



## KAUA`I CHAPTER CHARITY WALK 2019 GRANT APPLICATION



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

2019 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 Friday, March 1, 2019.** 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. Funding is based on participation and engagement.

### 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 based on 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 Morgan Lopez at [morgan@hltakauai.org](mailto:morgan@hltakauai.org) with any questions before submitting application.
- All applications **MUST BE TYPED**.
- Any incomplete applications will 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.



**KAUA'I CHAPTER  
CHARITY WALK  
PROPOSAL CHECK-LIST**

- |     |  |
|-----|--|
| ___ | Original Application & 1 Complete Copy   |
| ___ | Tax Status   |
| ___ | Charity Walk Funding History Report on 2018 Charity Walk Funding Use with Photos (if applicable) |
| ___ | Board of Directors/Executive Staff   |
| ___ | Description of Staffing  |
| ___ | Description of Organization and Programs   |
| ___ | Description of Program for which Funds are requested   |
| ___ | Audited Financial Data for 2018 and 2017   |

**2019 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 2019: \$

3. Number of People Funds will Serve in 2019:

4. **Primary Use of Funds:** Describe in detail the program for which the 2019 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 are requested in line 12.*

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

<u>Year</u>	<u>Amount Requested</u>	<u>Amount Received</u>
2018	\$	\$
2017	\$	\$
2016	\$	\$



6. Other Funding Sources:

7. An organization's level of participation and the amount of funds raised in the Kauai 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 2019 Charity Walk may not be considered for funding.

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

b. 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 Kauai

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 2018 Charity Walk Funds (if applicable). If no funds were received in 2018, provide information on the most recent Charity Walk funding. *For those organizations that received Charity Walk funding in 2018, 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 2017 and 2018. 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 2019 GRANT APPLICATION:  
Postmarked no later than **Friday, March 1, 2019** to:**

2019 Kaua'i Charity Walk Allocation Committee  
PO Box 3997, Lihue, HI 96766

*Late Applications Will Not Be Accepted*