



## Grant Solicitation No. OHA 20-07

### ‘AHAHUI

**Applications must be submitted via the online application system by 8:00 a.m. (HST)** on the relevant deadline. The date of the proposed event determines which application deadline is relevant and should be followed.

	<b>For Events Occurring:</b>	<b>Application Available:</b>	<b>Application Deadline:</b>
<b>Round I:</b>	July 1, 2019 – December 31, 2019	Monday, March 4, 2019	Friday, April 12, 2019

	<b>For Events Occurring:</b>	<b>Application Available:</b>	<b>Application Deadline:</b>
<b>Round II:</b>	January 1, 2020 – June 30, 2020	Monday, August 5, 2019	Friday, September 13, 2019

For questions regarding this solicitation, please contact:

Karlen Oneha, Grant Specialist

Email: [karleno@oha.org](mailto:karleno@oha.org)

Note: The information provided in this solicitation is subject to change. Any changes or additional information to this solicitation will be posted as addenda at [www.oha.org/grants](http://www.oha.org/grants). Applicants are responsible for reading and understanding the content of this solicitation and any subsequent addenda.

## Fiscal Year 2020 ‘Ahahui Grant Program

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### I. Purpose

The FY 2020 ‘Ahahui Grant program provides funding support to eligible organizations hosting community events that align with at least one of OHA’s Strategic Results, provide significant benefits to the Hawaiian community, and offer OHA valuable public relations, partnerships and community engagement opportunities to fulfill its vision to raise a beloved nation, *e ho‘oulu lāhui aloha*. This grant program is **not intended** to support fundraisers, award and recognition events, or individuals and groups seeking financial assistance to participate in an event.

### II. Program Information

#### A. Program Budget and Award Amounts

All awards are subject to the availability of funding. OHA reserves the right to offer partial awards and/or restrict OHA funds from being used to pay for unallowable, inappropriate, or restricted expenses.

FY 2020 Program Budget	Minimum Award Amount	Maximum Award Amount
\$200,000 <i>(\$100,000) Each Round</i>	\$0	\$10,000

#### B. Online Application Submission and Deadlines

OHA has established two deadlines for this grant program. The date of the proposed event determines which application deadline is relevant and should be followed. For example, if the event takes place on October 14, 2019, the application must be submitted by the Round I deadline, which is April 12, 2019 at 8:00 am Hawaii Standard Time (HST).

‘Ahahui Round	Event Timeframe	Application Deadline
FY 2020 Round I	July 1, 2019 – December 31, 2019	Friday, April 12, 2019 at 8:00 a.m. HST
FY 2020 Round II	January 1, 2020 – June 30, 2020	Friday, September 21, 2019 at 8:00 a.m. HST

All applications must be submitted by the relevant application deadline **via the OHA Grants Portal accessed through <http://www.oha.org/grants>**. Applications submitted for consideration at the wrong deadline will be deemed ineligible. Recheck and confirm the submission date for your application.

Applications not submitted by the deadline will be marked “abandoned” and submission of a late application will not be accepted by the application system. **There are no exceptions to this requirement.** Additionally, applications submitted in hard copy, delivered by facsimile transmission and/or e-mail will not be accepted.

### **C. Orientation Sessions**

Prospective applicants are strongly encouraged to attend an orientation session. Due to limited seating capacity, registration prior to the orientation session is requested and registration will be limited to no more than two representatives per organization. Those residing outside of O‘ahu will have the opportunity to participate via a web-based conferencing tool, Skype.

To register for an orientation session, contact [grantsinfo@oha.org](mailto:grantsinfo@oha.org) with the following information:

- First and Last name, e-mail, organization, and what session you would like to attend.

Orientation sessions will be conducted according to the following schedule:

**For Events Occurring:** July 1, 2019 – December 31, 2019

#### Round I:

- Friday, March 8, 2019 – 10:00 am to 11:00 a.m. HST (Skype)
- Friday, March 15, 2019 – 9:00 am to 10:00 a.m. HST (Maui Ola)

**For Events Occurring:** January 1, 2020 – June 30, 2020

#### Round II:

- Friday, August 9, 2019 – 10:00 am to 11:00 a.m. HST (Skype)
- Friday, August 16, 2019 – 9:00 am to 10:00 a.m. HST (Maui Ola)

**Location:** OHA Board Room (Maui Ola)

560 N. Nimitz Hwy., Suite 200  
Honolulu, HI 96817

\*Subject to change. Visit [www.oha.org/grants](http://www.oha.org/grants) for current information.

### **III. Eligibility Requirements and Guidelines**

#### **A. Applicant Eligibility**

To be eligible for consideration, applicant organizations must:

- Have IRS tax-exempt non-profit status;
- Provide services to the Hawaiian community in the State of Hawaii;
- Be registered with Hawaii Compliance Express (HCE) with “compliant” status, current and dated within three (3) months of the application deadline and;
- Be in compliance and in good standing with OHA.

**Fiscal Sponsor:** An organization meeting the foregoing requirements is permitted to act as Fiscal Sponsor on behalf of another group. If using a Fiscal Sponsor, the Fiscal Sponsor must be the online registrant submitting the application and takes full responsibility on behalf of the sponsoring organization. Fiscal Sponsors may receive more than one award in a single Fiscal Year as long as the organization acting as a Fiscal Sponsor is not applying for an ‘Ahahui Grant. Awarded organizations may not use a Fiscal Sponsor to receive another ‘Ahahui Grant in a single Fiscal Year.

#### **B. Required Documents**

1. **IRS Letter of Determination.** Upload a copy of an IRS Letter of Determination verifying the organization’s tax-exempt non-profit status. See Sample IRS Letter of Determination in ATTACHMENTS.
2. **Certificate of Vendor Compliance.** Upload a copy of the organization’s HCE Certificate of Vendor Compliance (CVC) showing “compliant” status. The CVC must be current and dated within three (3) months (Saturday, January 12, 2019) of the application deadline. See Sample HCE Certificate of Vendor Compliance (CVC) in ATTACHMENTS.
  - Go to <http://vendors.ehawaii.gov> to get this document.
  - Frequently Asked Questions: <http://spo.hawaii.gov/faqs/#tabs-3>

3. OHA Application Authorization Form. Complete and upload the OHA Grant Application Authorization Form. The signature required must be from the organization's **authorized signatory/representative** (i.e., Executive Director, President, Vice-President, Board Chairman, CEO, or Treasurer). If using a Fiscal Sponsor, signature from the authorized representative of the Fiscal Sponsor is required. *Do not tamper with the form.* See sample OHA Application Authorization Form in ATTACHMENTS.
  
4. OHA Board Governance Certification Form. Complete and upload the OHA Board Governance Certification Form. The signature required must be from the **Authorized Board Representative**. If you do not have a Governing Board, the signature required must be from the organization's **authorized signatory/representative** (i.e., Executive Director, President, Vice-President, Board Chairman, CEO, or Treasurer). If using a Fiscal Sponsor, signature from the Fiscal Sponsor's Board Representative is required, if the Fiscal Sponsor does not have a Governing Board, a signature from an authorized signatory/representative is required. *Do not tamper with the form.* See sample OHA Board Governance Certification Form in ATTACHMENTS.

### **C. Event Eligibility**

Events eligible for an 'Ahahui Grant must be a **community event benefiting Hawaiians** and occur during the eligible award time period. Round I events must occur July 1, 2019 - December 31, 2019. Round II events must occur January 1, 2020 – June 30, 2020.

OHA *prefers* to support events that are:

- One-time or single day;
- Free;
- Open to the larger community; and
- Publicly announced.

OHA will also *consider* requests to support other types of events including events that are designed for a more specific, select audience; multi-day events; or events occurring at different locations that are united under a single major theme. Multi-day events are allowed; however, the event dates

must occur within a one month period (30 days, and all events must be completed within the round for which you are applying for), anything longer will be considered ineligible.

The following types of events are ineligible for the ‘Ahahui Grant program and will not be considered for funding:

<ul style="list-style-type: none"><li>• Award/Recognition events</li><li>• Building dedications or groundbreaking ceremonies</li><li>• Events occurring outside the State of Hawai‘i</li><li>• Fundraisers or charity events</li></ul>	<ul style="list-style-type: none"><li>• Music concerts</li><li>• Events occurring as part of an on-going programmatic service</li><li>• Sponsorship of individuals or teams</li><li>• Travel subsidies to attend an event</li></ul>
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#### **D. Match Funding Requirement**

All applicants must provide matching funds for 10% of the total event cost. Matching funds are in the form of cash. Matching fund details must be included on the OHA Budget form uploaded into the application. The match funding will be automatically calculated when you complete the OHA Budget form.

#### **E. Application Requirements**

An application that does not meet or comply with the following requirements will be deemed ineligible for funding consideration and will not be assessed or scored: **(A) Applicant Eligibility**, **(B) Required Documents**, **(C) Event Eligibility**, and **(D) Match Funding**.

Additionally, OHA reserves the right to deem any application ineligible if the application requests more than the maximum award amount and/or whose application is outside the scope of this funding as determined by the content of this solicitation. Only applications that meet the eligibility and are complete will move forward to the evaluation stage by the ‘Ahahui Review Committee. An application is considered complete if all required elements of the online application form are addressed completely and documents are completed and uploaded to the correct question.

See **IV. Application Instructions** for full details and requirements of the online application.

## **F. Application Assessment Criteria**

Each application will be evaluated for merit in the following assessment categories for twenty-five (25) points possible. The questions listed in each category below provide prospective applicants with additional insight into the evaluation process. These types of questions assist reviewers in evaluating each application and facilitate a thorough and substantive discussion within the review committee.

For each application, the review committee shall consider the following:

- **Alignment to OHA's Vision and Strategic Result (5 points)**

Does the event meaningfully support OHA's Strategic Result(s) and its intended impacts to the Hawaiian community? Does the event benefit Hawaiians in a way that furthers OHA's vision, *e ho'oulu lāhui aloha*?

- **Impact and Benefit to the Hawaiian Community (10 points)**

Is the event primarily designed to meaningfully engage and benefit Hawaiians? Does the event address an important issue affecting Hawaiians, or offer valuable services/activities that directly benefit Hawaiians? Does the content and activities assist in improving the Hawaiian community, individuals, or families? Does the application demonstrate an effective outreach/marketing plan to target Hawaiians? Does the application demonstrate community partnership and collaboration in planning, presentation of activities, or building interest and attendance?

- **Partnership (5 points)**

What kinds of public relations, partnerships and community engagement opportunities are being offered to OHA? Are these opportunities well conceived, comprehensive and appropriate for the size, location and purpose of the event? Does this event create opportunities for OHA to advance its mission, strategic plan, and/or other efforts?

- **Relevance, Reasonableness, and Appropriateness of Budget (5 points)**

Is the budget accurate and do all expenses have a clear, legitimate, and justified connection to the activities or services provided at the event? Are the expenses reasonable and appropriate considering the size of the event, expected attendance and kinds of activities being offered?

## **G. Funding to Maximize Impact**

The following are examples of the types of impact OHA is looking to deliver to its beneficiaries through the ‘Ahahui Grant program. This list is by no means limiting or all-inclusive. It is expressly provided for giving potential applicants a better understanding of the purpose of ‘Ahahui funding and the kinds of opportunities OHA is interested in supporting or has supported in the past. Generally speaking, ‘Ahahui Grant funding impacts the Hawaiian community by supporting events designed to address one or more of the following goals:

- Improve the lives of Hawaiian individuals, families, and/or communities by increasing access to needed public and private resources, programs, and information.
- Address community-wide health needs, health education and disease prevention, or wellness and fitness concerns.
- Encourage multi-generational, family, and community participation.
- Offer meaningful, authentic, and participatory event programming that allows attendees to be immersed in Hawaiian cultural practices, beliefs, perspectives, and history.
- Promote awareness of, connect, and foster among Hawaiians a cultural relationship with the land.
- Provide engaging and meaningful opportunities to strengthen the well-being, cohesion, and sense of place in a Hawaiian community and among Hawaiians.

## **H. Additional Guidelines**

### **I. Multiple and Concurrent OHA Grant Funding**

If an organization is hosting an *event* that will be receiving any OHA funding via other programs or offices within the agency, the event will not be eligible for ‘Ahahui Grant funding.

If an *organization* is currently receiving funding support from other OHA funding programs or wishes to apply for other OHA funding programs, they may apply for an ‘Ahahui Grant if the event is determined to be distinct and separate from any current or potential projects being funded by OHA. All previously awarded ‘Ahahui grantees must be officially closed out in good standing.



## 2. Funding Restrictions

Under this grant program, OHA will not fund the types of expenses listed below. Additionally, OHA reserves the right not to fund any budget expenses it deems inappropriate, unreasonable, or unallowable.

<ul style="list-style-type: none"><li>• Costs incurred prior to award</li><li>• Staff/Personnel salaries</li><li>• Contract services to pay for event management or event coordination</li><li>• Purchase of equipment</li><li>• Entertainment</li></ul>	<ul style="list-style-type: none"><li>• Out-of-state travel</li><li>• General operating expenses not directly related to the event</li><li>• Awards/Prizes</li><li>• Items intended for sale</li><li>• Inflatables (i.e. bounce houses, etc.)</li></ul>
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## **IV. Application Instructions**

In order to begin the application, a Letter of Interest (LOI) must be submitted and approved. Access to the LOI and application is through the OHA Grants webpage at <http://www.oha.org/grants> via **OHA Grants Portal**.

All applicants shall first create an account through the OHA Grants Portal. If the applicant has used the Grants Portal in the past, they may login using their previously established username and password. If you are unsure if your organization has an account, contact [grantsadmin@oha.org](mailto:grantsadmin@oha.org) for verification before creating a duplicate account. If using a Fiscal Sponsor, the Fiscal Sponsor will be the organization to create the account. Required information to create an account will include; organization legal name, EIN/Tax identification number, organization telephone number, organization address, and user contact. The user contact shall be the primary point of contact for the application. Multiple users of the organization may access each organization account by sharing the login information. The system will not allow more than one computer logged in at a time.

The application will include the sections outlined below, prefaced by report fields. The report fields provide a brief overview of the application. A response is required for each item of the application unless otherwise indicated. If your file size is bigger than the allowable upload size limit on the application, shrink your file here: [https://www.ilovepdf.com/compress\\_pdf](https://www.ilovepdf.com/compress_pdf).

### **APPLICATION OVERVIEW:**

## **A. Organization Information**

1. Briefly describe your organization, its mission, and goals.
2. Governing Board. Provide a list of the organization's governing board including, at minimum, each member's name and title.
3. Past OHA Funding: Has this event or organization received OHA funding in the past five years? If yes, list the *year funded*, the *amount awarded*, and *reason for funding*.

## **B. Event Details**

1. Event Activities and Agenda: First, describe the event. This should include a description of the event purpose, target audience, activities, and programming. Then, upload a copy of the following as applicable to your event:
  - Agenda/list of activities;
  - Event flyer;
  - List of speakers and their area of expertise;
  - List of exhibitors and their offerings; and/or
  - Summaries of any seminars, workshops or other opportunities provided at the event.

## **C. Alignment to OHA Vision and Strategic Result**

1. OHA Strategic Result: Describe how this event impacts the OHA Strategic Result selected and how this event supports OHA's vision, *e ho'oulu lāhui aloha*, to raise a beloved nation. Select only one strategic Result that most closely aligns to your event. For more information on OHA's Strategic Results, you may read here - <https://www.oha.org/strategicplan>.

## **D. Impact and Benefit to the Hawaiian Community**

1. Value of Event to Hawaiians: Describe any important issue(s) affecting Hawaiians that will be addressed by this event, and/or describe any valuable services and/or activities that will directly benefit Hawaiians through this event. Will your event engage Hawaiians? By holding the event, how will the target audience be better off?

2. Outreach to the Hawaiian community: Describe outreach efforts to the Hawaiian Community. How will you reach your target audience to ensure sufficient community (specifically Hawaiian) participation and attendance?
3. Partner Organizations: Identify any partner organizations. Describe how and what your partners are contributing to the event.

#### **E. Partnerships**

1. OHA Partnerships: Download from the application and upload a completed OHA Partnership Form. On this form, applicants will identify and clearly describe the partnerships that will be offered to OHA that may include, but are not limited to, advertisements in event programs, television, radio or print ads, event signage, or providing a venue for distributing OHA program information. *Do not tamper with the form.* See sample OHA Partnerships Form in ATTACHMENTS.

#### **F. Budget**

1. Participant Fees: OHA prefers events that are available to the public free of charge and support Hawaiian vendors. Are there any fees for attendees, vendors, and/or participants of this event? This should include any fees for attendees to participate in any of the activities at the event. If yes, provide a justification why the applicant is imposing fees including the cost and what the fees will be used for. In addition, be sure to include any anticipated revenue from these fees on the OHA Budget Form. The revenue should be allocated to specific itemized event costs as match funding.
2. OHA Budget Form: Download from the application and upload a completed OHA 'Ahahui Budget Form. The budget must include an itemized breakdown of all event costs with a detailed description and justification of each budget item. Budget should include information on sources and amounts of match funding. **A minimum of 10% of total event costs must be provided through matching funds.** Matching funds is in the form of money (cash). Applicants must use ONLY budget cost categories included on OHA FY 2020 'Ahahui Budget Form. Refer to the Funding Restrictions section of this solicitation for

unallowable costs. *Do not tamper with form.* See sample OHA Budget Form in ATTACHMENTS.

Budget columns include the following:

- Budget Category: refer to Budget Categories in ATTACHMENTS;
  - OHA Request: amount requested from OHA;
  - Match Funds: cash provided by other sources; and
  - Description and Justification: refer to Budget description sample in ATTACHMENTS.
3. Vendor Quotes: Upload a copy of all vendor quotes, invoices and estimates for budget items as applicable to your event and budget. Past event quotes/invoices and online screenshots/photos of cost are acceptable.
  4. Letters of Funding Commitment: Upload signed letters of funding commitment for all sources of matching funds.
  5. Accounting: Accounting Staff – The applicant shall identify whether their organization has dedicated accounting staff. If there is no dedicated staff, explain how your organization will manage your finances/accounting systems for this event.

## **G. Optional Supporting Documents**

Applicants may choose to include copies of event flyers and materials as well as any relevant news articles or photos related to the event. Should applicants decide to include these optional documents, OHA strongly encourages applicants to be judicious in selecting the type and number of items to include in the application.

## **V. Award**

### **A. Notification**

Applicants will be notified on status of grant in June for Round I and December for Round II. If you choose to accept the award, you must sign an OHA Grant Agreement to begin the grant term.

- Phase 1 - Determination of Eligibility

- Phase 2 - Evaluation of Eligible Applications
- Phase 3 - Recommendations for Award

## **B. Reporting**

If awarded, a Final Report is due 30 days from the completion of event. All reporting will be submitted through the OHA Grants Portal, it is highly recommended that you bookmark the link to the Grants Portal which can be accessed here: <http://www.oha.org/grants>

## **ATTACHMENTS**



## OHA Partnerships Form - SAMPLE

Organization Name: \_\_\_\_\_  
 Event Name: \_\_\_\_\_

List and briefly describe the type of recognition benefits/partnerships that will be offered and/or provided for OHA. Check all that apply and briefly describe the recognition that will be offered.

<b>Type</b>	<b>Briefly Describe</b> <i>(What, when, where, how often, who and how many will receive/see it, etc.)</i>
<input type="checkbox"/> Mass Media	
<input type="checkbox"/> Print/Web Media	
<input type="checkbox"/> Social Media	
<input type="checkbox"/> Event Signage	
<input type="checkbox"/> Event Table	
<input type="checkbox"/> Stage Announcements	
<input type="checkbox"/> Logo Items	
<input type="checkbox"/> Other	

### OHA 'Ahahui Budget Form - SAMPLE

Budget Category Item	OHA Request	Match Funds (Cash)	Description & Justification			
<i>Advertising</i>						
<i>Contract Services</i>						
<i>Honoraria</i>						
<i>Hospitality</i>						
<i>Insurance</i>						
<i>Publication &amp; Printing</i>						
<i>Rental of Equipment</i>						
<i>Rental of Space</i>						
<i>Supplies</i>						
<i>Travel</i>						
<i>Other Expenses</i>						
<b>Totals:</b>	<b>\$0</b>	<b>\$0</b>	<b>Total Event Cost:</b>	<b>\$0</b>	<b>Match Percentage:</b>	<b>0.0%</b>



## OHA 'Ahahui Budget Form "Description" - SAMPLE

Budget Category Item	OHA Request	Match Funds (Cash)	Description & Justification				
<b>Advertising</b>							
Radio Ads	\$ 600	\$ 100	20 second ad to run 50 times over the 3 days leading up to the event to encourage event attendances. (OHA will be mentioned as a sponsor). \$100 provided as in-kind (discount provided to non-profit) See Vendor Quote from Hawaii Media Group.				
<b>Contract Services</b>							
Graphic Designer	\$ -	\$ 100	To design banners for event. In-kind donation by Maile Lee of Aloha Graphics. See Vendor Quote from Aloha Graphics.				
<b>Honoraria</b>							
Stipends	\$ 600	\$ -	\$100 x 6 Cultural Practitioners to lead hands-on demos for 4 hrs.				
<b>Hospitality</b>							
Lei	\$ 35	\$ -	\$7 x 5 lei for Cultural practitioners who will lead hands-on demo.				
<b>Insurance</b>							
Liability Insurance	\$ -	\$ 100	\$1,000,000 of liability insurance provided by Insurers Hawaii (see vendor quote). Cost will be covered by match funds provided by our non-profit.				
<b>Rental of Equipment</b>							
Tents, Tables & Chairs	\$ 800	\$ 200	\$70 x 10 Tents + \$20 x 10 tables + \$1 x 100 chairs for exhibit booths that will display educational material and provide hands on demonstrations. See Vendor Quote from Hawaii Rentals. \$200 provided as in-kind, (discount provided to non-profit)				
Sound System	\$ 500	\$ -	8 hours, microphones & speakers + setup & breakdown. Outdoor venue requires sound system so attendees can hear announcements & schedule information. See Vender Quote from All Sounds Hawaii.				
<b>Rental of Space</b>							
None	\$ -	\$ -	Event will take place at our property, no fee.				
<b>Publication &amp; Printing</b>							
Event Signage	\$ -	\$ 100	2, 4'x6', banners @ \$50 ea. to be hung at the entrances of event that will include on sponsors logos. See Vendor Quote from Island Printers. Cost will be covered my match funds provided by our non-profit.				
<b>Supplies</b>							
Activity Supplies	\$ 790	\$ -	Supplies for activity booths such as: Ohe Kapala, paints (10 bottles @ \$8 ea.), Muslin fabric (100 yards @ \$2.70 per yard) See Vendor Quotes from Amazon; Ku'i Kalo (100 lbs. of Kalo @ \$4 per lb.), See Vendor Quotes from Hale Aina Farms, Ziploc Bags (2 boxes of 100, \$10); Haku Lei (Rafia, 10 bundles @ 3 ea.) See Vendor Quotes from Amazon.				
<b>Travel</b>							
None	\$ -	\$ -	n/a				
<b>Other Expenses</b>							
Entertainer Fees	\$ -	\$ 500	Hawaiian Musicians will provide entertainment at the event and will be paid by match funds provided by our non-profit				
<b>Totals:</b>	<b>\$4,265</b>	<b>\$1,060</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>Total Event Cost:</b></td> <td style="text-align: right;"><b>\$5,325</b></td> <td style="text-align: right;"><b>Match Percentage:</b></td> <td style="text-align: right;"><b>19.9%</b></td> </tr> </table>	<b>Total Event Cost:</b>	<b>\$5,325</b>	<b>Match Percentage:</b>	<b>19.9%</b>
<b>Total Event Cost:</b>	<b>\$5,325</b>	<b>Match Percentage:</b>	<b>19.9%</b>				

## OHA Budget Categories

<b>Advertising</b>
<u>Description:</u> Costs of media to publicize event via magazines, newspaper, radio, television, internet, etc.
<b>Contractual Services</b>
<u>Description:</u> Costs of all contracts for professional services for the event.
<b>Honoraria</b>
<u>Description:</u> Cost of a nominal payment given to practitioners, speakers, etc., that provides services without charge.
<b>Hospitality</b>
<u>Description:</u> Cost of meals, snacks, <i>lei</i> and/or <i>ho'okupu</i> provided to speakers, dignitaries, practitioners, etc., as part of the event activities.
<b>Insurance</b>
<u>Description:</u> Costs of insurance required, relating to hosting or operating the event.
<b>Publication &amp; Printing</b>
<u>Description:</u> Costs may include program outreach and promotional items, client forms, or program related educational materials.
<b>Rental of Equipment</b>
<u>Description:</u> Costs of equipment lease or rental in order to host or operate the event. "Equipment" means an article including items of personal property, as distinguished from real property, having a useful life of more than one year and an acquisition cost of (\$100 or more per unit).
<b>Rental of Space</b>
<u>Description:</u> Costs of space and/or facilities relating to hosting and operating the event.
<b>Supplies</b>
<u>Description:</u> Costs of materials and equipment other than that included under the Equipment category in order to host and operate the event. (\$10 or less per unit)
<b>Travel</b>
<u>Description:</u> Costs of event related travel for speakers, practitioners, participants, etc., which may include transportation, mileage, lodging and airfare. (In state only)
<b>Other</b>
<u>Description:</u> Enter all other costs not included above.

### OHA Application Authorization Form - SAMPLE

<b>Organization:</b>			
	Legal Entity Name ( <i>ex. H&amp;B Foundation, Inc. dba Na Mele Hawai'i</i> )		
<b>Address:</b>			
	Street Address	City	Zip
	Mailing Address ( <i>if different from Street Address</i> )	City	Zip

*If applicant is acting as Fiscal Sponsor on behalf of another entity, please complete the following table with the information of the sponsored entity.*

<b>Organization:</b>			
	Legal Entity Name ( <i>ex. H&amp;B Foundation, Inc. dba Na Mele Hawai'i</i> )		
<b>Primary Contact Person:</b>			
	Name	Title	
<b>Address:</b>			
	Street Address	City	Zip
	Mailing Address ( <i>if different from Street Address</i> )	City	Zip

This application has been reviewed and approved by this organization's policy-making body.

Authorized Representative Signature		Authorized Representative (Type or Print Name)
Title of Authorized Representative		Date of Application

OHA Board Governance Certification – SAMPLE



**BOARD GOVERNANCE CERTIFICATION**

On behalf of \_\_\_\_\_ ( the "Organization"), I hereby certify that:  
*Organization Name*

- 1) the members of the Organization's governing board have no material conflict of interest and serve without compensation;
- 2) the Organization's governing board has bylaws or policies that describe the manner in which business is conducted and policies relating to nepotism and management of potential conflict of interest situations; and
- 3) the Organization employs or contracts with no two or more members of a family or kin of the first or second degree of consanguinity (i.e., a spouse, parent, child, grandparent, grandchild, or sibling of another employee or contractor of the Organization), unless specifically permitted by OHA.

By signing below, I confirm that I am authorized to certify the Organization's compliance with the requirements of HRS §10-17(c)(2), as listed above, and that I am responsible for the certification made herein. I understand that the Office of Hawaiian Affairs (OHA) may make a written request(s) for additional information from the Organization, in fulfillment of OHA's responsibilities under HRS Chapter 10.

\_\_\_\_\_  
Authorized Board Representative Signature

\_\_\_\_\_  
Title of Authorized Board Representative

\_\_\_\_\_  
Authorized Board Representative (Print Name)

IRS Letter of Determination - SAMPLE

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 18 2010

Organization Name  
Org. Address  
City, State Zipcode

Employer Identification Number:  
12-1234567  
DLN:  
600328003  
Contact Person:  
Kimo Kealoha ID# 31518  
Contact Telephone Number:  
(877) 888-8888  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
February 22, 2010  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

# HCE Certificate of Vendor Compliance (CVC) - SAMPLE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

## CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name:** ORGANIZATION NAME

**DBA/Trade Name:** ORGANIZATION NAME

**Issue Date:** 02/01/19

**Status:** Compliant

Hawaii Tax#: W12345678-01

FEIN/SSN#: XX-XXX1234

UI#: No record

DCCA FILE#: 11499

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information