



# BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

## Application Instructions

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**BIENNIUM GRANTS PROGRAM  
FY2023 | FY2024 | FY2025**

**APPLICATION INSTRUCTION**

<p><b>PURPOSE OF THE GRANT</b></p> <hr/> <p><b>SFCA Mission</b></p> <p><i>To promote, perpetuate, and preserve culture and the arts in Hawai'i</i></p> <p><b>SFCA Vision</b></p> <p><i>"We envision a thriving and vibrant Hawai'i enriched by culture and the arts"</i></p>	<p>The Hawai'i State Foundation on Culture and the Arts (SFCA) provides public funds through Biennium Grants to support projects designed to promote, perpetuate, and preserve culture and the arts in Hawai'i.</p> <p>The Biennium Grants Program supports the project or program of nonprofit arts and culture organizations that are 501(c)3 tax-exempt determined by the Internal Revenue Service (IRS).</p> <p>The project or program must align with one of the following supported grant categories: <b>Heritage &amp; Preservation, Community Arts (Community Arts, Community Development, Arts &amp; Healing), Arts Education, Presentation &amp; Performing Arts.</b></p> <p>The legal provisions of Biennium grants are in Section 9-11 through 9-18 of the <u>Hawai'i Revised Statutes</u>.</p> <p>The budget for each grant cycle is contingent on the State fiscal biennium and appropriations from the Hawaii State Legislature. The grants are subject to available funding.</p>
<p><b>GRANT IMPLEMENTATION PERIOD</b></p>	<p><b>Fiscal Year 2023:</b> July 1, 2022 through June 30, 2023  <b>Fiscal Year 2024:</b> July 1, 2023 through June 30, 2024  <b>Fiscal Year 2025:</b> July 1, 2024 through June 30, 2025</p>
<p><b>GRANT AMOUNTS</b></p>	<p>Project funding may be requested for one of the following grant amounts:  <b>\$5,000, \$10,000, or \$15,000</b></p>
<p><b>GO SMART ONLINE APPLICATION SYSTEM</b></p>	<p>The SFCA uses the online application system, GO SMART, to receive and review the Intent to Apply, applications, and all reports pertaining to each fiscal year grant cycle.</p> <p>To access the SFCA's GO SMART online portal, click here:  <a href="https://hawaii.gosmart.org">https://hawaii.gosmart.org</a></p> <p>Read the Biennium Grants information page on Hawaii GO Smart before beginning the application.</p>



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## APPLICATION INSTRUCTIONS

<p><b>CONTACT</b></p>	<p><b>Brittany Rakowitz</b> Community Arts Coordinator/Arts Program Specialist Email: <a href="mailto:Brittany.Rakowitz@hawaii.gov">Brittany.Rakowitz@hawaii.gov</a> Phone: 808-586-0309 <a href="https://SFCA.hawaii.gov/programs-for-organizations/Biennium-Grants">SFCA.hawaii.gov/programs-for-organizations/Biennium-Grants</a></p> <p>Biennium Grants Program State Foundation on Culture and the Arts 250 South Hotel Street, 2<sup>nd</sup> Floor Honolulu, Hawaii 96813</p>
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### LEGAL ELIGIBILITY & APPLICATION REQUIREMENTS

<p><b>LEGAL ELIGIBILITY DOCUMENTS</b></p> <p>The documents submitted to the <u>Intent to Apply</u> verify the arts or culture organization is eligible to apply to the Biennium Grants Program.</p> <p><b>NOTE:</b> A submitted <u>Intent to Apply</u> that does not include all required Chapter 9 Legal Eligibility Documents is considered 'Incomplete' and may result in the organization being ineligible to submit the project application.</p>	<p>Non-profit arts or culture organization, 501(c)3 exempt from federal income tax by the Internal Revenue Service (IRS). Applicants are subject to meeting the State of Hawai'i Statute, Chapter 9 legal eligibility requirements and policies established by the Hawai'i State Foundation on Culture and the Arts.</p> <p>All nonprofit arts and culture organizations must submit the following legal eligibility documentation to each fiscal year grant cycle's <u>Intent to Apply</u> for review.</p> <ol style="list-style-type: none"> <li>1. A <u>copy of the organization's tax-exempt status letter from the IRS</u></li> <li>2. A copy of the organization's bylaws and/or policies, and Articles or Charter of Incorporation which must include:             <ol style="list-style-type: none"> <li>a. A <u>description of the manner in which business is conducted;</u></li> <li>b. A <u>prohibition against nepotism;</u> and</li> <li>c. <u>The procedures for managing potential conflict-of-interest situations</u></li> <li>d. A <u>statement from the organization affirming that the members of its governing board have no material conflict of interest and serve without compensation</u> - The organization must have a governing board whose members have no material conflict of interest and serve without compensation.</li> </ol> </li> </ol>
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# BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

## APPLICATION INSTRUCTIONS

### APPLICATION REQUIREMENTS

1. Non-profit arts or culture organizations, 501(c)3 exempt from federal income tax by the Internal Revenue Service (IRS)
2. Applicant must have at least one year of experience with the project to request grant support
3. Only one application per applicant per grant cycle
4. The project must take place in the State of Hawai'i
5. Fiscal sponsorship is not permitted
6. A 1:1 match is required
7. The applicant organization must be compliant and remain compliant with **Hawaii Compliance Express** [https://  
vendors.ehawaii.gov](https://vendors.ehawaii.gov)
8. The applicant organization must have an active registration with [www.SAM.gov](http://www.SAM.gov)
9. The applicant organization **MUST** meet all of the above (#1-8) application requirements at the time the application is submitted through Hawaii GO Smart.
10. The application must be entirely completed and submitted via the **Hawaii GO Smart** (<https://hawaii.gosmart.org>) online application system. Applications are not accepted by email or hard copy.



**BIENNIUM GRANTS PROGRAM  
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**APPLICATION INSTRUCTIONS**

**APPLICATION INFORMATION**

<p><b>FISCAL YEAR GRANT CYCLE DEADLINES</b></p>	<p>All Non-Profit Organizations must have an account in <a href="#">Hawaii GO Smart</a> and submit legal eligibility documentation under the “Intent to Apply” for a Preliminary Review. If this is not done or is not completed by the deadline, the organization will not be able to submit a project application.</p> <p>Applicants submitted by the deadline will be accepted. Applications will not be accepted after the deadline.</p> <p><b>Fiscal year grant cycle deadlines are posted to the following:</b></p> <ul style="list-style-type: none"> <li>➤ ‘Current and Upcoming Grants’ calendar on the SFCA Grants page- <a href="https://sfca.hawaii.gov/grants/">https://sfca.hawaii.gov/grants/</a></li> <li>➤ Hawaii GO Smart- Biennium Grants Information page- <a href="https://hawaii.gosmart.org">https://hawaii.gosmart.org</a></li> </ul>
<p><b>APPLICATION INFORMATION FOR A PROJECT GRANT</b></p>	<p>All required application materials must be complete and submitted via the <a href="#">Hawaii GO Smart</a> online application system by the deadline.</p> <p>The Biennium Grants Program is facilitated on a biennial basis.</p> <ul style="list-style-type: none"> <li>• ONE application per applicant grant cycle.</li> <li>• An application may be submitted for Year One <u>and/or</u> Year Two.</li> <li>• Funding award for Year One is <u>NOT</u> a guarantee that funding will be awarded for Year Two.</li> <li>• The same project type application may be submitted for each year. For example – “Art Weekend 2024” in Year One and “Art Weekend 2025” in Year Two.</li> <li>• A different project type application may be submitted for each year to the same grant category. For example, to the Presenting &amp; Performing Arts grant category – “Performing Arts Series 2024” in Year One and “Exhibition Series 2025” in Year Two.</li> <li>• A different project type application may be submitted for each year to a different grant category. For example – “Kupuna Outreach Maui 2024” in Year One in the Community Arts category and “Ukulele Statewide Concert Series 2025” in Year Two in the Presenting &amp; Performing Arts category.</li> </ul>



## BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

### APPLICATION INSTRUCTIONS

<p><b>PROJECT EXPENSE BUDGET</b></p>	<ul style="list-style-type: none"> <li>• Grant requests must be matched one-to-one with non-SFCA cash or in-kind.             <ul style="list-style-type: none"> <li>○ Grant request may be matched with an equivalent non-SFCA cash amount or cash plus the in-kind amount.</li> <li>○ The cash match may be other state funds, as long as it is not from SFCA.</li> <li>○ The one-to-one match may be partly in-kind, not to exceed 40% of the match. The in-kind may include volunteer time.</li> </ul> </li> <li>• Grant requests can be in the amount of \$5,000, \$10,000, or \$15,000.</li> <li>• Requested grant funds can only be applied to allowable expenses supported by the Biennium Grants Program.</li> </ul> <p style="text-align: center;"><b>ITEMS NOT FUNDED BY BIENNIUM GRANTS</b></p> <ul style="list-style-type: none"> <li>• Building, renovation, maintenance of facilities, or other capital expenditures</li> <li>• Activities that are not completed within the project period</li> <li>• Fellowships, scholarships, theses, or dissertations</li> <li>• Fundraising</li> <li>• Grant management fees or indirect cost rates</li> <li>• Commissioning visual artists to execute professional works of art</li> <li>• Costs for food and/or refreshments</li> <li>• Perquisites</li> <li>• Equipment purchases and/or long-term rentals for more than one year of any two-year biennium</li> <li>• Foreign travel</li> <li>• Subgrants or regrants</li> <li>• Interest payments, insurance, or similar finance costs</li> <li>• Utility costs (water, electricity, or telephone)</li> <li>• Un-itemized miscellaneous</li> <li>• Accounting costs, including audits</li> <li>• Maintenance costs of any kind</li> <li>• 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</li> </ul>
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## BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

### APPLICATION INSTRUCTIONS

<p><b>INFORMATIONAL MATERIALS &amp; RESOURCES</b></p>	<ul style="list-style-type: none"> <li>○ SFCA Strategic Plan 2019-2023</li> <li>○ Biennium Grant Categories 2024-2025 PDF</li> <li>○ SFCA FY2021 Annual Report</li> <li>○ Planning Guide to Writing Grant Proposals</li> <li>○ Biennium Grants FY 2024 and FY 2025 Grants Workshop</li> </ul> <p>Click here: <a href="https://sfca.hawaii.gov/programs-for-organizations/biennium-grants/">https://sfca.hawaii.gov/programs-for-organizations/biennium-grants/</a></p>
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### GO SMART ONLINE APPLICATION SYSTEM

**CREATE Hawaii GO SMART LOGIN**

All Non-Profit Organizations must have an account in Hawaii GO Smart to submit the Intent to Apply, Application, and all documents and reports required of grantees. If the organization has an existing account, please do not create a duplicate account.

To access the Hawaii GO Smart website and Biennium Grants Intent to Apply and the Applications for FY2024 and FY2025, click here: <https://hawaii.gosmart.org/login.php>

**Each application year will be a separate online Intent to Apply and Application.** An Intent to Apply and Application may be submitted to FY2024 and/or FY2025.

The organization’s Legal Eligibility Documents are submitted to the Intent to Apply under “**Start Intent to Apply**”. The SFCA Grants Management team will review the documents and respond with your organization’s eligibility status with ten business days. If approved, access to the application will be provided.

**NOTE:** Each fiscal year grant cycle is panel reviewed separately. Biennium Grant is a competitive grants program. Submission of an application is not a guarantee of a grant award.



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## APPLICATION INSTRUCTIONS

### INTENT TO APPLY

The Intent to Apply is the first step in the application process and where the organization submits its Legal Eligibility Documents. Each grant cycle is separate and requires the Intent to Apply to be completed and submitted through Hawaii GO Smart for each fiscal biennium/fiscal year grant support is requested.

The Legal Eligibility Documents are the Chapter 9 requirements of the Hawaii State Statute and required to be submitted by the organization. The organization must meet **all** Chapter 9 requirements to be eligible to apply to a SFCA administered grant program.

All Legal Eligibility documents must be submitted to the Intent to Apply. If a required document is not included, the Intent to Apply is considered 'Incomplete' and the organization may be ineligible to complete an application.

The following are the Legal Eligibility Documents:

- 1. A copy of the organization's tax-exempt status letter from the IRS**
- 2. A copy of the organization's Bylaws and/or policies which must include:**
  - a. A description of how business is conducted**
  - b. A prohibition against nepotism**
  - 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.)**

Once the Intent to Apply is submitted through Hawaii GO Smart a confirmation will generate on the page, along with an email confirmation to the primary contact. If the confirmation does not generate, make sure the 'Submit' button was selected.

Staff will review the documents to ensure the organization meets the requirement to complete the application. The organization's eligibility status will be provided within ten (10) business days. If the Legal Eligibility Documents are approved, the application portal will be accessible.

The Legal Eligibility Documents will not be accepted after the Intent to Apply deadline.





## BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

### APPLICATION INSTRUCTIONS

#### **APPLICANT PROFILE AND ORGANIZATION PROFILE SECTIONS**

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

#### **APPLICANT PROFILE SECTION FOR ORGANIZATIONS**

This is a short “default” applicant profile section in Hawaii GO Smart. This applicant profile section is retained in GO Smart. Every time you make an application in GO Smart for SFCA, this is the information that will appear. The information can be updated at any time by selecting ‘Edit Profile.’

The contact person/Primary Contact in this profile section is the person in your organization who will complete and submit the application. The primary contact is the person that the SFCA will communicate with regarding any questions or needs concerning the application. If awarded a grant, all communications regarding the project contract will be between the SFCA and the primary contact. 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.

The authorized signatory in this profile section is the person(s) in your organization who are authorized to sign for contracts and payments per the organization’s By-Laws.

#### **PRIMARY CONTACT INFORMATION**

**Type of Profile:** select Organization

**Primary Contact Information:** The SFCA will direct all communications to this person

**Username/Password:** Created by the applicant

#### **APPLICANT INFORMATION**

**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, zip code

**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.

**Authorized Signatory** name, title, and email address

**Applicant Status:**

**Applicant Institution:**

**Applicant Discipline:**

**Web Address:**

**FEIN / TAX ID:**

**Date Organization Formed:**

**DUNS Number:** **GO Smart will change to the SAM Unique Entity ID Number April 2022**



# BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

## APPLICATION INSTRUCTIONS

### **SAMPLE APPLICATION & INSTRUCTIONS**

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 SFCA, you will need to fill this section again.

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

#### **APPLICANT PROFILE**

**Type of Profile:** select Organization

**Legal Name:** enter your Organization’s entire legal name, including dba if applicable. This is the name on your Form W9 and that would be on your grant contract.

**Date of 501(c)3 Incorporation:**

**Address1:**

**Telephone:**

**Primary Contact:**

**Applicant Status:**

**Applicant Institution:**

**Applicant Discipline:**

**State House District:**

**State Senate District:**

**FEIN / TAX ID:**

**Date Organization Formed:**

**DUNS Number**

**Web Address:**

**Mission Statement:**

#### **ELIGIBILITY**

Please certify that the organization meets the following eligibility requirements

- Nonprofit arts or culture organization based in the State of Hawai`i
- 501(c)3 exempt from federal income tax by the Internal Revenue Service (IRS)
- Meets Chapter 9 legal eligibility (documents submitted to the Intent to Apply)
- Not barred or suspended from receiving federal funds
- The organization has a Section 504 on file. If the organization does not have a Section 504 on file, complete the Self-Evaluation form contained in the hyperlinked document below. If you do not know what Section 504 is, review the hyperlinked document below.  
Click Here: [Section 504 Self-Evaluation Workbook- National Endowment for the Arts- Civil Rights Office.](#)
- Not SFCA Staff, member of the SFCA Board of Commissioners, or immediate family member



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### APPLICATION INSTRUCTIONS

- Registered and compliant with Hawai'i Compliance Express
  - Check the Certificate of Compliance status here: <https://vendors.ehawaii.gov/hce/>
  - The Certificate of Compliance is required to be uploaded below
- Active registration with SAM.gov. [www.SAM.gov](http://www.SAM.gov)

If the organization has not registered with Hawai'i Compliance Express and/or SAM.gov, we recommend that you begin your registration and/or update your registration in Hawai'i Compliance Express and SAM.gov immediately.

Please make sure that the organization is compliant with Hawaii Compliance Express and registered with SAM.gov by the application deadline. If the organization is not compliant, please contact the Hawaii Compliance Express office first before notifying [sfcagrants@hawaii.gov](mailto:sfcagrants@hawaii.gov) of the organization's status before the application deadline.

By checking the box below, I certify that the organization meets the Eligibility Requirements as stated above for this application.

I understand that this form is considered to contain an electronic signature and certifies that I have completed this form.

**I, certify:**

Electronic Signature:

Date:

**\* You are required to upload the current <sup>1</sup>- Certificate of Compliance and <sup>2</sup>- the SAM Unique Entity ID Detail to this section. Both documents should be submitted as one PDF file.**

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### **ORGANIZATION INFORMATION**

Please check that the organization name shown at the top right corner of this page is the LEGAL NAME, including the DBA if applicable. If the name listed is not the LEGAL NAME and/or does not include the DBA, select 'Edit Profile' to update.

***Authorizing Official (Per organization's Bylaws)***

**Salutation:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Title:**

**Preferred Phone #:**

(enter in format xxx-xxx-xxxx ext. xxxxx. For business hours during the day.)

**Authorizing Official Email:**



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## APPLICATION INSTRUCTIONS

***Second Authorizing Official, if applicable (Per organization's Bylaws)***

**Salutation:**

**First Name:**

**Middle Initial:**

**Last Name:**

**Title:**

**Email:**

**List the Board of Directors:**

(begin list with Board Office and organize by Board Title and Name)

**Current Fiscal Year Operating Budget:**

**The SFCA encourages programs and activities to be readily accessible and usable by older adults and persons with visible and invisible disabilities (such as, but not limited to, learning disabilities; physical, emotional or mental disabilities; or persons with life threatening diseases). Please indicate below the accommodations you make possible to reach these constituencies:**

**Auxiliary Aids and Services and Effective Communication**

Other- i.e: virtual performances (if selected please specify other accommodations below)

**Please specify any other accessibility accommodations:**

Virtual tour of art mural installation process as well as upon completion.

**Use the following sections to briefly describe your organization's core programs. These are often programs conducted annually. Please list no more than three (3) core programs.**

**Core Program #1**

Title:

Average Attendance:

Brief Description

**Core Program #2**

Title:

Average Attendance:

Brief Description:

**Core Program #3**

Title:

Average Attendance:

Brief Description:

**Project Title:** (75 characters limit):



# BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

## APPLICATION INSTRUCTIONS

### PROJECT DESCRIPTION SECTION

**Grant Request Amount:** Enter your grant request amount.

- Grant request amounts are \$5,000, \$10,000 or \$15,000
- 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 Category:** select one

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

**If the project most aligns with Presenting & Performing Arts (The Arts), please specify:**

Literary Arts

Visual Arts

Media Arts

Performing Arts (Dance, Dance-Drama, Music, Drama/Theatre including puppetry, storytelling, mime)

**If the project most aligns with Community Arts (Engagement), please specify:**

Community Arts

Community Development

Arts & Healing

**Include a brief summary on how the project aligns with the grant category selected above and the SFCA's strategic priorities. The SFCA Strategic Plan 2019-2023 may be referenced.**

**Project Summary:** Provide a succinct project summary. SFCA will use this in reports.

**Project Start Date:** No earlier than July 1, 20XX.

**Project End Date:** No later than June 30, 20XX.

**Project Timeline:**

-Explain the project timeline. Bullet points are acceptable.

**Location(s) activities will take place:** physical locations

**Islands serviced by the project:** check all islands that are directly served

**Describe your organization's experience for implementing this project:**

**List project personnel who will manage & coordinate the project:** (Name, title, experience)

**List the proposed artists, presenters and other specialists who will be working on the project:**

-provide name, title (if applicable), project responsibility and qualifications



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**APPLICATION INSTRUCTIONS**

**Does the project support Native Hawaiian culture, arts, artists, and cultural practitioners?**

-If yes was selected, please provide more detail.

**Identify the intended audience(s) and how they will be reached:**

**Please identify the distinct underserved groups supported by the project.**

**Does the project or program provide services to Native Hawaiians and/or Hawaiian community(ies) in the State of Hawai'i?**

**Describe project impact:** community need, how will your intended audience benefit

**How will the success of the project be determined?** Quantitative and Qualitative Evaluation

**Support materials to accompany the application must be compiled into one (1) PDF document and uploaded below.** Must enhance the panelists' understanding and appreciation of your application narrative. Be selective.

Examples of Supported Materials: programs/brochures, news articles, mahalo letters, photomontage pages, links to YouTube, Vimeo, website videos, testimonials from the community. \* Links to online material should be listed on a PDF document page.

**PROJECT BUDGET - EXPENSES**

The budgeted Project Budget Expenses- Total Cash Expenses: Total Expenses must be equal to the anticipated Project Budget Income- Income Totals.

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

**1:1 MATCH**

- May be partly in-kind, not to exceed 40% of the match. The in-kind may include volunteer time.
- May include federal funds, but the funds may not be applied to two or more grants.
- Non-SFCA grants may be used towards the 1:1 match, but you must research if there are stipulations with the grant prohibiting the funds being used towards the 1:1 match of another grant.

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

**SFCA 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:**



**BIENNIUM GRANTS PROGRAM  
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**APPLICATION INSTRUCTIONS**

**Private Funds & Applicant Cash:**

**Public Funds:**

**SFCA 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:**

**Public Funds:**

**SFCA 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:**

**Public Funds (not HFSCA):**

**BRIEF BUDGET DESCRIPTIONS**

Itemize each expense for the following categories that is supported by the Biennium Grants FY2024, including the dollar amount. Enter 'N/A' if an expense category will not be supported by the Biennium Grant.

**Acceptable Format:** Administrative & Program Support

Executive Director- \$1,500



## BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

### APPLICATION INSTRUCTIONS

#### 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

#### 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

Denise M. Miyahana

\* Date

1-31-19

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?

After certifying the application, click '**Save Work**' and click '**Next**' to generate the submission page. Select '**Submit**'. A verification of submission will generate on the page and a email will be sent to the primary contact.

#### **ADDITIONAL INFORMATION**

##### HOW IS THE BIENNIUM GRANTS PROGRAM 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.
- Based on recent funding patterns, between 34 to 40 applications received grants of \$5,000, \$10,000 or \$15,000.





# BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

## APPLICATION INSTRUCTIONS

### **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 the receipt of their application.

#### **GO Smart DEADLINES**

##### **Intent to Apply DEADLINE**

- *All Non-Profit Organizations must create an account in GO Smart and submit legal eligibility documentation under "Intent to Apply" for a Preliminary Review. If this is not done, the organization will not be able to apply.*
- Information about applicant Biennium Grant funding history and completion of grant projects will be provided to panelists.

#### Panel Review

- Panelists will evaluate the application based on the Biennium Grants Evaluation Rubric criteria: Proposed Activities (50%), Qualifications (25%), and the Need, Benefit, Impact, and Good Use of Public Funds (25%). The rubric can be found on the [Biennium Grants web page](#) and Hawaii GO Smart.
- Panelists will have the opportunity to discuss application scores in a panel meeting. Panelist will not assign funding amounts.
- Panelist recommendations are provided to the SFCA Board of Commissioners for discussion and final approval. The SFCA Board of Commissioners will approve the prioritized list of grants based on available Funding .

#### Grant Notification

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

### **GRANTEE RESPONSIBILITIES:**

- **At the time of the Application submission, grantees must be in compliance with State procurement procedures. To register, go to <https://vendors.ehawaii.gov> and have an active registration with SAM.gov- [www.SAM.gov](http://www.SAM.gov).**
- **A Final Report is required after each grant year is completed, 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 the Arts reporting and brief listing of activities accomplished for each grant project.**



## BIENNIUM GRANTS PROGRAM FY2023 | FY2024 | FY2025

### APPLICATION INSTRUCTIONS

- Grantees will submit Request for Payment Form for grant payment. The form to use will be provided. The organization must be compliant with Hawaii Compliance Express to receive the final grant payment.
- For grantees with a Year Once grant and Year Two grant, grant requirements for Year Once must be met in order for SFCA to contract for Year Two. This includes the Year One final report.
- Inform SFCA Staff about activities for site visits and so that SFCA can assist with promotion of activities as needed.
- Documentation of activities for the final report and for SFCA to use for reporting and promotion.

#### Public Information and Credits

- For printed materials, such as flyers, brochures, and programs, the SFCA logo is to be used. Materials can be found on the SFCA website under (Click here >) [Our Brand](#).
- 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.”