

# Victoria S. and Bradley L. Geist Foundation: Supporting Foster Children and their Caregivers Funding Opportunity

## Online Application Deadline:

- Wednesday, January 15, 2025, 4:00 p.m. HST;
- Thursday, May 15, 2025, 4:00 p.m. HST;
- Monday, September 15, 2025, 4:00 p.m. HST

## OVERVIEW

The Foundation wishes to support foster children and their caregivers. The Foundation recognizes that the appropriate resources and support for foster children and their caregivers contribute to healthier and happier lives. The Foundation offers this funding opportunity to provide meaningful support for efforts that will result in supportive homes and experiences for Hawaii's foster children.

## ELIGIBILITY & REQUIREMENTS

### ***Funding Priorities:***

Preference will be given to efforts that:

- Support the recruitment, training and retention of quality resource caregivers;
- Support the continued relationships of foster children to their siblings;
- Address the unique needs of foster children or of their caregivers; or
- Empower foster children to participate in the decisions affecting their lives.

### ***Eligibility Requirements:***

- Tax-exempt Hawaii organizations are eligible to apply. This includes nonprofit organizations, 501(c)(3) organizations, religious organizations that are exempt from taxation, and units of government.
- More than 50 percent of the individuals served by the program must be:
  - children in the foster custody of a Hawai'i state government agency;
  - children placed by a Hawai'i state government agency in therapeutic foster placement or in kinship, foster, respite, guardianship, permanent custody, or adoptive families; or
  - their caregivers.

***Grant Range, Duration, and Exclusions:***

- Grants usually range from \$10,000 to \$50,000 per year.
- Requests are considered in relationship to the size of the organization’s operating budget.
- Unless the organization’s clientele are solely legally recognized foster children and their caregivers, administrative fees are capped at 5% per grant award. The Foundation reserves the right to determine those costs that are administrative and subject to the limited percentage.
- Commitments for up to three years will be considered, contingent on the submission of satisfactory progress reports.
- Capital requests and endowments will not be funded.

***Proposal Review Criteria:***

The strongest proposals will be those that meet all or most of the following criteria:

***Integrity of the Proposed Program***

- Program is well-defined and likely to be implemented successfully.
- Organization demonstrates the ability to deliver the program.
- Program budget is adequate and program costs are reasonable and consistent with the narrative.

***Potential for Impact of the Program***

- Program has the means to measure benefits to the participants or the community.
- Program evaluation and ongoing improvement are clearly incorporated into program design.
- Program demonstrates the ability to leverage other resources (such as funds, in-kind or community partnerships).

**APPLICATION PROCESS**

**Online Application**

This application is available for online submission through the Hawai'i Community Foundation's Grants Portal. New users may register for an account here

[https://hawaiicf.smartsimple.com/s\\_Login.jsp](https://hawaiicf.smartsimple.com/s_Login.jsp). Registered users may log in 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.

Please reference our Applicant User Guide for further instructions

<https://www.hawaiicommunityfoundation.org/file/2024/Applicant-User-Guide-8.8.24.pdf>.

**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.

## **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
- Financials – 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
- 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:

- **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 our 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 first be registered in the Grants Portal prior to submitting your application.
- **Program Information:**
  - **Organization Description:** Describe the organization or program. What is the organization's mission and history, geographic reach, and volunteer and/or paid staff size? What is the organization's experience implementing this program and staff capabilities to conduct the proposed work? Briefly describe the organization's place in the child welfare or mental health field and in this community. *(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 will benefit? Include estimated numbers. *(Maximum 3,000 characters = ¾ page)*
- **Program Activities:** Describe the activities that will be completed to address the need/opportunity. Explain why you chose this approach. Provide a program timeline. Why is this program design expected to be effective? Describe any research and best practices that influenced this program design and any modifications that have been made. *(Maximum 3,500 characters = 1 page)*
- **Expected Results:** Describe the anticipated benefits to foster children and/or their caregivers. How many unduplicated people will participate and for how long? How does the organization currently track participation and changes or results? How will you obtain feedback, make improvements, and determine effectiveness? *(Maximum 3,500 characters = 1 page)*
- **Budget:** Provide your total program budget and the amount requested through this application, and upload a copy of your program’s budget, showing income and expenses, indicating sources of income that are pending and secured. What adjustments will be made if not all anticipated funding is received? What are other prospective sources of funding once Foundation funding ceases? *(Maximum 3,500 characters = 1 page)*
- **Multi-Year Request:** If this is a multi-year request and you expect the activities to be different in years 1, 2, and 3, describe your expectations for how the program will develop. If a consultant will be used, submit the work plan and deliverables. Additional information may be requested. *(Maximum 3,500 characters = 1 page)*
- **Support Documents & Certification:** Upload any additional required documents as listed in the application guidelines.
  - **Project Tracking Matrix:** Clearly articulate the impact and outputs expected from this project by using the Project Tracking Matrix to submit proposed results for the program year. Organizations selected for awards will use the same document to track actual results and related measurement methods. See the online application to download a template.

#### **FISCAL SPONSORS**

- Resolution by fiscal sponsor’s board of directors authorizing fiscal sponsorship
- Fiscal sponsor’s agreement form  
*Both forms can be found at: <http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>*
- Fiscal sponsor’s IRS 501(c)(3) determination letter

**DEADLINE**

For applications to be considered they must be submitted online by clicking the “Submit” button on the final page of the application. Applications submitted by 4:00 p.m. (HST) on these dates will be considered at the next Board of Trustees meeting in the following months:

January 15, 2025, for the March meeting

May 15, 2025, for the July meeting

September 15, 2025, for the November meeting

**CONTACT INFORMATION**

If you have questions about this funding opportunity, please contact Jarissa Lum via e-mail at [jlum@hcf-hawaii.org](mailto:jlum@hcf-hawaii.org) or call (808) 566-5522.

The Foundation does not accept incomplete applications or applications from organizations with overdue reports.

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