organizational papers. (Refer to the following.)

Additional Document Requirements - All applicants shall submit the documents listed below. **If copies were submitted with a previous grant application and there have been no changes, another copy does not need to be submitted.** (Please check the appropriate box on the application form, Item 1.)

- If not a unit of government, a copy of the applicant's tax exempt status letter from the IRS.
- A copy of the organization's by-laws, articles of incorporation and/or policy statements.

It is strongly recommended that applicants use the attached grant application form. If it is not adequate, be sure to follow the format of the application form.

Your grant proposal should be addressed to the President of the Waipahu Community Foundation, % Waipahu High School Administration Office, 94-1211 Farrington Highway, Waipahu, Hawaii 96797. Phone the Waipahu High School principal at 528-9555 if additional information is needed.

Waipahu Community Foundation Grant Application Form

(Requested information is required by the Foundation's governing documents))

1. **Date of Application:** _____

2. **Applicant:** _____

Name of Applying Organization

_____ Waipahu, HI 96797

Street Address

Principal Administrative Officer: _____

Name

Phone Number

3. **Grant Information:**

Type of Grant: (check one): Annual Quarterly

4. **Program/Project Title:** _____

5. **Proposed Program/Project is** (check one):

- a. An ongoing activity that has received previous funding by WCF
- How many years funding received from WCF for this program/project? _____
- b. A program/project that has not received previous WCF funding

6. **Eligibility: Applicant is** (check one):

- Unit of Government (e.g., public school); or
 Tax-exempt under IRS 501(c) (3)*; or
 Under a group exemption* (please attach supporting documentation)

7. **Previous grant status** (check one):

- Prior WHF grant received (most recent month/Year: _____/_____)
Prior grant report submitted** (please check one) yes no
- First-time applicant for WCF funding (please attach copy of IRS 501 (c)(3) determination letter*, organization's by-laws, articles of incorporation and/or policy statements).

* Tax-exempt status will be verified by Foundation's trustee, Bank of Hawaii.

** Please see "Note" on page 2 above (General Information)

6. **Organization Description:**

- a. Year established or began operations in Waipahu: _____
- b. Organization's purpose (quote from mission statement if available):

