

**GRANTS POLICY**  
**(HSBF Board adopted July 26, 2018)**

**Grants Program Objectives**

The Foundation will provide grants that further its mission. The Foundation's mission is to provide charitable and philanthropic support in furtherance of the Hawaii State Bar Association's mission by:

- Increasing public understanding of the law;
- Improving the justice system;
- Facilitating the delivery of and access to legal services;
- Promoting the highest ideals of the legal profession; and
- Inspiring the philanthropic spirit in Hawaii's legal community.

The Hawaii State Bar Association's mission is to unite and inspire Hawaii's lawyers to promote justice, serve the public and improve the legal profession.

**Eligibility & Excluded Activities**

The Foundation may fund:

- Organizations that are recognized as tax-exempt by the Internal Revenue Service or charitable purposes, with a preference for 501(c)(3) organizations;
- Work and programs that further the Foundation's Grants Program Objectives; and
- The Hawaii State Bar Association, a 501(c)(6) organization and the Foundation's supported organization, which is eligible to receive one or more grants annually.

The Foundation will not directly fund:

- Individuals (including grants that are earmarked for specific individuals);
- Political activities;
- Particular stances in ongoing or potential litigation;
- Legal representation in civil and criminal cases; and
- Sectarian organizations (unless participation in the program is not limited by religious affinity).

## **Evaluation Criteria**

The Grants Committee will consider the following factors in assessing applications for funding:

- Alignment with the Foundation's mission.
- Support of under-represented or disadvantaged populations in Hawaii. In furtherance of the Foundation's mission, priority will be given to programs that serve, educate or inspire under-represented or disadvantaged populations in Hawai'i.
- Impact and metrics. Priority will be given to programs that have a broad or meaningful impact and a reasonable means of measuring results. The Committee will assess whether the project plan is thoughtful and realistic. The Committee will assess the applicant's capacity to execute the work effectively. Consideration will be given to whether the proposed project will inspire or inform others.
- Geographic diversity. The Committee will strive to provide grants to qualified programs on neighbor islands, as well as on O'ahu.
- Prior receipt of Foundation awards or other sources of funding. The Committee will consider whether the recipient has received prior awards and/or whether the recipient has other regular sources of funding. The Committee will also consider whether an applicant has a prior history of: failing to timely submit post-grant reports; failing to meet the terms and conditions of awards; requesting one or more extensions of time to use unexpended funds beyond an award period; and/or rejection of an award.
- Tax-exempt status of the recipient. Preference will be given to 501(c)(3) organizations.

## **Timeline for Application & Review**

- How do you submit a grant application?

Submit your grant application by e-mail to the HSBA Executive Director or other designee of the Grants Committee.

- What is the Foundation's grant cycle?
  - The grant application period will open in January of each year and end no later than June 30\* of each year. **\*For CY 2020, applications will be received through August 30.**
  - After the grant period ends, grant applications will be vetted by the Grants Committee, and presented to the Board for approval no later than the July board meeting.
  - The Grants Committee will issue award letters denoting any specific restrictions on the award and post-award reports consistent with the Foundation's Grant Policy. The Grants Committee will issue notification letters to unsuccessful applicants.
  - The Foundation will disburse awards by August 31\* of each year. **\*For CY 2020, awards will be disbursed by October 31.**
  - Historically, the HSBA Annual Dinner, the Foundation's primary funding source, is held in the late summer. Net proceeds from the dinner are usually determined within 3-4 months of the Dinner. Accordingly, the Foundation will know how much funds are available for grants by late November or December of each year.
  
- What is the approval process?
  - Grant applications will be reviewed and vetted by the Grants Committee.
  - A summary of all grant applications received, along with the Grants Committee's recommendations, will be provided to the Foundation's Board for approval.
  - The summary will identify each applicant, describe the project/purpose for which the funds are requested, and indicate each applicant's tax-exempt status and the amount requested.
  - The summary will also indicate the proposed funding level (if at all) for each applicant.
  
- How does the Foundation solicit grant applications?
  - The Foundation may post its grant application guidelines on the HSBA website.
  - The Foundation may solicit grants through press releases forwarded to general media.

- The Foundation's Board may also identify potential applicants who further the Foundation's charitable mission and solicit a grant application.

### **Terms and Conditions of Grants**

- Grantees must use the grant only for purposes described in the grant applications.

Grantees must report any unexpended funds remaining at the end of the grant period and either request an extension (indicating how the remaining funds will be used and the time period during which the funds will be used) or return the funds.

- Grantees must notify the Foundation immediately if they cannot perform in accordance with the terms of the grant, or materially change their mission or activities.
- The Foundation may impose additional reporting requirements (or other additional oversight) on any grantee that is not recognized as a 501(c)(3) organization by the Internal Revenue Service.
- Grantees must submit a final report no later than the thirteen months after the date of the award letter. The final report must:
  - Describe how the funds were used and project outcomes (e.g., how many people benefited, etc.); and
  - Include a detailed breakdown of expenditures that shows the amount awarded (or remaining funds as of the end of the previous reporting period), the amount expended (by expense line item), and any remaining funds as of the end of the reporting period.
- The Grants Committee will be responsible for contacting grantees to submit delinquent reports.

### **For More Information**

For more information, please contact members of the Foundation's Grants Committee. The Committee members are listed on the Foundation's website.