

Fred Baldwin Memorial Foundation 2020 Grant Application Guidelines

The Fred Baldwin Memorial Foundation believes that supporting the people of Maui County and their environment is important, not just because of the impact on the community but because it reflects and perpetuates the shared values of our family and founders.

Founders and History

In 1910, as part of their lifelong commitment to philanthropy, Emily Alexander Baldwin and Henry Perrine Baldwin gave the Maui community a facility to provide housing for the elderly. The Fred Baldwin Memorial Foundation was created to provide operating funds for this home. Both the home and the Foundation were dedicated to the memory of their son, Fred Baldwin. After the home closed in the 1940's, the Foundation's assets were committed to supporting programs and projects serving Maui County. Today, the Foundation's trustees are all descendants of the Baldwin family who's shared goals are to continue Emily and Henry Baldwin's commitment to the people of Maui – a legacy that has spanned generations and touched the lives of thousands in the community.

The Foundation's Areas of Greatest Interest

- We support programs and projects that benefit the people of Maui County.
- We support organizations and programs for whom our modest grants will have the greatest impact.
- Evaluations are based on community need, quality of leadership, financial accountability, organizational stability and the projected cost of the program in relation to its benefits.
- We support human services, housing and health organizations that provide a safety net of services for those most vulnerable in our community.
- We support youth and educational organizations which create a robust learning environment.
- We support arts and culture in our community through funding of performances, exhibits, equipment, and facilities.
- We support environmental organizations designed to improve and preserve our natural resources.
- We support historical and heritage organizations dedicated to historical documentation and cultural awareness.

Eligibility

- Applicants must have 501(c)(3) status or must apply through a fiscal sponsor with 501(c)(3) status.
- Applicants must be located in or have significant programs in Maui County.
- Grants are for a one-year term. Grantees may not receive more than one grant at a time and no more than one grant in any twelve-month period. Grantees may reapply for

funding in subsequent years but generally the Foundation is not a source of ongoing support for any organization.

- Average grants are \$5000 with occasional exceptions.
- Capital campaign requests, while not a priority, may be considered in some situations.
- Final reports must be submitted before a new grant will be considered.
- The Foundation does not fund loans or debt service, endowments, funds for re-granting, scholarships, grants to individuals or units of government, or activities that have already occurred.

Application procedures

Online Submission: This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <https://nexus.hawaiicomunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

Note: If you are requesting an account for the first time, it may take two to three days for you to receive the account information. We recommended that you request your account early to give yourself adequate time to complete the application by the submission deadline. If you are not able to submit your proposal online, please contact Kehau Meyer, via email at kmeyer@hcf-hawaii.org or call (808) 566-5537.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

Proposal narrative

- **Organization:** Describe the organization, including year established, mission, geographic reach, staff. (*Maximum 1,000 character count, single spaced*)
- **Need:** Describe the problem or opportunity that this project will address. (*Maximum 3,500 character count, single spaced*)
- **Project Overview:** Provide a general overview of the project. Explain why you chose this approach to address the problem or opportunity. Provide a project timeline. If this is an ongoing project provide past results and achievements. (*Maximum 4,500 character count single spaced*)
- **Activities and Expected Results:**
 - What will you do? What activities will be completed to address the problem/opportunity? Provide details including frequency, duration, equipment, etc. (*Maximum 3,000 character count single spaced*)
 - How much will you do? Once the activities are completed, what are the expected outputs of the project (ex. # of people served, # of tickets sold, # of acres cleared, # of people transported, etc.) (*Maximum 2,000 character count single spaced*)
 - What difference will you make? What are the anticipated results of the project (changes in behavior, attitudes, conditions, knowledge, skills)? Provide details in % of change (ex. 80% of participants increased their knowledge of X, 10% more food delivered to recipients, etc.) (*Maximum 2,000 character count single spaced*)

- How will you know? What will you use to measure the result to know if you have achieved your goals? (ex. pre/post-tests, observations, collection of activity data, etc.) (*Maximum 1,000 character count single spaced*)
- **Funding:** Explain the budget, including adjustments to be made if not all anticipated funding is received. (*Maximum 1,000 character count, single-spaced*)

Additional required documents

- Project budget showing:
 - Anticipated income (source, amount, restrictions, and whether secured or pending); and
 - Anticipated expenses (overall expenses, and expenses for which Baldwin Foundation grant will be used).
- Board of Directors list
- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Letters of commitment from partners (required only if the project is a partnership)
- Organization’s annual operating budget for the current year
- Organization’s balance sheet for the most recently completed fiscal year
- Organization’s income statement (or profit/loss statement) for the most recently completed fiscal year

Audited financial statements are preferred but not required.

Local units of national organizations must submit local unit financial information.

Fiscal sponsors

- Resolution by fiscal sponsor’s board of directors authorizing fiscal sponsorship
- Fiscal sponsor’s agreement form

Both forms can be found at: <http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>

- Fiscal sponsor’s board of directors list
- Fiscal sponsor’s IRS 501(c)(3) determination letter
- Fiscal sponsor’s annual operating budget for the current year
- Fiscal sponsor’s balance sheet for the most recently completed fiscal year
- Fiscal sponsor’s income statement (or profit/loss statement) for the most recently completed fiscal year

Audited financial statements are preferred but not required.

Local units of national organizations must submit local unit financial information.

Deadlines

Applications submitted by:	. . . will be considered at the Trustees’ meeting in:	. . . and applicants will receive decision letters in:
February 3, 2020, 5:00 p.m.	April	late April
August 3, 2020, 5:00 p.m.	October	late October