

2021 CW Oahu: checklist

Profile Information:

Full Name of the Organization:
Address:
City:
State:
Zip Code:
Contact Person First Name:
Contact Person Last Name:
Contact Person Email:
Title:
Executive Director:
Executive Director Email:
Phone number:
Ext:

2021 O'AHU VISITOR INDUSTRY CHARITY WALK GRANT APPLICATION FORM

NOTE: You must submit a separate Grant Application Form for each PROGRAM requesting funds

INFORMATION ABOUT ORGANIZATION:

Federal Tax Exempt ID Number:

State Tax Exempt ID Number:

Non-Profit Status:

Please attach copy of IRS Letter of Exemption:

Name(s) of National Organization Affiliation (if any):

Name(s) of Local Organization Affiliation (if any):

Charity Walk participation years:

Name of the PROGRAM requesting funds:

Total amount of funds requested for this program:

List the number of O'ahu residents serviced by your program per year:

2019:

2020:

2021 (projected):

Year ORGANIZATION was established in Hawai'i:

Year the PROGRAM (requesting funds) was established:

Is your organization a first time applicant?:

If NO, list years organization received funding from O'ahu VICW:

Did your organization participate in 2019 O'ahu Visitor Industry Charity Walk?

If yes:

Name of organization your group participated under (include acronyms as well):

Number of WALKERS on O'AHU:

Number of HLTA Course Marshals on O'AHU:

OTHER (specify):

NOTE: If you participated under a private business – i.e. hotel, airline, store —the other organization/company is credited with the participation and NOT your organization.

The 2020 breakdown of total revenue/funding and total expenditures/expenses for your organization. Note: If program started in 2021, use your 2021 projected revenue & expenditures.:

The 2020 breakdown of the total revenue/funding and total expenditures/expenses for the program requesting funds. Note: If the program started in 2021, use your 2021 projected revenue & expenditures.

REMEMBER TO INCLUDE ALL REQUESTED APPENDICES WITH YOUR COMPLETED GRANT APPLICATION FORM.

APPENDICES

APPENDIX A: DESCRIPTION OF ORGANIZATION: Attach a brief description of your ORGANIZATION, the mission statement, and the programs. The description should not exceed 250 words.

APPENDIX B: SUBJECT OF INTEREST IN RELATION TO PROGRAM

1. Homelessness (social/welfare)
2. Children and Education
3. Elderly
4. Crime
5. Veterans
6. Health and Physical Fitness
7. Environment
8. Culture and Arts
9. Other

APPENDIX C: DESCRIPTION OF PROGRAM REQUESTING FUNDS: Attach a brief description of the program requesting funds. Include a succinct and accurate description of the number of years the program has been in existence, who the primary beneficiaries are, and the overall objective of the program. The description should not exceed 250 words.

APPENDIX D: ITEMIZED LISTING OF COST BREAKDOWN OF VICW FUNDS REQUESTED: Provide a detailed itemized listing of how VICW monies will be spent to include the cost break down of each item. Be specific. The price breakdown should include ALL products and/or services (i.e. Office Supplies = \$150; Stamps = \$25). The total of all itemized expenses should equate to the amount of funds requested. Do not include the entire program budget.

APPENDIX E: UPDATE ON PAST USE OF VICW FUNDS (IF APPLICABLE): For those charities who received funding from the 2019 Charity Walk, you must attach an explanation detailing the actual use of funds, to include the number of people serviced, the success rate of the program, and the budget breakdown on how the funds were expended.

APPENDIX F: LIST OF CURRENT BOARD OF DIRECTORS & ORGANIZATIONAL CHART: List should include names and affiliation.

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APPENDIX G: COPY OF YOUR IRS TAX STATUS LETTER: Include a copy of your current tax status IRS Letter of Exemption. Please note that **THIS IS NOT A COPY OF YOUR TAX RETURNS.** If you are not tax-exempt, please explain.

APPENDIX H: COPY OF FINANCIAL DATA FOR 2021(proposed), 2020 and 2019: Provide an audited copy of your financial data for 2019 and 2020. If an audited copy is not available, please note and provide the data from non-audited financial reports and statements. We would also like a copy of your 2020 projected budget. All data is to include: (1) the total actual revenue and the breakdown of sources and the amount of funding; (2) the total actual expenditures and the breakdown by programs to include the programs requesting funds; and (3) an explanation of any excess or shortages in your budget for 2019 and 2020.