



Biennium Grant FB2020/2021 Application Instructions Updated 4/25/19

BASIC INFORMATION

ABOUT THE BIENNIUM GRANT PROGRAM:

The Hawai'i State Foundation on Culture and the Arts (HSFCA) provides public funds through the Biennium Grants Program to support projects designed to promote, perpetuate and preserve culture and the arts in Hawai'i.

The legal provisions of the Biennium Grants Program are in Sections 9-11 through 9-18 of the Hawai'i Revised Statutes. The Grants Program budget is contingent on the State fiscal biennium and appropriations from the Hawai'i State Legislature. Grants are subject to available funding.

The Biennium Grants are awarded for a two-year period. Organizations may apply to FY2020 | YEAR ONE and/or FY2021 | YEAR TWO. During the application period, all eligible applications received by the application deadline are considered. Grants Panels review the applications and submit their recommendations. The HSFCA Board of Commissioners has final approval of the recommendations.

HSFCA Mission – *To promote, perpetuate, and preserve culture and the arts in Hawai'i*

HSFCA Vision – *"We envision a thriving and vibrant Hawai'i enriched by culture and the arts"*

Biennium Grants to Organizations – To support projects designed to preserve and further culture and the arts beneficial to Hawai'i. These projects must meet the HSFCA Strategic Priorities 2019-2023.

GO Smart DEADLINES

Intent to Apply DEADLINE – Wednesday, May 1, 2019, 5:00pm

- *All Non-Profit Organizations must create an account in GO Smart and submit legal eligibility documentation under "Intent to Apply" for a Preliminary Review by May 1, 2019. If this is not done, the organization will not be able to apply.*

FY2020 and FY2021 Online Applications DEADLINE – Tuesday, May 28, 2019, 5:00pm

For questions and application assistance:

Hawai'i State Foundation on Culture and the Arts
Biennium Grants Program
sfcagrants@hawaii.gov
808-586-0309



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APPLICANT ELIGIBILITY

Applicants that are not eligible at the time of the online application deadline will not be accepted.

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DETERMINING / ESTABLISHING NON-PROFIT ORGANIZATION ELIGIBILITY:

APPLICANT ELIGIBILITY

Non-Profit Organization, 501(c)3, exempt from federal income tax by the Internal Revenue Service (IRS). Applicants are subject to meeting Chapter 9 eligibility requirements and policies established by the Hawai'i State Foundation on Culture and the Arts.

TO SUBMIT

- All Non-Profit Organizations must submit legal eligibility documentation for review under “Intent to Apply.”
- University of Hawai'i departments, colleges, community colleges – DO NOT NEED to submit eligibility documentation.

1. A copy of the organization's tax exempt status letter from the IRS; and
2. A copy of the organization's bylaws and/or policies which must include:
 - a. A description of the manner in which business is conducted;
 - b. A prohibition against nepotism; and
 - c. Procedures for managing potential conflict-of-interest situations.
 - d. A statement from the organization affirming that the members of its governing board have no material conflict of interest and serve without compensation. (The organization must have a governing board whose members have no material conflict of interest and serve without compensation.



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ALL applicants must submit one compiled PDF packet of legal documents in the following order:

1. IRS letter of determination of tax-exempt status.
2. Articles or Charter of Incorporation.
3. Bylaws; bylaws amendments.
4. Corporate Resolutions or Corporate Policies (if any).

Your **file MUST be named** as follows:

“Legal_Organization Name.pdf”

If your legal name is long, use your DBA, without diacritical marks. For example:

- Legal name is “Friends of the Arts and Culture Across the State of Hawai`i”.
- DBA name is “Hawai`i Arts and Culture”
- PDF File name is “Legal_Hawaii Arts and Culture.pdf”

If your Organization does not complete the “Intent to Apply” correctly with application submittal at the time of the application deadline, your application will not be accepted.

APPLICATION ELIGIBILITY

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- All required application materials must be complete and submitted via the GO Smart online application system by the application deadline.
- ONE application per applicant grant cycle.
 - An application may be submitted for Year One and/or Year Two.
 - The same project type application may be submitted for each year. For example – “Art Weekend 2020” in Year One and “Art Weekend 2021” in Year Two.
 - A different project type application may be submitted for each year to the same grant category. For example, to the Presenting & Performing Arts grant category – “Performing Arts Series 2020” in Year One and “Exhibition Series 2021” in Year Two.
 - A different project type application may be submitted for each year to a different grant



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category. For example – “Kupuna Outreach Maui 2020” in Year One in the Community Arts category and “Ukulele Statewide Concert Series 2021” in Year Two in the Presenting & Performing Arts category.

- Grant request must be matched one-to-one with non-HSFCA cash or in-kind.
 - Grant request may be matched with an equivalent non-SFCA cash amount or cash plus in-kind amount.
 - The cash match may be other state funds, as long as it is not from HSFCA.
 - The one-to-one match may be partly in-kind, not to exceed 40% of the match. The in-kind may include volunteer time.
- Grant requests must be in the range of minimum of \$5,000 to maximum of \$15,000 per application, and must be rounded to the nearest thousand, and should not include \$, comma, or decimal (i.e. XX000).
- Projects must be implemented entirely in the State of Hawai`i.
- Project implementation period is the State of Hawai`i fiscal biennium - July 1, 2019 through June 30, 2021 (two fiscal years).
 - The Year One project is fiscal year July 1, 2019 through June 30, 2020.
 - The Year Two project is fiscal year July 1, 2020 through June 30, 2021.

CRITERIA FOR BIENNIUM GRANT PROJECTS

BIENNIUM GRANT CATEGORIES

There are four (4) grant categories that align to the [HSFCA Strategic Priorities 2019-2023](#). Submit your application to one of these categories for either or both years.

- Heritage and Preservation (*Culture*)
- Community Arts (*Engagement*)
- Arts Education (*Education*)
- Presentation and Performing Arts (*The Arts*)

Refer to the **Biennium Grants Categories Chart** on the [HSFCA website](#) for a detailed description of these four categories.

Each grant category is assigned to a Strategic Priority. For strategic priorities details, refer to the [HSFCA's Strategic Priorities 2019-2023](#).



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WE DO NOT FUND:

- Building, renovation, maintenance of facilities, or other capital expenditures
- Activities that are not completed within the project period
- Fellowships, scholarships, theses, or dissertations
- Fund raising
- Grant management fees or indirect cost rates
- Commissioning visual artists to execute professional works of art
- Costs for food and/or refreshments
- Perquisites
- Equipment purchases and/or long-term rentals for more than one year of any two year biennium
- Foreign travel
- Subgrants or regrants
- Interest payments, insurance, or similar finance costs
- Utilities costs (water, electricity, or telephone)
- Un-itemized miscellaneous
- Accounting costs, including audits
- Maintenance costs of any kind
- Technology-related expenses, including but not limited to computer hardware or software, Internet, website, or E-mail, or contracted assistance to design or maintain such services

APPLICATION MATERIALS AND INFORMATION

General information concerning Biennium Grants FB2020/2021 will on the HSFCFA website. The webpage is: <http://sfca.hawaii.gov/grants-programs/biennium-grants/>

Downloadable pdf materials will also be on this webpage:

Essential Information

- FAQs
- Biennium Grants Application Instructions
- Biennium Grants Categories Chart
- Organization Legal Eligibility Requirements



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GO SMART ONLINE APPLICATION SYSTEM

CREATE GO SMART LOGIN

To access the GO Smart website and Biennium Grants Applications FY2020 and FY2021, click here:
<https://hawaii.gosmart.org/login.php>

Each application year will be a separate online application. You may submit an application for FY2020 and/or FY2021. You will be asked to submit your Organization's Legal Eligibility Documents under "Start Intent to Apply" before you proceed to the Application process for both FY2020 and FY2021. Our Grants Management team will review your documents and respond on your organization's eligibility status with ten business days. You may continue to the Application process after submitting the Legal Eligibility Documents. **All Non-Profit Organizations must create an account in GO Smart and submit legal eligibility documentation under "Intent to Apply" for a Preliminary Review by May 1, 2019. If this is not done, the organization will not be able to apply.**

NOTE: University of Hawai'i Departments do not need to submit legal eligibility documentation. UH Departments should email sfcagrants@hawaii.gov after creating their department profile on GO Smart. Include your Department name in the email to gain access to the Application.

APPLICANT PROFILE AND ORGANIZATION USER PROFILE SECTIONS

These two profile sections provide profile information: (1) that HSFC needs and (2) that are required by the National Endowment for the Arts (NEA).

APPLICANT PROFILE SECTION

Please note: There is a known program issue with the Profile Page on the Application and Final Report pdfs. We are aware of this and it will not affect your submissions.

This is a short "default" applicant profile section in GO Smart. This applicant profile section is retained in GO Smart. Every time you make an application in GO Smart for HSFC, this is the information that will appear. You will be able to update the information as necessary.

The contact person (Primary Contact) in this profile section is the person in your organization who will actually do the application and we would contact this person with any question or needs concerning your application. In some organizations, it is your Executive Director or your board President. In some organizations, it is your Grants Manager, Development Director, Program Director, and so forth.



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FOR UH Applicants:

Applicant Type: select Organization

Legal Name: enter your Organization's entire legal name. This is the name on your Form W9 and that would be on your grant contract.

Date of 501(c)3 Incorporation: Your tax-exempt date

Address1: Your mail address, city, state, zipcode

Telephone: Organization's phone number during business hours.

Primary Contact: Name, preferred phone number during business hours and email of the person who will be responsible for this application.

Applicant Status:

Applicant Institution:

Applicant Discipline:

Grantee Race:

Web Address:

FEIN / TAX ID:

Date Organization Formed:

DUNS Number:

Mission Statement:

ORGANIZATION INFORMATION SECTION

This section is for additional profile information that is not contained in the "default" Application Profile section (above). The information in this section is not retained in the GO Smart. Each time you make an application to HSFCFA, you will need to fill this section again.

The Authorizing Official is the person who will authorize this application and sign the Certification page.

FOR UH Applicants:

Authorizing Official

Salutation:

First Name:

Middle Initial:



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Last Name:

Title:

Preferred Phone #:

Email:

US Congressional District:

Hawai'i Senate District:

Hawai'i House District:

Identify the types of accessibility accommodations that your organization provides

Accessibility Profile: *check all that apply*

Specify any other accessibility accommodations (500 character limit):

Major Programs and Average Attendance (briefly identify one to three of your organization's core programs)

Program #1

Title:

Average Attendance:

Brief Description (250 characters limit):

Program #2

Title:

Average Attendance:

Brief Description (250 characters limit)

Program #3

Title:

Average Attendance:

Brief Description (250 characters limit)

Board of Directors

List of Board of Directors with Board Title and Name. Begin list with Board Officers and Committee Chairs, followed by general board members. (1000 characters limit)

Example: President – Name



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Vice President – Name

Fundraising Chair – Name

Current Operating Budget: *check one*

- *Under \$500,000*
- *\$500,000 to \$1,000,000*
- *Over \$1,000,000*

PROJECT DESCRIPTION SECTION

Project Title (75 characters limit):

Grant Category: select one

- *Heritage & Preservation (CULTURE)*
- *Community Arts (ENGAGEMENT)*
- *Arts Education (EDUCATION)*
- *Presenting & Performing Arts (THE ARTS)*

Grant Request Amount: Enter your grant request amount.

- Grant requests must be in the range of minimum of \$5,000 to maximum of \$15,000 per application. Requests must be rounded to the nearest thousand, and should not include \$, comma, or decimal (i.e. XX000).
- Those grants selected to receive an award, will receive the amount requested in the application.
- When selecting Grant Request amount, please review your budget closely and evaluate your organization's request. Past Biennium Grants recipients should also review what has historically been awarded to your organization as a measurement.

Grant in Aid (GIA) Support: If you applied for a State of Hawai'i GIA in January 2019, for FY2020 in order to acquire additional support for this project, enter your GIA request amount here.

For example – the Biennium Grant application to HSFCA is to conduct arts outreach to rural communities requesting funds for arts supplies, artist fees and project coordination. It does not include transportation to all of the rural communities that you intend to serve. You applied for the GIA for transportation.

GIA Use: Identify what your GIA request would support for your Biennium Grant request to HSFCA.

In the example above, GIA support is for transportation costs from your home-base to the various rural communities that you intend to serve.

Project Summary (250 characters limit): Provide a succinct project summary. HSFCA will use this in reports.



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Describe the project (including project management & coordination, implementation of activities, collaborations) – what will you do? how will you carry out the project? (2500 characters limit):

Project Start Date: no earlier than July 1, 2019.

Project End Date: No later than June 30, 2020.

Estimated Timeline of Project Activities (1000 characters limit):

Proposed location(s) of activities (1000 characters limit):

Project Islands: *check all islands that are directly served*

Describe your organization's experience for implementing this project (2000 characters limit):

List project personnel who will manage and coordinate the project – provide name, title (if applicable), project responsibility and qualifications (2000 characters limit):

List the proposed artists, presenters and other specialists who will be working on the project – provide name, title (if applicable), project responsibility and qualifications: (2500 characters limit)

Who is your intended audience and how will you reach them (including any new or special populations)? (1500 characters limit):

Describe project impact – community need, how will your intended audience benefit (2000 characters limit):

Quantitative and Qualitative Evaluation – how will you determine that the project was successful? (2500 characters limit):

Work Evidence Sample – OPTIONAL: Limited to 5 pages. Must enhance the panelists' understanding and appreciation of your application narrative. Be selective. Must be a pdf document. Name your file – "Evidence_Organization Name.pdf" (i.e. "Evidence_HawaiiArtsandCulture")

IF you choose to submit a 5-page pdf of work evidence to support your application, here are a few ideas for each page:

- One or two page photo or photo montage
- One page with one to three embedded video or audio links with a short annotated description. Choose your video audio samples carefully, panelists will probably not watch or listen to a long clip
- One page logic model to demonstrate your planning and evaluation vision for the project.
- One or two page letter from a student, teacher, parent, project participant describing the value of their experience
- One or two page concert program
- One page news article



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PROJECT BUDGET SECTION

Proposed Budget – Expenses

Your budgeted Total Project Cash Expenses will be equal to your anticipated Total Project Cash Income.

If your organization's operational budget is under \$500,000, you may use up to 25% towards your Administrative & Program Support Costs.

Total Cash Expenses Column: This is your total expense per line item.

HSFCA Grant Request Share Column: This is the portion of the line item that the HSFCA Grant Request Share will cover. This should not be greater than the Total Cash Expense of the line item.

In-Kind (non-cash) Column: This is the donated cost of a line item.

Proposed Budget – Income

Your budgeted Total Project Cash Expenses will be equal to your anticipated Total Project Cash Income.

Earned Income:

Private Funds & Applicant Cash:

Public Funds:

HSFCA Grant Request:

Brief Budget Descriptions

Identify/Provide brief budget descriptions for each of the expense and income categories below.

Administrative & Program Support:

Salaries/Wages-Program/Artistic Personnel:

Contracted Personnel & Services:

Facilities/Space:

Travel/Transportation:

Materials/Supplies:

Other Costs:

Earned Income:

Private Funds & Applicant Cash:



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Public Funds (not HFSCA):

CERTIFICATION SECTION

Click on "I certify".

Electronic Signature: Type the name of your organization's Authorizing Official (same person as the Authorizing Official on the Organization Profile Section).

Date: Type the date of the signature.

A screenshot of a web browser showing the "CERTIFICATION" section of an application form. The browser address bar shows "https://hawaii.gosmart.org/module.php?mod_id=31732". The page title is "CERTIFICATION - Hawai'i State F...". The form content includes a "CERTIFICATION" heading, a paragraph of text explaining the certification process, a radio button for "I certify" which is selected, a text input field for "Authorizing Official" with the name "Denise M. Miyahana", a text input field for "Date" with the value "1-31-19", a "NOTE" about funding requirements, a "Save Work" button, and a link "Did I Complete This Page?".

CERTIFICATION

By checking the box below, I certify that the information contained in this Application is correct to the best of my knowledge and has been duly authorized by the governing body of the applicant based on the terms, conditions and specifications set forth in the SFCA Grant Guidelines. I understand that this form is considered to contain an electronic signature and certifies that I have completed this form.

I certify

Authorizing Official

* Electronic Signature

* Date

NOTE: If your organization is NOT CURRENTLY FUNDED by the SFCA you must submit all documents necessary to establish eligibility at the time of application. Please see the application requirements.

[Save Work](#)

[Did I Complete This Page?](#)

ADDITIONAL INFORMATION

HOW GRANTS WILL BE FUNDED:

- Appropriations from the Legislature of the State of Hawai'i and a state partnership grant from the National Endowment for the Arts, provide the public funds to support Biennium Grants.
- The pool of available funds for each fiscal year is approximately \$500,000. Based on recent funding patterns, between 50 and 70 applications received grants. The average grant has been approximately \$7,000.



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HOW APPLICATIONS ARE REVIEWED AND EVALUATED:

Staff Review

- Applications received by the deadline will be reviewed by Staff for eligibility and completeness. Applications that are not eligible or not complete will not be accepted. Applicants will be notified about receipt of their application.

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- Information about applicant Biennium Grant funding history and completion of grant projects will be provided to panelists.

Panel Review

- Panelists will evaluate the application on merit, need and ability to carry out the project. Panelists will not assign funding amounts.
- Panelists will discuss their scores for each application in a panel meeting.
- Panelists will make priority approval recommendations to the HSFC Board of Commissioners to discuss which grants best support the HSFC 2019-2023 Strategic Priorities. The HSFC Board of Commissioners will approve the prioritized list of grants. Grants will be funded in priority pending availability of funding.

Grant Notification

- Applicants will receive official notification about the status of their application.

GRANTEE RESPONSIBILITIES:

- At the time of contracting, grantees must be in compliance with State procurement procedures. To register, go to <https://vendors.ehawaii.gov>
- A final report is required after each grant year is completed, in order to receive the final grant payment. The final report must be submitted via the GO Smart online system. The online system will accommodate work evidence. Grantees will not need to deliver or mail materials and items to the office. Also included in the final reporting are data fields for our required National Endowment for



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the Arts reporting and brief listing of activities accomplished for each grant project.

- Grantees will submit invoices for grant payment. The form to use will be provided.
- For grantees with a Year One grant and a Year Two grant, grant requirements for Year One must be met in order for HSFCa to contract for Year Two. This includes the Year One final report.
- Inform HSFCa Staff about activities for site visits and so that HSFCa can assist with promotion of activities as needed.
- Documentation of activities for the final report and for HSFCa to use for reporting and promotion.

Public Information and Credits

- For printed materials, such as flyers, brochures and programs, the HSFCa logo is to be used.
- Required language for credits & acknowledgements *"This program is supported in part by the State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai'i and from the National Endowment for the Arts."*

BIENNIUM GRANT FB2020/2021 PROJECTED TIMEFRAME:

These are the approximate benchmark dates:

- April 9, 2019 – GO Smart online application opens
- **May 1, 2019 – GO Smart Intent to Apply (Legal Eligibility Documents submitted)**
- **May 28, 2019 – GO Smart online application DEADLINE**
- June 2019 – Panel meetings for review of applications for funding recommendations
- July 2019 – Board of Commissioners approve funding pending availability of funds
- July 2019 – Notification of funding
- October 2019 – Contracting
- July 1, 2019 through June 30, 2020 – Year One project implementation period
- July 31, 2020 – Year One final report DUE
- July 1, 2020 through June 30, 2021 – Year Two project implementation period
- July 31, 2021 – Year Two final report DUE