Maui UNITED WAY | OLA MAUI NUI GRANT

## Application Guide and Question Preview

Use this guide to review the application questions, prepare narrative responses, and gather required attachments before entering the online portal. Applications must be submitted through Maui United Way's grant portal; this document is not an application form.

# Application Timeline

| Application window | Review | Decision | Grant period |
|---|---|---|---|
| Sept. 1,-Oct. 31, 2026 | November | December | Jan. 1-Dec. 31, 2027 |
| Nov. 16, 2026-Jan. 31, 2027 | February | March | Apr. 1, 2027-Mar. 31, 2028 |
| Feb. 1-Mar. 31, 2027 | April | May | June 1, 2027-May 31, 2028 |

Organizations will be notified after each cycle's review process.

## Before You Apply Eligibility Checklist

- ☐ The applicant is a 501(c)(3) nonprofit organization or operates under an eligible fiscal sponsor.
- ☐ The proposed program serves residents of Maui County: Maui, Molokaʻi, and/or Lānaʻi.
- ☐ If previously funded by Maui United Way, the organization is in good standing and has submitted all required reports.
- ☐ The organization has a current Certificate of Vendor Compliance from Hawaiʻi Compliance Express and will maintain it throughout the grant period.
- ☐ The organization has active registration with the State of Hawaiʻi Department of the Attorney General, Tax & Charities Division, when applicable.
- ☐ The application and every required attachment will be complete and submitted by the applicable deadline.

Meeting the eligibility requirements does not guarantee funding. Applications are reviewed competitively for alignment, effectiveness, experience and capacity, and financial clarity and sustainability.

# 1. Project Information

### Project Name*

**Character limit: 100**

### Amount Requested*

**Character limit: 20**

### Estimated Project Start Date*

Please note that within this Open Application Window grant timelines will start April 1, 2027 and end March 31, 2028.

**Character limit: 10**

### Estimated Project End Date*

**Character limit: 10**

### Primary Target Population*

**Choices:** Keiki/Youth (ages 0-18) | Adults (19-65) | Kūpuna (65+) | Families

### Secondary Target Population(s)

**Choices:** Keiki/Youth (ages 0-18) | Adults (19-65) | Kūpuna (65+) | Families

## 2. Focus Area

Choose the one focus area with which your program most closely aligns.

| | |
|---|---|
| **Community Recovery and Stabilization** | Disaster preparedness and relief; unmet services or needs; case management; access to emergency recovery resources. |
| **Financial Security** | Emergency financial assistance; housing stability; access to essential resources such as SNAP, transportation, and WIC. |
| **Food Resiliency** | Agricultural resilience; food accessibility; strengthening local food systems. |
| **Healthy Community** | Mental health and health care services; domestic violence support; substance abuse support; arts and culturally grounded healing programs. |

## 3. Narrative Questions

### Program Summary (35%)*

**Community Need and Program Services (15%)**

What community need does your program address, who will it serve, and what main activities or services will you provide? If your program will serve people or communities impacted by the 2023 Maui wildfires, please describe who they are.

**Character limit: 1,500**

**Implementation Plan and Timeline (5%)**

How will you carry out the proposed activities or services? Provide a general timeline showing when the main activities will begin, when services will be delivered, and any major milestones during the grant period.

**Character limit: 1,000**

**Long-Term Resiliency in Maui County (15%)**

How will your program strengthen long-term community resiliency in Maui County by responding directly to the impacts of the 2023 Maui wildfires or a more recent disaster, or by addressing a service gap or community need that emerged or became more urgent after one of these disasters? Explain how the impact, gap, or need relates

to the disaster, what your program will do to address it, and how the expected changes will help the people or communities served recover, maintain stability, or better withstand future disasters.

**Character limit: 1,500**

## Program Outcomes and Community Impact (30%)*

### Program Outcomes and Participant Impact (20%)

What changes do you expect for the people your program serves? Provide 2–4 measurable outcomes that show the difference your program makes. For an existing program, report results from the past year and include supporting data where available. For a new program, provide 2–4 projected outcomes and explain how you will measure them.

Examples include the percentage of participants who achieve housing stability, increase their income, or report improved health.

**Character limit: 1,500**

### Community Benefit and Partnerships (10%)

How will your program benefit the broader community beyond the people it serves directly? Describe the partnerships or collaborations that support this work, what each partner contributes, and how working together helps the program achieve its intended outcomes.

**Character limit: 1,500**

## Organizational Experience and Capacity (15%)*

### Staff Qualifications and Implementation (15%)

Who will lead and carry out the proposed program? Describe the roles, relevant qualifications, and experience of key staff and leadership in the program's focus area. Explain what staffing and resources your organization has available to deliver the program as proposed.

**Character limit: 1,500**

## Program Budget and Financial Plan (20%)*

### Financial Sustainability Strategy (10%)

Describe your organization's financial sustainability strategy that includes funding from other sources, such as:

- Current active grants (non-MUW)
- Government funding
- Revenue diversification efforts

**Character limit: 1,000**

**Budget Narrative (10%)**

- Explain in detail how the grant funding will be used.
- Justify the proposed budget allocations.
- State whether the funding will add new services or supplement funding to maintain current service levels.

**Character limit: 3,000**

### Budget Proposal*

Complete and upload Maui United Way's budget template for the requested funds.

**One file only | Excel only | File size limit: 5 MB**

## 4. Organizational and Funding Information

### Has your organization been funded by Maui United Way in the last three years?*

**Choices:** Yes | No

### Previous MUW Funding

If yes, list the grant name, amount, and year for each Maui United Way grant received during the last three years.

**Character limit: 1,000**

### Is your agency fiscally sponsored?*

**Choices:** Yes, and will provide documentation | No

### Fiscal Sponsorship Agreement

If yes, upload a current, fully executed agreement that:

- Identifies the fiscal sponsor, sponsored organization, and proposed project.
- Confirms that the project aligns with the fiscal sponsor's charitable mission.
- Describes responsibility for receiving, overseeing, and reporting on grant funds.
- Includes the agreement term, administrative fees, and authorized signatures.

**Required for fiscally sponsored applicants | File size limit: 2 MB**

### Fiscal Sponsorship Board Approval

Upload documentation of the fiscal sponsor board's resolution authorizing the sponsorship.

**Required for fiscally sponsored applicants | File size limit: 2 MB**

### Current Annual Operating Budget*

Enter the organization's total annual operating budget for the most recently completed fiscal year, including all sources of revenue.

**Character limit: 20**

### Agency-Wide Operating Budget*

Upload the organization's current fiscal-year operating budget. It should reflect overall operations, not only the proposed program.

**File size limit: 5 MB**

### Financial Point of Contact Name*

Provide the organization's primary financial contact.

**Character limit: 100**

### Financial Point of Contact Email*

**Character limit: 254**

## 5. Required Eligibility Documents

| | | |
|---|---|---|
| ☐ | **501(c)(3) Determination Letter*** | File size limit: 1 MB |
| ☐ | **Agency Audit or Financial Statements*** | Most recent audit; if unavailable, the most recently completed fiscal year's Balance Sheet and Income Statement/Profit & Loss. One PDF only | File size limit: 10 MB |
| ☐ | **IRS Form 990 and All Schedules Current Year*** | Submit the complete Form 990 or 990-EZ. Form 990-N filers should submit the IRS filing confirmation. File size limit: 10 MB |

| | | |
|---|---|---|
| ☐ | **State of Hawai'I Certificate of Vendor Compliance*** | Issued through Hawai'i Compliance Express within the last six months and maintained throughout the grant period. File size limit: 2 MB |
| ☐ | **Current Board of Directors List*** | File size limit: 1 MB |
| ☐ | **High-Resolution Agency Logo*** | File size limit: 2 MB |

## 6. Contact Newsletter and Certification

### MUW Newsletter*

Would you like to receive email updates from Maui United Way?

**Choices:** Yes I No

### Certification*

By typing your full name, you certify that the application is true, complete, and accurate to the best of your knowledge. False, misleading, or incomplete information may result in denial of funding or other appropriate action.

**Character limit: 50**

## Ready to Submit

- Start early and allow time to gather every required attachment.
- Confirm that each uploaded file is current, complete, and placed in the correct portal field.
- Review character limits before pasting narrative responses into the application.
- Submit the complete application through the portal by the applicable cycle deadline.
- For questions, contact grants@mauiunitedway.org before the deadline.

**Grant portal:** Open Maui United Way's Grant Portal

**Applicant tutorial:** View the Foundant Applicant Tutorial

The online application and current Request for Proposals are the controlling sources if information in this guide is updated.