

**State of Hawaii
Community-Based Economic Development
(CBED) Program Application
POD Grant**

Organization: _____

Street Address: _____

Mailing Address: _____

City County Zip

Contact Person: _____

Telephone: _____ Name _____ Title _____
Fax: _____ E-Mail: _____

The Applicant is (Check one of the following):

_____ A non-profit organization Fed. ID.# _____
_____ A cooperative association
_____ A for-profit subsidiary of a non-profit organization GET # _____

Funding Request is for (check one):

Planning and Organizational Development _____ Loan _____
Project Financing _____

Total cost of project/activities for which funding or financing is requested: \$ _____
Total amount of CBED funds requested: Grant \$ _____
Loan \$ _____
Total amount of funds contributed by the organization and/or other funding source: \$ _____

Attachments (to be included with application):

Planning and Organizational Development (POD) Project Matching Grant (PMG)

_____ Bylaws and Articles of Incorporation In addition to the POD attachments,
_____ Organizational Chart also provide the following:
_____ List of Board of Directors _____ Current financial statements
_____ List of general membership (i.e. names, _____ Feasibility Analysis
addresses optional) _____ Business Plan
_____ Copy of IRS Tax Exempt Authorization
_____ Copy of General Excise Tax License
_____ Consultant Resumes (if using consultants)
_____ Three (3) letters of support (optional)

I certify that this application has been reviewed and approved by this Organization's Policy-Making Body.

Signature

Name (Type or Print)

Date of Application

Title

State of Hawaii
Community-Based Economic Development (CBED) Program
CBED Application Selection Criteria
Planning & Organizational Development Grant

COMMUNITY-BASED ORGANIZATION (40 Points)

- **Clarity and feasibility** of the organization's mission and long range plans.
- **Level of technical, managerial, and organizational skills.** The applicant clearly describes the staffing required to implement the project; indicates the qualifications of the staff to carry out the project activities; or, at the very least, details a viable plan for acquiring proper technical support to implement the proposed project.
- **Level of success in securing funds** and other resources for both the organization and the proposed project.
- **Extent to which CBED funds are essential** to the development and implementation of the project and the continuation of the organization.
- **Development of a training and technical assistance plan or strategy** which clearly addresses key organizational needs.
- **Extent of community support,** participation, and involvement in the development of the goals, objectives, and strategies for the project concept.
- **Extent to which members, board, and community participate** in organizational decisions and activities.
- **Degree of interaction with other organizations** operating in and serving the target community.
- **Level and success of outreach** to the general population.

IMPACT (35 Points)

- **Extent to which the proposed project will result in specific, measurable outcomes** for each of the stated objectives that will clearly contribute to the completion of the project and will help the community or organization meet its goals.
- **Specific detail regarding the expected results** or benefits of the proposed project or activity and the reliability of the proposed method of measuring the benefits to the community.
- **Level of impact** that the activities of the organization have had and will have on the targeted community.
- **Extent to which the community is empowered** in the development process.

FEASIBILITY OF PROPOSED PROJECT/ACTIVITIES (25 Points)

- **Comprehensive and feasible workplan.** The workplan demonstrates that the objectives and activities:
 - are measurable and/or quantifiable;
 - clearly address which of the community's long-range goals the project is concerned with;
 - can be accomplished with available or expected resources during the proposed project period;
 - will lead to a project that will be completed, self-sustaining, and/or able to attract other funding/financing support from sources other than CBED funds at the end of the project period.

- **Clarity in statement of goals, objectives, and strategies** for proposed project or activities; extent to which goals and strategies are feasible; realistic; and conform to the overall long-range plans of the organization.

- **Extent of interest, commitment, and level of involvement** of other funding or support sources for the organization's/company's operations and project(s).

- **Level of community and/or organizational resources** committed to the development and implementation of the project concept.

- **A detailed and justifiable budget.** Must include sufficient cost and other details and justification to help determine allowable costs and the relevance of these costs to the proposed project. The funds requested are appropriate and necessary for the scope of the project. For business development projects, the proposal demonstrates that the expected return on the funds used to develop the project provides a reasonable profit within a specified future timeframe.

COMMUNITY REPRESENTATION, PARTICIPATION & EMPOWERMENT

5. If the organization is membership-based, please describe the membership (Who are they? How many members? How do people become members?).

6. How are the members involved in the decision making process?

7. How has the organization involved or informed the general community in your planning process?

II. FEASIBILITY OF PROPOSED PROJECT/ACTIVITIES (25 Points)

COMMUNITY PROFILE

1. Has the organization developed a business plan for the proposed project? Yes ____ No ____
(If yes, please submit the business plan.)

2. Briefly describe the community that will benefit from the proposed project (include demographic, ethnic, economic and any other relevant characteristics).

3. Describe the networking and partnerships in the community, which can help address some of the key issues the project is concerned with. Please indicate how the organization interacts with them.

PROJECT DESCRIPTION AND WORK PLAN

4. Give a detailed description of the proposed project.

5. Please complete the attached Work Plan. Be specific. Use additional sheets as required.

6. Objective Work Plan

Community Goals, Project Objectives, and
Activities/Task Required

Person Assigned
to Activity

Start
(Project
Month)

Stop
(Project
Month)

End Product

Consultant
Needed

Goal:

Objective #1:

Activities:

Objective #2:

Activities:

Objective #3:

Activities

7. What resources from the community can be applied to achieving the project objectives?

BUDGET AND RESOURCE DEVELOPMENT

8. What other funding sources will be explored during the next year?

<u>Source</u>	<u>Amount</u>	<u>Date in Place</u>	<u>Purpose/Description</u>
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9. Describe the assets to be used in the project (Assets include human, physical, and financial resources).

BUDGET

On a separate sheet, please provide detailed line-item justification for all CBED budgeted items.

Cost Categories	<u>CBED \$</u>	<u>In-Kind \$</u>	<u>Private \$</u>	<u>Other Public \$</u>
PERSONNEL				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
Position _____	_____	_____	_____	_____
Total Salary \$ _____				
New _____ Existing _____				
TOTAL Salaries				_____
ADMINISTRATIVE COSTS				
Rent		_____	_____	_____
Utilities		_____	_____	_____
Telephone	_____	_____	_____	_____
Office Supplies	_____	_____	_____	_____
Travel	_____	_____	_____	_____
Printing	_____	_____	_____	_____
Postage	_____	_____	_____	_____
Equipment Purchases		_____	_____	_____
Equipment Rental/Leasing		_____	_____	_____
Insurance		_____	_____	_____
Advertising & Promotion	_____	_____	_____	_____
TOTAL Administrative Costs				_____
CONTRACTOR SERVICES				
Audit	_____	_____	_____	_____
Legal	_____	_____	_____	_____
Accounting/Bookeeping	_____	_____	_____	_____
Architect/Engineering	_____	_____	_____	_____
Other (Specify) _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL Contractor Services				_____
OTHER COSTS				
Acquisition Costs	_____	_____	_____	_____
Other (Specify) _____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL Other Costs				_____
GRAND TOTALS	_____	_____	_____	_____

