



BIENNIUM GRANTS PROGRAM Legal Eligibility Instructions for Applicants

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 arts and culture organizations must submit legal eligibility documentation for review.
- 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:
(Please highlight a, b,c and d in the submitted Bylaws)
 - 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.)
- 3. A letter on letterhead from a Board member identifying the authorized signatory(s) for the organization. Include the name(s), title, email address and effective date.

Prepare ONE COMPILED PDF file. Your documents **MUST** be 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"