

MCINERNY FOUNDATION

Bank of Hawaii, Trustee

Grant Application Information for Program Support

I. Purpose

The founders, William, James and Ella McNerny, arranged for practically their entire estates to pass to the McNerny Foundation in order to promote the welfare of the people of the Hawaiian Islands. Under the terms of the deed of trust creating the foundation, the income was to be used exclusively for charitable, educational purposes, or for the prevention of cruelty to children or animals. Use of this income was intended to be flexible, to cover changing conditions, and to best serve the charitable requirements of the people of Hawaii.

The trust document specifically excludes support to churches and organizations which proselytize, encourage theology, sectarianism, spiritualism, religion or any system of religious worship. The founders, in specifying these exclusions, did not do so with the intention of showing anything but the kindest of feelings and the best of good wishes toward continued and successful growth/accomplishment of the aims and purposes of any such worthy organizations, but sincerely believed that the uses and purposes are of such a nature that their aims and ends are better served if they are supported largely by the persons taking part in their work.

II. General Information

McNerny Foundation grants are given to organizations benefiting the people of Hawaii. Organizations must be exempt from federal taxes under Section 501(c)(3) of the Internal Revenue Code and be classified as a public charity. The Foundation does not give grants or scholarships to individuals, nor does it provide grants for deficit funding or endowments, or to organizations that "re-grant" McNerny Foundation funds.

Program and Project grants are awarded in six major fields: arts and culture, community, education, environment, health and rehabilitation, and human services.

Generally, the Foundation prefers to be one of several contributors to an activity, expecting the applicant to acquire needed funds from several sources to assure the continuation of the activity in the future.

The Distribution Committee will accept only one request a year from an organization. A new request will not be accepted if a prior pledge or report is still outstanding. The exception to this policy is a tuition aid program (separate guidelines available) which may be considered in addition to one other request from a school.

NOTE: If a fiscal sponsor is being used, it is necessary to contact the Charitable Foundation Services office prior to submitting a grant proposal.

III. Additional Information

1) Board of Directors

In order to be successful in accomplishing its purposes, a charitable organization generally must have community and business support, rather than relying solely on foundations or government funding.

For this reason the Distribution Committee pays particular attention to how active members of an organization's Board of Directors are in carrying out their responsibilities to the organization.

In the interest of public causes, McNerny Foundation has long required that all (100%) directors make a personal annual financial contribution, at some level, to the support of the organization; in addition to participating in fundraising activities. Directors are also required to attend Board meetings, volunteer work when needed, and make significant efforts to gain community and business support.

2) School Participation

If the request for funding supports a program that involves school or classroom participation, the applying charity must provide a list of the schools that will be involved in the program along with a letter of support from the schools' principals or teachers who have either committed or are interested in the program. The organization must also provide us with an approximate number of students that will be involved and/or benefiting from the program.

3) Other Factors

Some other factors considered in reviewing a proposal are:

- the community's need for the proposed program or project in relation to other similar activities;
- reasonableness of the project's income/expenditure budget;
- ability of the applicant to obtain entire funding and sustain the proposed project.

IV. Foundation Deadline Dates for Program Support

Currently there are NO deadlines dates when submitting grant proposals for Program Support. The Distribution Committee normally has four meetings during its fiscal year to consider grant requests.

V. APPLICATION PROCEDURES (A thru D)

DO NOT: staple, paper clip, put in folders, plastic dividers, binders or binding, or submit CD's or DVD's, etc.
Only the following fasteners are allowed: BINDER CLIPS

Submit 7 (seven) completed sets of the proposal containing:

- (A) Funding Request Cover Sheet – to be placed on top of each set (see page 4).
(B) Proposal Narrative – provide who, what, when, where, why, and how in **TWO (2)** pages.

Narrative Format Information (be concise & to the point):

Pages: *Maximum 2 pages*

Margins: 1-inch margins on each side

Font: 12 point font

Spacing: Double space in between paragraphs

Paragraph Height: Maximum of 1 ½ inches

Bullet points: Acceptable

Narrative Headings - Use these 7 (seven) headings in the order listed for the Narrative:

- 1) Organization: Briefly describe your organization's mission and programs. (maximum of 2 sentences)
- 2) Population to be Served: Provide an estimated UNDUPLICATED number and age range of the eligible individuals you propose to serve.
 - If the projections are an increase over the current volume, provide information on current volume (percentages can only be used if accompanied with figures, e.g. 20% over 500).
- 3) Program/Project: Describe using specific information in layman's terms.
 - Acronyms must be explained in the narrative and budgets.
- 4) Goals & Objectives: **Separately** list each goal with corresponding objective, and specifically describe how the goal will be accomplished through the objective.
- 5) Outreach: For new, expansion, or existing program/projects:
 - Describe how your organization will market the program/project to the community you propose to serve.
 - Provide an estimated UNDUPLICATED number of group/individuals who will be new participants
 - Provide UNDUPLICATED numbers for existing participants/groups/individuals.
- 6) Evaluation: Provide information on how and/or what the following measures are that will be used to evaluate the program/project (**note: pre/post-tests are not acceptable**):
 - Process Measures – extent to how the program/project will be implemented
 - Outcome Measures – effectiveness in meeting goals and objectives
- 7) Cost: Total cost of the program/project, amount requested, and plans for future support.

(C) These 7 (seven) items must be attached to each of the 7 (seven) sets of the proposal narrative –

***ALL FINANCIAL INFORMATION & BUDGETS MUST BE IN STANDARD ACCOUNTING FORMAT & DATED**

- 1) Project/Program Budget*
 - List all projected and secured revenue (funding sources) and expenses for the project/program.
 - **Start and End dates including month/day/year required.**
- 2) Organization's Operating Budget* for Current Fiscal Year (must contain FYE date of: month/day/year)
 - If funding is support for the next fiscal year, also provide a DRAFT of the Operating Budget for that year.
- 3) Staff: List of staff and volunteers who will oversee and coordinate the program/project, as well as their title and brief description of their qualifications.
- 4) Endorsement letters: Two (2) signed and dated letters (not older than two months old) endorsing the program/project
- 5) Board of Directors: List of Board members with their professional/business affiliation, and contact information.
 - Include percent who actively participate in activities and attend meetings
- 6) Current Balance Sheet* (not older than three months)
- 7) Income Statement* (from the recently completed fiscal year)

(D) IRS, Charters, By-Laws, Articles of Incorporation

Provide 1 (one) copy only of each of the following:

- *IRS* - Internal Revenue Service determination letter advising the organization is tax-exempt under Section 501(c)(3) of the Code and is considered a public charity.
- *Charter & By-Laws*.
- *Articles of Incorporation* - if applicable.
- *Copies of Registrations with (1) Hawaii DCCA, **AND** (2) Hawaii Attorney General's Office (Tax & Charities Division) – regardless if the organization is exempt.*

The proposal is to be sent to one of the following addresses:

Postal Deliveries

McInerny Foundation
c/o Bank of Hawaii, Trustee
Charitable Foundation Services #758
P. O. Box 3170
Honolulu, Hawaii 96802-3170

Overnight Delivery (FedEx, UPS)

McInerny Foundation
c/o Bank of Hawaii
Charitable Foundation Services #758
111 South King Street, 4th Floor
Honolulu, Hawaii 96813

Due to security measures, hand-delivered proposals will not be accepted.

Only complete proposals are reviewed chronologically. Incomplete proposals are not reviewed or processed until all missing documents and information is received. It is then dated with the last date of when the proposal is complete.

There may be times due to unforeseen circumstances, unusually high/low volume, or incompleteness that a request may not be reviewed in time for the intended project. An average of four months (120 days) is usually required to process a proposal, allowing for a possible site visit and for studying the proposal in relation to other activities of the Foundation.

Applicants are notified in writing of the action taken on their requests. The Foundation receives more requests for assistance than its funds permit supporting. However, normally, all applications are considered, and each is acted upon according to its current and projected relative merit, provided it is in keeping with the deed of trust.

NOTE: Although not ordinarily required, an audited financial statement may be requested if circumstances warrant.

Contact Information for the McInerny Foundation - Toll-free from Neighbor Islands 1-800-272-7262:

Paula Boyce, AVP and Grants Administrator
Phone: (808) 694-4945
Email address: paula.boyce@boh.com

Elaine Moniz, Trust Specialist
Phone: (808) 694-4944
Email address: elaine.moniz@boh.com

McInerny Foundation
Bank of Hawaii, Trustee
Funding Request Cover Sheet (Program)

TYPE all information, except for signatures, and submit with your request for funding.

Date: _____

Organization Information

(Must be a 501 (c)(3) tax-exempt organization)

If this is a collaborative project, please submit names of collaborating agencies on a separate sheet.

Name: _____

Complete Mailing Address: _____

Phone: _____ Website: _____ Email: _____

Board Member Information

No. of Board Members: _____ Percent (%) of Financial Participation: _____

Total Contribution During Fiscal Year: _____ Median Gift: _____ Average Gift: _____

(Check One & Provide FYE Date: ☐ Past FYE Date: _____ or ☐ Current FYE Date: _____)

Contact Information

Name: _____ Title: _____

Complete Address: _____

Phone: _____ Email: _____

Program/Project Information

Program/Project Title: _____

Amount requested: _____

Two signatures are required

Executive Director (Chief Compensated Staff)

Board Chair or President (Chief volunteer)

Type Name and Title

Type Name and Title