

Fred Baldwin Memorial Foundation
Revised Grant Application Guidelines as of June 2020

The Fred Baldwin Memorial Foundation believes that supporting the people of Maui County and their environment is important, not just because of the impact on the community but because it reflects and perpetuates the shared values of our family and founders.

Founders and History

In 1910, as part of their lifelong commitment to philanthropy, Emily Alexander Baldwin and Henry Perrine Baldwin gave the Maui community a facility to provide housing for the elderly. The Fred Baldwin Memorial Foundation was created to provide operating funds for this home. Both the home and the Foundation were dedicated to the memory of their son, Fred Baldwin. After the home closed in the 1940's, the Foundation's assets were committed to supporting programs and projects serving Maui County. Today, the Foundation's trustees are all descendants of the Baldwin family who's shared goals are to continue Emily and Henry Baldwin's commitment to the people of Maui – a legacy that has spanned generations and touched the lives of thousands in the community.

The Foundation's Areas of Greatest Interest in Response to COVID-19

- We support programs and projects that benefit the people of Maui County.
- We support organizations and programs for whom our modest grants will have the greatest impact.
- Evaluations are based on community need, financial accountability, organizational stability, and the projected cost of the program in relation to its benefits.
- We are seeking to fund organizations who are directly supporting the impact of COVID-19 within their communities.
- Organizations may apply for programming or capital needs.
- Preference is likely to be given to organizations meeting food, shelter, and/or human service needs. Organizations serving other needs may apply or can consider waiting until the next grantmaking cycle in 2021.
- Grants will range from \$2,500-7,500, with exceptions at the discretion of the Trustees.

Eligibility

- Applicants must have 501(c)(3) status or must apply through a fiscal sponsor with 501(c)(3) status.
- Applicants must be located or have significant programs in Maui County.
- Grants are for a one-year term. Grantees may not receive more than one grant at a time and no more than one grant in any twelve-month period. Grantees may reapply for funding in subsequent years but generally the Foundation is not a source of ongoing support for any organization.
- Capital campaign requests, while not a priority, may be considered in some situations.
- Final reports must be submitted before a new grant will be considered.

- The Foundation does not fund loans or debt service, endowments, funds for re-granting, scholarships, grants to individuals or units of government, or activities that have already occurred.

Application procedures

Online Submission: This application is available for online submission. Your organization must first establish an online account with the Hawaii Community Foundation to access the online application. Please go to <https://nexus.hawaiicommunityfoundation.org/nonprofit> to request an account or, if you already have an account, to access the online application.

Note: If you are requesting an account for the first time, it may take two to three days for you to receive the account information. We recommended that you request your account early to give yourself adequate time to complete the application by the submission deadline. If you are not able to submit your proposal online, please contact Kehau Meyer, via email at kmeyer@hcf-hawaii.org or call (808) 566-5537.

The Foundation recognizes the importance of diacritical markings in written Hawaiian as pronunciation guides. The online application system is unable to accept Hawaiian diacritical markings consistently. Please do not include markings in your responses – it may cause errors in the character counter and how the online system processes your responses.

Proposal narrative

- **Organization:** Describe the organization’s geographic reach, population served, and staff size. Describe any recent changes to staff composition. (*Maximum 1,000 character count, single spaced*)
- **Need:** How have your services pivoted during the time of COVID-19 to meet evident community need? What are your goals and how are you reaching and measuring them, so far? (*Maximum 3,500-character count, single spaced*)
- **Project Overview:** Provide a general overview of your program or organizational need. Provide a project timeline and relevant activities. If this is an ongoing project, provide past results and achievements. (*Maximum 4,500 character count single spaced*)
- **Funding:** Describe your organization’s current financial position. How have you been impacted and what does your funding plan look like for the next six to twelve months? Provide a brief explanation of the budget. (*Maximum 2,500-character count, single-spaced*)

Additional required documents

- Project budget showing:
 - Anticipated income (source, amount, restrictions, and whether secured or pending); and
 - Anticipated expenses (overall expenses, and expenses for which Baldwin Foundation grant will be used).
- Board of Directors list
- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Letters of commitment from partners (required only if the project is a partnership)
- Organization’s annual operating budget for the current year
- Organization’s balance sheet for the most recently completed fiscal year & most recent month.

- Organization’s income statement (or profit/loss statement) for the most recently completed fiscal year

Audited financial statements are preferred but not required.

Local units of national organizations must submit local unit financial information.

Fiscal sponsors

- Resolution by fiscal sponsor’s board of directors authorizing fiscal sponsorship
- Fiscal sponsor’s agreement form

Both forms can be found at: <http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>

- Fiscal sponsor’s Board of Directors list
- Fiscal sponsor’s IRS 501(c)(3) determination letter
- Fiscal sponsor’s annual operating budget for the current year
- Fiscal sponsor’s balance sheet for the most recently completed fiscal year & most recent month.
- Fiscal sponsor’s income statement (or profit/loss statement) for the most recently completed fiscal year

Audited financial statements are preferred but not required.

Local units of national organizations must submit local unit financial information.

Deadlines

Applications submitted by:	. . . will be considered at the Trustees’ meeting in:	. . . and applicants will receive decision letters in:
February 3, 2020, 5:00 p.m.	April	late April
August 3, 2020, 5:00 p.m.	October	late October