



Grant Application Packet FY20

July 1, 2019 – June 30, 2020

A. Applicant/Fiscal Agent Information:

Legal Name of Organization:

Should match legal name listed on Department of Commerce and Consumer Affairs (DCCA) and Certificate of Vendor Compliance

Mailing Address:

Organization's Website:

Authorized Representative (Name, Title):

Phone Number:

Email:

Additional Representative or Project Authorized Representative (Name, Title):

Phone Number:

Email:

B. Project/Program Information:

Project/Program Title:

Project Description: One sentence that describes your project. Will be used in a press release.

List specific dates for events and/or festivals:

Performance Period (check one):

Fiscal Year: July 1, 2019 – June 30, 2020

Calendar Year: January 1, 2020 – December 31, 2020

Amount of Funds Requested: \$

Geographic Location: Wailuku Kahului East Maui Haiku-Paia-Makawao
 (check all that apply) Pukalani-Kula-Ulupalakua South Maui West Maui
 Lanai Molokai Kaho’olawe

Priority Focus Area: Small Business Promotion Agriculture Technology Culture
 (check all that apply) Environmental Economic Development Energy Visitor Industry

C. Hawaii Tourism Authority (HTA) and other County Funding:

Did you receive HTA funding for this project/program in calendar year 2019 ? Yes No

Do you plan on applying for HTA funding for this project for calendar year 2020? Yes No

List additional funding you anticipate/will receive from Maui County for FY20

D. Grant Application Certification

Name of Applicant/Fiscal Agent

Submits this application as requested to receive County of Maui, Office of Economic Development grant funds for:

Project/Program Title

And hereby agrees to administer the project in accordance with the contract prescribed by the County of Maui Office of Economic Development. Distribution of grant funds is limited to those applicants who are in compliance with regulations, policies, and procedures. The Office of Economic Development reserves the right to withhold such distributions at any time the applicant/grantee is not in compliance.

It is the policy of the County of Maui, a political subdivision of the State of Hawaii, whose principal place of business is 200 South High Street, Wailuku, Maui, Hawaii 96793, hereinafter called the “COUNTY”, and for those who do business with the County to provide equal employment opportunities to all persons regardless of race, physical disabilities, color, religion, sex, age or national origin as mandated by the Federal Civil Rights Acts, as amended and any other federal and state laws relating to equal employment opportunities.

Authority and Capacity:

The applicant assures that it has the authority and capacity to develop and submit the application and to carry out a project pursuant to the application.

Contracts:

Contracts for a grant shall not be disbursed unless and until a fully executed grant agreement is entered into between the COUNTY and the recipient. The terms of this application shall be incorporated between the COUNTY and the recipient. Each grant agreement shall expressly state that the GRANTEE is an independent contractor and not an employee of the County and provide that the recipient or provider shall indemnify and hold harmless the County, its departments, the appropriate contracting agency and the involved officers, employees and agents from and against all claims, damages, or costs arising out of or in connection with the acts or omissions of the recipient or provider.

Continued Eligibility:

Any GRANTEE who withholds or omits any material facts to the County of Maui shall be in violation of the terms of this Agreement and may be liable to reimburse a portion of any funds received herein. Such GRANTEE shall be prohibited from receiving any grant, subsidy or purchase of service Agreement from the County of Maui for a period of five years. Organizations currently receiving funds from the County Office of Economic Development must be in good standing and up to date on all required reporting requirements and contract deliverables in order to re-apply.

Certification: Unsigned proposals will not be accepted. Two signatures are required unless the applicant is a sole proprietor or sole member of an LLC.

The applicant certifies that the data in this application is true and correct and that the Applicant shall comply with the assurances set forth in this application.

Name and title of official(s) authorized to sign for applicant organization and project representative liable for deliverables:

Must be listed as an owner, member or officer on DCCA Annual Filing, or must submit a corporate resolution identifying who may sign legal documents for the organization

Name of Authorized Representative (Name, Title)

Signature of Authorized Representative

Date

Additional Representative or Project Authorized Representative (Name, Title)

Signature of Additional Representative or Project Authorized Representative

Date

E. Proposal Narrative “Short Form” (Use this form for requests less than \$50,000)

1. Introduction: Provide background information about the applicant, organization’s mission, and ability to accomplish this project. List the Project/Program organizers who will be executing the program and include descriptions of their experience and qualifications.

2. Project description: Your summary of the project should include implementation dates, public purpose(s), project description, what is to be provided, and how it benefits Maui County.

3. Problem/Need Target Groups: Provide justification for the request. Define and quantify the economic problems and needs to be addressed and the geographic areas and population to be served. Explain how the request will maintain or expand an existing program or establish a new one. Please be very specific.

4. Economic Impact: Describe how your project will increase your organizations capacity by either expanding an existing business and/or by creating new jobs. Explain how this project will benefit Maui's economy, and answer the question "Why should Maui County taxpayers fund this project?".

5. (a) Goals, Objectives and Action Steps: Goals are the end result you want to achieve. Objectives are the means to get you there, via specific action steps.

GOAL 1		
Objective 1:	Objective 2:	Objective 3:
Action Steps	Action Steps	Action Steps

*(attach additional Goals, objectives, and Action Steps as needed)

5 (b) Dashboard of Performance Measures: Each program/project/event is unique and therefore should be reflected in your goals and measurements. See Handbook for further explanation and examples

Dashboard of Performance Measures OBJECTIVE 1							
Indicate Year	Fiscal Year or Calendar	2015	2016	2017	2018	2019	
Performance Measure:							
Performance Measure:							
Performance Measure:							
OBJECTIVE 2							
Performance Measure:							
Performance Measure:							
Performance Measure:							

*(attach additional Performance Measures as needed)

6. Marketing Plan: Please provide a marketing plan for your project including the use of local resources to promote your business, organization, project, or event.

7. Use of Local Community Resources: Other than OED funding, list other resources that will be needed to implement this project/program.

8. Economic Self-Sufficiency: How do you expect this project/program to become economically self-sufficient in the future? Describe how you would accomplish this including a detailed timeline and ways you will generate revenue or leverage the County funding with this project/program.

9. Green Initiatives and Eco-friendly Practices: Explain how you will use resources efficiently, create sustainability and be eco-friendly while executing your project/program/event. (See grant handbook for examples)

10. Itemized Project Budget and Narrative: Use excel template on OED website to provide complete income and expenses for the entire project/program