



Maui United Way

REQUEST FOR PROPOSALS

2023 Maui Wildfire Disaster Relief Fund

Phase 2 Grants

September 2023

Overview

Proposals for Phase 2 Maui Wildfire Disaster Relief grants will be accepted until 5 p.m. HST on September 29, 2023. Maui United Way's Wildfire Disaster Relief grants support programs providing vital services to individuals and families impacted by the August 2023 wildfires in Lahaina and Kula.

Grants will be awarded in the following four funding focus areas and must be used to support services provided between October 2023 and January 2024.

- **Keiki and Young Adults**
- **Mental Health**
- **Housing**
- **Job Training, Education & Employment Services**

Maui Fire Disaster Relief grant awards will be capped at \$10,000. Agencies are limited to one grant application per phase.

Applications must be submitted by 5 p.m. HST on Friday, September 29, 2023. Notifications of grant awards will be made by mid-October 2023. The grant period will begin on October 20, 2023, and conclude on January 31, 2024.

MUW is committed to ensuring diversity, equity, and inclusion in all aspects of our programs and services and seeks to fund programs that provide needed resources, opportunities, and support to the individuals and families most significantly impacted by the wildfires.

This grant application is open to all qualified 501(c)(3) organizations within the island of Maui that are directly assisting individuals and families impacted by the wildfires.

Phase 2 Maui Wildfire Disaster Relief Grants Funding Focus Areas

- **Keiki and Young Adults:** This focus area may include programs or services for this age group (0 - 18) who lived in the fire impact zone to regain some sense of normalcy. (Not including Mental Health)
- **Mental Health:** This focus area may include programs or services that support the mental health of individuals of any age who have lost loved ones, lost homes, or have had to relocate or lost their sense of place or connection.
- **Stable Housing:** This focus area may include programs or services to assist impacted individuals and families in obtaining stable housing.
- **Job Training, Education, and Employment Services:** This focus area may include programs or services to assist individuals who lost their jobs due to fires and securing new employment through education, training, or placement.

Eligibility

A Maui-based organization is eligible if the organization meets the following requirements:

- Holds a 501(c)(3) determination and is currently in good standing with the IRS
- Compliant with the Patriot Act
- In good standing with the Hawaii Department of Commerce and Consumer Affairs
- Registered and compliant with the Hawaii Attorney General's Office
- Fiscally sound

Eligible nonprofits who wish to apply for this funding opportunity must submit the following documents with the completed online application by September 29, 2023:

1. **IRS 501(c)(3) Determination Letter:** Agency's IRS 501(c)(3) tax exemption letter showing IRS Employer Identification Number (EIN).
 - a. If the name of the agency is different from the name that appears on the IRS determination letter or IRS Form 990, include a letter from the IRS or other state-issued documentation authorizing any legal name change.
 - b. A local agency covered by a parent organization's tax exemption must submit an IRS group exemption letter specifying that all affiliated subordinate organizations under its control are also considered tax-exempt under 26 U.S.C. 501(c)(3).
 - c. Submitting an IRS letter for the parent organization (when a group exemption letter is required) is not acceptable and will result in denial of the local subordinate organization.
 - d. A letter written by the parent organization stating that its subordinates or affiliates are included in or covered by the IRS exemption is unacceptable. Interim 501(c)(3) letters with expiration dates before December 31, 2015, will be accepted only with proof of application to the IRS for permanent 501(c)(3) status.
2. **Compliance with the Attorney General (AG):** Agency's registration status with the AG's Office. If your agency is exempt from registering with the AG's Office, please upload a copy of the exemption letter. Listed below is the AG website, where you can obtain a free PDF copy of the required documentation.
 - a. <http://ag.ehawaii.gov/charity/search.html>
3. **Compliance with the Department of Commerce and Consumer Affairs (DCCA):** Agency's registration and certification of good standing with the DCCA. Listed below is the DCCA website, where you can obtain a free PDF copy of the required documentation.
 - a. <https://hbe.ehawaii.gov/documents/search.html>
4. **Financial Statement:** Agency's Year-to-date Statement of Financial Position.
5. **IRS Form 990 & All Schedules:** The Agency's most recently filed Form 990, including the signature of an officer and all applicable schedules.
6. **Board Roster:** List of all volunteer board members.

7. **Agency Logo:** Attach a copy of the agency's logo to be displayed on Maui United Way's website and promotional materials. Logo Requirements: 4 Color, 300 DPI, JPEG Format
8. **W9:** Signed copy of the organization's W9.

Timeline of Application Process

Application opens:	Monday, September 18, 2023
Application due date:	Friday, September 29, 2023 at 5:00 PM (HST)
Award notification:	October 13, 2023
Grant period:	October 20, 2023 to Jan 31, 2024

Application Instructions

The online application forms will be available beginning Friday, September 15, 2023. Agencies are limited to one grant application in Phase 2.

Access to the online application tool, e-CImpact, is available via the following link:

<https://agency.e-cimpact.com/login.aspx?org=13010F>

Current Partner Agencies can use their existing login information to enter the site. New organizations seeking funding will be prompted to create a new account and password on the login page. For technical support using the system, please send an email to grants@mauiunitedway.org.

Applications are due **Friday, September 29, 2023, 5:00 p.m. (HST)**. The documents below must be uploaded to e-CImpact along with the completed application:

1. IRS 501(c) (3) Determination Letter
2. Compliance with the Attorney General (AG)
3. Compliance with the Department of Commerce and Consumer Affairs (DCCA)
4. Financial Statement
5. Most recent IRS Form 990 & All Schedules
6. Board Roster
7. Agency Logo
8. W9

The e-CImpact application module will automatically close on the due date and time; no late submittals will be possible. All applicants are strongly encouraged to submit their proposals early to avoid technical problems that could delay submission. Incomplete applications will not be considered.

Applicants are advised to offer clear, relevant, and concise responses to the section prompts. The length of the application is controlled by character limits embedded in the online application. Character limits will be identified in each section. Please note that e-CImpact does not have a spell-check feature. On narrative sections, consider writing the sections in Word, spell-checking the document, and

copying/pasting it into the appropriate online section. Please note that the e-CImpact system only accepts text and numeric responses and cannot accept graphics and/or special formatting, such as bold, underlining, bullets, etc.

Maui United Way will conduct due diligence on submitted proposals. This may result in further inquiries about an agency’s proposal, eligibility, and/or financial soundness. Additional documents may be requested.

Grant Application Questions & Required Information

Organization & Application Information

Application Section	Instructions	Possible Points
Application Contact Information	Identify the individual completing the application. This person should be able to clarify the information provided on this application.	Required but not scored
Program Contact Information	Identify the point of contact for the program. This person should be able to answer questions about the program for which funds are being requested.	Required but not scored
Program Funding Focus Area	Select the appropriate focus area your program is committed to impacting: Keiki, Mental Health, Housing, Employment	Required but not scored
Executive Summary (1,200 characters)	Summarize the key elements of your program. Consider completing this section last. MUW may use this summary as a program description for external communications, including on the MUW website.	Required but not scored

Application Scoring Criteria

Application Section	Instructions	Possible Points
Description of Need and Target Population (750 characters)	Programs must target a population in Maui County. <ul style="list-style-type: none"> - Describe the current need that your program addresses related to the selected funding focus area - Describe the target population for program activities, including geographic, cultural, gender and/or age-specific information, if appropriate. - Explain how your program addresses inequities and/or disparities for the population(s) you serve. 	15 points

<p>Program Description</p> <p>(2,000 characters)</p>	<ul style="list-style-type: none"> - Describe your program and how it aligns with the selected funding category. Include staffing, services, and processes. - Articulate why this program is important and how it will make a difference for your target population between now and January 2024. - How is this program unique and/or meeting needs that no other organizations are addressing? - Discuss collaboration efforts if applicable. What other opportunities has your organization identified to enhance program outcomes through collaboration? - Describe the activities that will be involved and how they will be executed. 	<p>30 points</p>
<p>Agency's Experience and Capacity</p> <p>(750 characters)</p>	<ul style="list-style-type: none"> - Describe your agency's capacity to implement the program. Include relevant experience and accomplishments in the area for which you seek funding. - Provide info on the oversight of this program, management structure, governance, and the agency's mission. - Describe how you evaluate, measure, and report program results. 	<p>15 points</p>
<p>Program Goals & Objectives</p> <p>(1000 characters)</p>	<ul style="list-style-type: none"> - What are the overall goals of this program? - How many individuals, families, and/or households will you serve during the grant period? - What are the targeted outputs and outcomes you hope to achieve? <i>(Examples: # of keiki who are provided childcare, number of individuals receiving counseling, # of families who move into stable housing, number of individuals securing employment)</i> 	<p>20 points</p>
<p>Budget Tables</p>	<p>The intent of this section is to show how the funding requested will be spent to provide the services and deliver the results stated in the previous section.</p> <ul style="list-style-type: none"> - Enter each expense line item and the amount of MUW funding used for that item. 	<p>20 points</p>

Required Signatures

Board Chair or Executive Signature: This signature indicates that an executive with the authority to commit to the agency legally has approved the application and is submitting it on behalf of the agency.

Terms and Conditions for Grantees

Once selected, grantees will be required to meet the following terms for funding:

1. Agency agrees to provide information to use in MUW communications and reporting to Wildfire Disaster Relief Fund donors and will respond to MUW communications in 3 business days.
2. The agency agrees to report in writing to MUW's President & CPO any investigation by any police agency, any government treasury department investigation or any other regulatory agency investigation (particularly regarding allegations of financial or managerial misconduct or allegations of criminal misconduct by the agency or by any member of its board or staff). The Agency further agrees the MUW will be advised in a timely manner of an adverse accountant or auditor reports or remedial financial recommendations.

Further information regarding these requirements will be made available at the time of funding.

Maui United Way intends to use information obtained from the application materials of awarded programs on our website and other public communications to describe the programs we help support.

Points of Contact

Questions regarding this funding opportunity can be sent to grants@mauiunitedway.org through **September 25, 2023**. Questions submitted after this date may not receive a response in time to submit the application by the deadline.

Additional Information

Any misstatements in the document are unintentional, and Maui United Way is committed to resolving any misinterpretations. It also asserts that all conclusions and determinations made by Maui United Way regarding the request for proposal will be final, establishing clarity and authority in the decision-making process.