



Kilauea Recovery Grant 2023-2024

SUBMITTAL CHECKLIST INSTRUCTIONS

County of Hawai'i Nonprofit Grants Program

The checklist details the documents that must be submitted with your Kilauea Recovery Grant application.

Complete this form by putting an X in each checkbox. Include comments if you are unable to submit requested documentation or to explain special circumstances, financial cycle, etc. Enter your digital signature and the date at the bottom

This Submittal Checklist form must be returned with your application.

Grant Application – completed with appropriate signatures affixed and dated. Digital signatures are acceptable.

Proof of Authorization (as indicated in bylaws, resolution, etc.) which indicates that the member of your organization whose signature appears within the application and contract is authorized to do so. This may take the form of Minutes of a board meeting, and/or a letter of authorization.

Annual Financial Statements – Two most recent years required. These statements must reflect finances within the last three-year period. The preparer's name, title, address, and signature must appear on the financial statements. The Executive Director or authorized member of the organization must approve and sign those financial statements that are not prepared by a CPA to certify accuracy. As a minimum, a comprehensive Profit and Loss statement is required and up to (if available) an Independently Audited Financial Statement. *Note: if the organization has been incorporated for less than two years, a waiver may be granted to provide one year's information.*

Page 1 and 2 of IRS Form 990. If you file electronically, it is your responsibility to obtain a printout of these pages. If you file a Form 990N (e-Postcard), you must provide a receipt of submission.

IRS letter verifying agency's tax-exempt status (IRS 501(c)(3)).

If you are awarded a grant, a Certificate of Insurance for General Liability Coverage. The Grantee will be required to provide a Certificate of Liability Insurance (\$1,000,000 general liability, \$50,000 each occurrence), specifically stating the County of Hawaii is an additional insured.



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Articles of Incorporation. This must have a signature of the Executive Director or highest-ranking member of the organization (title must be indicated, with explanation). This signature may be from the initial documents of incorporation or by the current Executive in charge if these are not available.

By-laws. This must have a signature of the Executive Director or highest-ranking member of the organization (title must be indicated, with explanation). This signature may be from the initial documents of bylaw adoption or by the current Executive in charge if these are not available.

Document page(s) containing nepotism and conflict of interest clause(s): Specific reference indicating that your organization does not allow nepotism or conflicts of interest must be within organizational documents (By-laws, Official Employee Handbook, Employee Sign-Off, etc.. Documents must be provided.

If your Nepotism and Conflict of Interest clauses do not appear in your by-laws, but in some other document(s) please identify the document and submit a copy of the page(s) in which they appear and highlight the appropriate clause(s).

- *“Nepotism” means appointing persons to positions on the basis of their blood or marital relationship to the appointing authority, rather than on merit or ability.*
- *“Conflict of Interest” means a substantial probability that action taken by an individual will result in measurable direct benefits accruing to the individual as opposed to benefits accruing in general to an industry.*

Note: the Conflict of Interest form required to be completed in the application does NOT take the place of the requirement that your organization have these clauses within the organization’s published rules.

Please submit your Application and documents by email to:

patti.pinto@hawaiicounty.gov

Application Deadline: October 27, 2023 at 4:30 pm.