The Rev. Takie Okumura Family Fund
Young Children and Youth Grantmaking Program
Request for Proposals 2012

HAWAI'I COMMUNITY FOUNDATION

Overview
The Rev. Takie Okumura Family Fund was established at Hawai'i Community Foundation in 1990, by members of the Okumura family with the intent to continue the charitable works of Rev. Okumura in modern times. The Advisory Committee for the Okumura Family Fund explored the work of Rev. Okumura considering carefully what had guided his charitable activities and decided to focus on the healthy development of Hawai'i's young children and youth. The Advisory Committee will review applications and make recommendations for grants for projects that are most consistent with the purpose and priorities of the fund.

Priorities of the Fund
Proposals will be accepted in the following areas of focus. Please see specific guidelines for each area.
- **Youth (ages 6-20 years old)** Proposals should effectively address the needs of youth to:
  - develop the ability to think critically
  - understand and appreciate one's own culture and those of others, and/or
  - develop the ability to settle differences peacefully

- **Young Children (ages birth to 5 years old)** Proposals should effectively address the needs of young children through:
  - programs promoting the healthy development of young children, OR
  - projects strengthening the Early Care and Education Community Systems

Projects not likely to be funded:
- major capital projects
- funds for an endowment or for the benefit of individuals
- general operating support
- requests to replace government funding

Grant Range
- Grants up to $5,000
- Grants are for a one-year period

Eligibility
Hawai'i nonprofit organizations that are 501(c)(3) IRS tax exempt organizations, or units of government are eligible to apply.

Online Submission
To submit an application online, please go to
www.hawaiicommunityfoundation.org/grants/okumurafamilyfund.
This application is available for online submission. Your organization must first establish an online account with Hawaii Community Foundation to access the online application. Please go

to www.hawaiicommunityfoundation.org/grants/okumurafamilyfund to request an account or, if you already have an account, to access the online application. Note: If you are requesting an account, it may take a few days for you to receive the account information. It's highly recommended you request your account early to give yourself adequate time to complete the application by the submission deadline.

Deadline
Submit your proposal online by 5:00 p.m. HST on June 15, 2012.

Review Criteria:
The strongest proposals will meet all or most of the following criteria:

Organizational soundness
- o Organization has experienced key staff, an engaged board of directors, diverse funders, good financial health

Integrity of the Proposed Program or Project:
- o Organization provides a safe place (afterschool, weekends, intersessions, summer) where at-risk youth positively interact with peers and caring adults
- o Has a demonstrated record of success serving at-risk youth
- o Helps youth develop critical thinking skills
- o Provides youth with opportunities to understand and appreciate their culture and those of others
- o Helps youth learn to settle differences peacefully
- o Competes for youth's time and commitment
- o Program budget is adequate, costs are consistent with the narrative and are reasonable

Potential for Impact of the Program or Project:
- o Program has clearly defined outcomes and means to measure the outcomes
- o Organization demonstrates the ability to leverage other resources to sustain the program

YOUNG CHILDREN Ages 0-5 years old

Strategic Focus: Proposals should effectively address the needs of young children:
- (1) Program promotes the healthy development of young children, OR
- (2) Program strengthens the Early Care and Education Community Systems

Review Criteria for Programs Promoting the Healthy Development of Young Children
We are interested in programs that promote the healthy development of young children by supporting parents and other caregivers, including foster parents, grandparents and other caregivers.

The strongest proposals will meet all or most of the following criteria:

Integrity of the Proposed Program or Project:
- Program is well defined and likely to be successfully implemented
- Program budget is adequate, program costs are consistent with the narrative and are reasonable
- Organization demonstrates ability to deliver the program
- Preference will be given to those programs that are focused on the needs of the most vulnerable children, including those living in poverty and those with a history of violence or substance abuse in their homes

Potential for Impact of the Program or Project:
- Program has clearly defined outcomes and can measure those outcomes
- Organization demonstrates the ability to leverage other resources to sustain the program

Review Criteria for Programs Strengthening the Early Care and Education Community Systems
We are interested in supporting organizations that are working toward strengthening the systems that support young children and their families in Hawai'i.

The strongest proposals will be those that meet all or most of the following criteria:

Integrity of the Proposed Program or Project:
- Project implements a strategic action plan for systems-level change related to early care and education
- Program is well defined and likely to be successfully implemented
- Program budget is adequate, costs are consistent with the narrative and are reasonable
- Organization demonstrates ability to deliver the program

Potential for Impact of the Program or Project:
- Program has clearly defined outcomes and means to measure the outcomes
- Organization demonstrates the ability to leverage other resources to sustain the program
- Program involves collaborations or partnerships among multiple stakeholders

Proposal Narrative
The online application will ask you to address the following questions: *(2,000 character count max.)*
1. Describe the organization's:
    - Leadership (Key staff and Board of Directors)
    - Funding sources
    - Overall financial health
    - Experience with this community

2. Describe the program and target population: *(4,000 character count max.)*
    - Proposed activities and rationale
    - Program goals
    - Number of clients expected to participate
    - Alignment of program costs with proposed activities

3. Describe the program's potential impact: *(2,000 character count max.)*
    - What are the anticipated outcomes?
    - How will impact on participants be measured?

4. If applying for Youth Ages 6-20 program, describe how the program: *(1,000 character count max.)*
    - Helps youth develop critical thinking skills
    - Provides youth with opportunities to understand and appreciate their culture and those of others
    - Helps youth learn to settle differences peacefully

Supporting Documents
You will be asked to upload the following documents:
1. **Project Budget Form** (see application online to download form)
2. **Board or leadership group list** (not necessary for units of government or public schools)
3. **Financials:** (not necessary for units of government or public schools)
    a. Income Statement (or Profit & Loss Statement) for the most recently completed fiscal year
    b. Balance Sheet for the most recently completed fiscal year
    c. Annual Operating Budget for the current year
4. If you are using a **fiscal sponsor,** please submit the following documents:
    a. Fiscal Sponsor's Board of Directors Resolution authorizing project fiscal sponsorship
    b. Fiscal Sponsor's agreement
    c. Your organization's Board or leadership group list
    d. Fiscal Sponsor's Board of Directors list
    e. Fiscal Sponsor's Income Statement (or Profit & Loss statement) for the most recently completed fiscal year
    f. Fiscal Sponsor's Balance Sheet for the most recently completed fiscal year
    g. Fiscal Sponsor's Annual Operating Budget for the current year

File Naming Format for Supporting Documents
For documents to be uploaded, please use the following descriptive file name format when uploading your files: Application ID #_Your Org Name_Name of File. (For example, '145_HCF_Budget.pdf' or '145_HCF_Board of Directors.doc').

Final Reports
A brief written report is due to the Hawaiʻi Community Foundation 30 days after the date of your grant period. The report should describe how the funds were spent, how the community benefited from this project and what outcomes or tangible results were achieved. Organizations that were previously funded will be considered only if all required final reports have been provided. Reporting guidelines are available online at www.hawaiicommunityfoundation.org/grants/okumurafamilyfund.

Contact Information
If you have any questions regarding the proposal, you may contact Terry Savage of Hawaiʻi Community Foundation at 566-5508 or by email at tsavage@hcf-hawaii.org. Neighbor Islands may call toll-free 1-888-731-3863.

For technical assistance with the online application process, please contact our Help Desk at http://hawaiicommunityfoundation.org/ticket.