Family Literacy and Hawaiʻi Pizza Hut Literacy Fund
Funding Opportunity

OVERVIEW

The purpose of the Hawaiʻi Community Foundation (HCF) Family Literacy and Hawaiʻi Pizza Hut Literacy Fund is to increase the literacy of Hawaiʻi residents. While there are many forms of literacy, English literacy is the primary focus of these funds. The Family Literacy Advisory Committee reviews applications and makes recommendations for grants that are most consistent with the purpose and priorities of the funds.

- **Family Literacy –** Programs are funded through the Public-Private Partners for Literacy Fund, Harry and Jeanette Weinberg Fund for Family Literacy, and the George J. Henritzy Memorial Fund, each of which is a component fund of HCF.
- **Literacy –** Programs are funded through the Hawaiʻi Pizza Hut Literacy Fund, which is a donor-advised fund of HCF.

Background

The Hawaiʻi State Literacy Plan shares that foundational literacy skills include print concepts, phonological awareness, phonics and word recognition, fluency, vocabulary, reading comprehension, writing, and oral language development.[1] Applicants should describe how their program develops one or more foundational literacy skills.

Program Focus

- **Family Literacy** – Focus on families with young children (ages 0-8), engage parents/caregivers as their child's first teacher to "equip caregivers with the tools, resources, and strategies to guide children's learning activities and language experiences at home."[2]
- **Family Literacy & Literacy** –
  - **Improve access to programs** for low-income, immigrant/refugee, or rural communities by:
    - Utilizing community-based partnerships,
    - Adapting programs to be responsive to diverse cultures, and
    - Utilizing technology, as appropriate for target age groups, to increase access.
  - **Improve quality of programs** by:
    - Utilizing evidence-based practices, including nationally documented programs adapted to reflect Hawaiʻi's diverse cultures,
    - Including an assessment component, and/or
    - Providing teacher training through workshops or conferences to implement quality literacy programs.

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[1] Hawaiʻi State Literacy Plan p. 17.
[2] Hawaiʻi State Literacy Plan p. 62.

Programs not likely to be funded:
- Programs that take place as part of or supplant any part of a school curriculum.
- Programs that replace Hawaii State Department of Education funding.
- Requests for books, materials, equipment, and/or technology alone that do not support the development of foundational literacy skills.
- Major capital projects, although some small facility improvements to improve the ability to deliver a literacy program may be considered.
- Funds for an endowment or for the benefit of specific individuals.

EVALUATION CRITERIA
The strongest proposals are those that meet all or most of the following criteria:
Integrity of the Proposed Program
- Organization demonstrates ability to deliver program.
- Program is well-defined and likely to be successfully implemented.
- Program develops one or more foundational literacy skills.
- Program utilizes evidence-based practices and aligns with one or more of the Hawaiʻi State Literacy Plan's recommendations.
- Program is designed to reach low-income, immigrant/refugee, or rural populations.
- Program budget is adequate; program costs are consistent with the program activities and are reasonable.
- For Family Literacy programs, the program reaches young children (ages 0-8) and equips their caregivers with the tools, resources, and strategies to guide children's learning activities and language experiences at home.

Potential for Impact of the Program or Project
- Program has clearly defined outcomes and means to measure those outcomes.
- Assessment of the program is clearly incorporated into program design.
- Program demonstrates the ability to leverage other resources (i.e. funds, in-kind support and/or community partnerships).

FUNDING
- **Family Literacy** – Grants for Family Literacy will be for **two years** and may range from $5,000 to $25,000 per year. Proposals must have clearly defined evaluation processes and the means to measure outcomes. Program evaluation and ongoing improvement must be clearly incorporated into program design. HCF will award a total of up to $73,000 each year for 2-years for Family Literacy grants.
- **Literacy –** Grants from the Hawaiʻi Pizza Hut Literacy Fund will range from $5,000 to $10,000 and are for a **one-year** period. The Fund will award up to $50,000 in total for Literacy grants.

Organizations can apply for both a Family Literacy and Literacy grant, through the submission of 2 separate applications. Applicants will be notified of funding decisions in March 2024. The grant period will start **April 1, 2024**.

ELIGIBILITY & REQUIREMENTS
Hawaiʻi nonprofit organizations that are 501(c)(3) IRS tax exempt organizations and programs with a fiscal sponsor with 501(c)(3) status, are eligible to apply. Organizations currently funded by HCF with overdue final reports are not eligible to apply.

APPLICATION PROCESS
Applications must be submitted online through HCF's **Grants Portal** available here:
https://hawaiicf.smartsimple.com/s_Login.jsp. New users must register for an account. Registered users may login to their account to submit an application. Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements.

Instructions
- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
- The online application accepts diacritical markings in written ʻŌlelo Hawaiʻi (Hawaiian language).

Instructions for Sponsored Organizations with a Fiscal Sponsor
- The sponsored organization, that is not a 501(c)(3) public charity, must submit the application.
- Sponsored organizations that do not have an account, should register, and select "Other Organization". Complete and submit the Organization Profile (see more information below).
- The fiscal sponsor, that is a 501(c)(3) public charity, must also have an account. Fiscal sponsor organizations that do not have an account, should register, and select "501(c)(3) Charity". Complete and submit the Organization Profile.
- In the application "Program Overview" section, the applicant (sponsored organization) must select yes to the question Do you have a fiscal sponsor? Then select your fiscal sponsor from the list. If you cannot find your fiscal sponsor, please ask the fiscal sponsor organization to register in the system.
- In the application "Supporting Documents & Certification" section, the applicant (sponsored organization) must upload the completed Fiscal Sponsor Resolution and Agreement forms. See page 5 for more information. Please upload only the required forms.

ORGANIZATION PROFILE
As part of the online application your organization profile must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization's profile includes, but is not limited to, the following:
- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Number of full-time, part-time, or regular volunteer staff
- Organization Mission
- Service Location(s)
- Types of services provided (including age, gender, and target populations served)
- Financial Statements – including income statement (or profit/loss statement) and balance sheet for the most recently completed fiscal year, and annual operating budget for the current year. Audited financial statements are preferred but not required. Local units of national organizations must submit local unit financial information. **Your organization's updated financial documents must be submitted in the Organization Profile prior to submitting the application. If the financial documents are not up to date, the application will be administratively denied.**
- Board of Directors List

APPLICATION
The application consists of 4 tabs. Information needed to complete your application includes, but is not limited to the following:

1. **Program Overview**:
   - Provide general information and characteristics about the program including program title, duration, area of interest, program location(s), ages and genders served, and the CHANGE sector(s) your program most closely aligns with.
   - For more information about the CHANGE framework, please visit this website https://www.hawaiicommunityfoundation.org/change.
   - If you have a fiscal sponsor, you will be asked to identify your fiscal sponsor. Please note, your fiscal sponsor must be registered by submitting its Organization Profile in the Grants Portal prior to submitting your application.

2. **Program Information**:
   - **Organization Description:** Describe the history and mission of the organization/program. What is the organization's experience implementing this program and staff capabilities to conduct the proposed work? What community partnerships or collaborations are critical to successful program implementation? *(Maximum 2,500 characters = ¾ page)*
   - **Executive Summary:** Provide a brief but concise summary of the applicant's proposed program. This executive summary may be used for different purposes, including external communications, to describe the program should a grant be awarded. *(Maximum 2,500 characters = ¾ page)*
   - **Problem or Opportunity:** Describe the need or opportunity you are trying to address and why this is critical. Who is the target population? Describe any barriers to literacy. Share how your program is filling a gap and not duplicating services. *(Maximum 3,000 characters = ¾ page)*
   - **Program Activities:** Describe the program activities and rationale for the program design to effectively meet the needs of participants. Describe the foundational literacy skill(s) the program develops, the evidence-based practices implemented in the program, and how the activities align with the Hawai'i State Literacy Plan's recommendations.
     - **If this is an ongoing program**: Describe what results the program achieved in the past year. Describe any changes/improvements/expansions that will be made to the ongoing program.
     (Maximum 3,500 characters = 1 page)
   - **Expected Results:** Describe how many people will participate in your program (provide duplicated and unduplicated numbers by year as appropriate). What will be the impact of your program on those you serve including how you will assess participants' development of foundational literacy skills? *(Maximum 3,500 characters = 1 page)*
   - **Family Literacy (if applicable):** Describe how caregivers will be equipped with tools, resources, and strategies to guide children's learning activities and language experiences at home. If the activities will be different in years 1 and 2, describe the expectations for how the program will develop. *(Maximum 1,750 characters = ½ page)*

3. **Budget**: Provide your total program budget and total amount requested through this application (ex. $40,000 if you are applying for Family Literacy and requesting $20,000 per year for 2 years). Upload a copy of your program budget, showing income and expenses, indicating sources of income that are pending and secured.
   - Applicants are strongly recommended to use the Program Budget template available in the Grant Portal's Resources section.

4. **Supporting Documents & Certification**: Upload the following additional required documents as PDFs:
   - Programs with fiscal sponsors must upload the following:
     - Resolution by fiscal sponsor's board of directors authorizing fiscal sponsorship
     - Fiscal sponsor's agreement form

The program budget and fiscal sponsor documents can be found in the Grant Portal's Resources section.

KEY DATES

Description	Date
Application Release	11/20/2023
Virtual Coffee Hours for Q&A *Please register to attend the Coffee Hour event. You are not required to attend this event.*	12/7/2023 11:00 – 12:00pm: Register here. 12/13/2023 2:00 – 3:00pm: Register here.
Application Deadline	**1/19/2024 by 4:00pm HST**
Grant Start Date	4/1/2024

CONTACT INFORMATION
If you have questions about this funding opportunity, please contact Elise von Dohlen at 808-566-5585 or evondohlen@hcf-hawaii.org.

For technical assistance with the online application process, please submit a support ticket at http://hawaiicommunityfoundation.org/ticket.