

**Hawai‘i State Foundation on Culture and the Arts**  
**3.2.6 Grant Allocations**

**Policy:** The HSFCA will provide Biennium Grants Program review panels with a budget based on projected allocations for the fiscal biennium being reviewed. The budget, and therefore the allocations, is subject to change pending the HSFCA’s receipt of its appropriations from the administration. Budget allocations are subject to approval by the Executive Director and the HSFCA Commission prior to their being forwarded to panels.

**Date Effective:** April 16, 2008

**Purpose:** To assure consistency and fairness in the methodology and procedures through which funds are allocated to the Biennium Grants Program.

**Reference:** HSFCA Commission meeting minutes April 16, 2008.

**Persons or Divisions Affected:** HSFCA Commissioners and staff

**Definitions:**

**Forms:** Not applicable

**Procedures:**

1. The Executive Director shall establish a projected budget from which panels will recommend grant awards.
2. Grants shall be awarded subject to available funding.
3. Program area budgets shall be established through a formula whereby:
  - a. The total amount requested for all applications is divided by the total amount of the grants budget to establish a percentage
  - b. The resulting percentage is multiplied by the sum of all applications for each program area to establish the budget for each program area
  - c. Panels allocate grant awards based on these projected budgets
  - d. Panel recommendations are not final allocations.
4. The HSFCA Commission has the authority to make changes prior to approving the allocations. The Executive Director notifies grant applicants of the allocations, which are still subject to change. The allocations are not final until such notice is issued by the Executive Director.

5. Following the administration's release of the HSFCA's budget, the Executive Director shall recommend necessary budget adjustments to the grant allocations using a methodology that he/she deems appropriate.
6. The Executive Director shall notify the HSFCA Commission of the methodology and rationale used to arrive at the revised allocations before applicant organizations receive notification of the final grant awards.
7. The HSFCA Commission is authorized to approve or disapprove the recommended methodology and allocations from the Executive Director. The grantees shall receive notification of the final allocation(s) only after the HSFCA Commission has approved them.
8. The Executive Director is authorized to reallocate grant funds to qualifying organizations should additional funds become available during the fiscal year.
9. All reallocations are subject to Commission approval. In cases where circumstances do not allow adequate time for Commission approval, the Executive Director shall reallocate using his/her best judgement.