



COMMUNITY ARTS GRANT 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 determination letter from the IRS.
2. Articles or Chart of Incorporation
3. 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.)
4. 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 document. The documents MUST be in the following order:

1. A copy of the organization's tax exempt status determination letter from the IRS.
2. Articles or Charter of Incorporation.
3. Bylaws; bylaws amendments (3 a-d must be highlighted).
4. Corporate Resolutions or Corporate Policies (if any).
5. Letter identifying the organization's authorized signatory.

The PDF document title must be as follows:

[Legal_Organization Name](#)

If the legal name includes a DBA, use the DBA for the organization's name.

- Example:*
- Legal name is The State of Hawaii Friends of Arts and Culture.
 - DBA name is Hawai'i Arts and Culture.
 - PDF document title: [Legal_Hawaii Arts and Culture](#)