



**KAUA'I CHAPTER
CHARITY WALK
2018 GRANT APPLICATION**



Please complete the application form and ***mail the original plus one complete copy (including attachments)*** to:

2018 Kaua'i Charity Walk Allocation Committee
Hawaii Lodging & Tourism Association-Kaua'i Chapter
PO Box 3997, Lihue, HI 96766

All applications must be received by Thursday, April 12, 2018. Please mail your applications early to meet this deadline. Walk-ins will not be accepted. You will receive a confirmation of receipt of your application via email.

ELIGIBLE APPLICANTS

All non-profit organizations are eligible to apply for Kaua'i Charity Walk grants including but not limited to, Corporations, Associations, Foundations and Schools. Proof of non-profit status is required. All applicants are encouraged to actively participate in the Kaua'i Charity Walk.

USE OF FUNDS

- All grant funding must remain within the Kaua'i County and utilized to benefit the Kaua'i community. No funds are permitted to be used outside of Kaua'i County.
- Funds will **NOT** be granted for:
 - a. Programs outside of the County of Kaua'i.
 - b. The purchase of tangible real property or personal property.
 - c. Capital fund drives.
 - d. Payment of the accumulation of interest for the reduction of deficits or loans.
 - e. Salaries and benefits for existing staff
 - f. Travel funds (hotel, airfare, ground transportation, etc.)

GRANT AMOUNTS

- Grants will be considered on the basis of an organization's community impact and may vary widely in scope and size
- Grant funds are to be used for specific projects.
- Grants from the Kaua'i Charity Walk are not a source of guaranteed continuous funding.
- Participation in the Kaua'i Charity Walk will affect a Grant Applicant's funding.

ADMINISTRATION/APPLICATION PROCESS

- Please read all materials carefully and contact Jolene Ogle at hltakauai@gmail.com with any questions before submitting application.
- All applications **MUST BE TYPED**.
- Any incomplete applications may not be considered for funding.
- Complete Grant Application and submit with items outlined in the Attachment section of the application form.
- The Allocations Committee reserves the right to award or deny any Kaua'i Charity Walk Grant Application and may request modifications or additions to the application at any time.
- All organizations seeking funds must submit a new application each year.
- All materials submitted will **NOT** be returned.
- Late Application will **NOT** be accepted.



**KAUAI CHAPTER
CHARITY WALK
PROPOSAL CHECK-LIST**

___ Original Application & 1 Complete Copy	___ Description of Staffing
___ Tax Status	___ Description of Organization and Programs
___ Charity Walk Funding History Report & 2017 Charity Walk Funding Use with Photos (if applicable)	___ Description of Program for which Funds are requested
___ Board of Directors/Executive Staff	___ Audited Financial Data for 2017 and 2016.

2018 APPLICATION FORM

Please type

1.

Name of Organization:	
Mailing Address: City, State, Zip:	
Contact Person:	
Title:	
Telephone:	
Fax:	
Email:	
Taxpayer ID #:	

2. Amount of Funds Requested for 2018: \$

3. Number of People Funds will Serve in 2018:

4. **Primary Use of Funds:** Describe in detail the program for which the 2018 Charity Walk funds are being requested including the number of years the specific program has been in operation. (i.e., buy a wheelchair, repair chairs, etc.). *A detailed list and description is requested in line 12.*

5. Are you a new applicant? Yes No
If no, please list amounts requested and received.

<u>Year</u>	<u>Amount Requested</u>	<u>Amount Received</u>
2017	\$	\$
2016	\$	\$
2015	\$	\$



6. Other Funding Sources:

7. An organization's level of participation and the amount of funds raised in the Kaua'i Charity Walk will be taken into consideration during the funding allocation process. The more an organization gets involved soliciting pledges and walkers, providing volunteers, doing fundraisers, etc..., will be reflected as points. Points will drive your level of an award. Agencies that do not participate actively in the 2018 Charity Walk may not be considered for funding.

a. Will your organization participate in the Charity Walk this year? If so, what is/was your fundraising goal? \$

b. Did you participate in Charity Walk last year and how much did you raise?

c. As a prospective recipient of grant funds, my organization is available to (please check all that apply):

Solicit Pledges & Walkers

Provide Volunteers

Provide In-Kind Product/Services

Other: _____

8. Please specify the type of service/program that best describes your organization or project request:

Childcare

Direct Health Services

Health Education

Youth Program

Senior Program

Scholarships

Culture/Arts

Homeless

Emergency Assistance

Other: _____

9. Name(s) of national or local organization affiliations, if any:

10. Does your organization meet the eligibility guidelines? Yes No

- Recipient must be a non-profit organization
- Funds MUST be spent and used in the County of Kaua'i

If "No," explain.



11. Does your organization meet the Better Business Bureau's standards for charitable solicitations? If "No," explain. Yes No
12. Explain the amount you are requesting from the Charity Walk and how it will be used. *Be very specific in describing and itemizing the breakdown of what funds are to be used for. Prioritize funding for specific items.*



ATTACHMENTS

Please include the following with your application

1. Attach current tax status and/or a copy of the IRS Letter of Exemption. If you are not tax exempt, please explain:
2. Use of 2017 CharityWalk Funds (if applicable). If no funds were received in 2017, provide information on the most recent Charity Walk funding. *For those organizations that received Charity Walk funding in 2017, please provide a detailed explanation of how the funds were used. Include the number of people served, success of the program, and total VICW funding breakdown for the program. Please also include some photos of how you used the funds.*
3. Please attach a list of your Board of Directors/Executive Staff, including contact information.
4. Briefly describe your organization and programs, including the number of years in operation and the number of people served in the last three years.
5. Briefly describe your staffing, including job titles and job duties.
6. Attach AUDITED copies of your financial statements for 2016 and 2017. If audited information is not available, please explain.
7. Describe in detail the program for which VICW funds are being requested, including the number of years the specific program has been in operation and the number of people Charity Walk funds will serve.

I hereby certify that I am authorized by the Board of Directors to provide information on behalf of said agency/organization and to conduct official business on its behalf; and hereby attest to accuracy & validity of the above provided information.

Signature

Title

Print Name

Date

**DEADLINE TO SUBMIT 2018 GRANT APPLICATION:
Postmarked no later than **Thursday, April 12, 2018** to:**

2018 Kaua'i Charity Walk Allocation Committee
PO Box 3997, Lihue, HI 96766

Late Applications Will Not Be Accepted