

Q: What is Hawai'i Community Foundation's Nonprofit Gateway?

A: The Nonprofit Gateway allows your organization to manage and submit grant applications online to the Hawai'i Community Foundation. Your organization is now able to enter all proposal information, narrative questions and supporting documents online. Additionally, your organization can create and save an application in one session and return to it in a later session before submitting it to the Foundation.

Q: Does my organization need to access the Nonprofit Gateway to see a grant program's guidelines?

A: No. All the information your organization needs to complete a grant application is available under each grant program's web page. To view each grant program, visit www.hawaiicommunityfoundation.org.

Q: Are all of the Hawai'i Community Foundation's grant programs available for online submission through the Nonprofit Gateway?

A: No. In 2012, many but not all grant programs will have online applications available. Please check each grant program's guidelines posted on our website approximately two (2) months prior to the deadline to see if it has an online application. If the grant program does not indicate it has an online application, then the grant program will continue to accept proposals on paper.

Q: How does my organization access Nonprofit Gateway?

A: First, check our website to see if the grant program your organization is applying for has an online application. If it does, then your organization will need to sign up for an online account. Your organization will need to designate an Account Holder and submit this person's information when requesting an account. The Hawai'i Community Foundation will then send the Account Holder a User ID and password to access Nonprofit Gateway. This may take a couple of days, so please apply early to give yourself ample time to complete your application and submit it by the submission deadline. Once your organization receives an online account, this account can be used to submit applications for all grant programs with an available online application.

Q: Who should be my organization's Account Holder?

A: The Account Holder should be someone who is authorized to submit grant applications on behalf of your organization. This person will manage your organization's online account and will receive all email notifications regarding your organization's online submissions. In many cases, it will be your organization's chief staff or volunteer; however, another person can be designated.

Q: How many online accounts can my organization request?

A: We will generally assign one account per organization. This allows your organization to track all the applications created and submitted to the Foundation under a single account. Larger organizations may be assigned more than one account when applications are submitted through multiple administrative offices. Your organization will then need to track applications created and submitted separately under each account. Hawai'i Community Foundation will consider requests for multiple accounts on a case by case basis.

Q: What if several people from my organization need to use the online account to access different applications?

A: Your organization could allow multiple people to use the online account at the same time using the same User ID and password. However, multiple users should not view, edit, or submit the same application at the same time.

Q: When will my organization be able to start working on the online application in Nonprofit Gateway?

A: Generally, the application will be available for you to work on in the Nonprofit Gateway two (2) months before the grant program's submission deadline.