



HMSA
Foundation

2 0 1 1 a n n u a l r e p o r t



*Mōhala i ka wai
ka maka o ka pua*

Unfolded by the water
are the faces of the flowers.

TABLE OF CONTENTS

- 1** President's Message
- 2** Mission
- 2** Board of Directors, Officers, and Staff
- 3** Our Commitment
- 4** Grants by Program and Population Area
- 5** 2011 Grant Recipients
- 13** Request for Proposals
- 14** Grantmaking History and Initiatives
- 15** Grant Application Guidelines

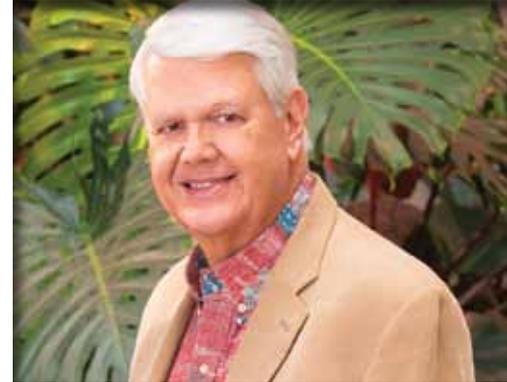
PRESIDENT'S MESSAGE

Aloha,

There's an old Hawaiian saying: "Unfolded by the water are the faces of the flowers." It refers to how wai, or water, helps flowers and other living things thrive. Where there is water, there is life and a thriving community of people and activity.

Water was sacred to early Hawaiians. Captured in the mountains, it flowed throughout an entire ahupua'a, or land division. It filled taro fields and fish ponds. And it nurtured plants that were used for medicine, fishing nets, and canoes. Wai was the source of all living things.

Water is just as important today. And just as water is the source of life, the HMSA Foundation has been a source of funding over the years to nurture projects that help communities grow.



Last year, the HMSA Foundation proudly marked its 25th anniversary. Twenty-five years is about the time it takes for rainwater to seep through Hawai'i's porous lava rocks and into our aquifers for drinking water. We are proud of what we have accomplished during the last 25 years with the hundreds of worthy organizations that work hard to make our communities healthier and safer. Together, we have reduced the number of uninsured people in Hawai'i, placed more doctors in underserved communities, and provided healthy opportunities for keiki to reduce the prevalence of obesity.

In 2011, the HMSA Foundation awarded \$1.2 million to support 39 programs in Hawai'i. We worked with the Aloha Medical Mission to continue providing dental care for children. We helped the Maldonado Airfare Fund bring keiki to O'ahu or take them to the Mainland for life-saving treatment and care. And we supported Hawai'i Meals on Wheels so our kupuna and homebound folks would not go hungry. We commend the hard work, commitment, and generosity of these organizations for making Hawai'i better for us all. You can read more about these and other grants in this annual report.

There's another Hawaiian saying: Ua malo'o ka wai – The water is dried up. It reminds us not to waste our precious resources. The HMSA Foundation works closely with our community partners to be careful stewards so our communities will grow and thrive for generations to come.

Just as we've done for the past 25 years, let's continue to travel together like water flowing in one direction.

Mahalo,

Robert P. Hiam
President
HMSA Foundation

THE HMSA FOUNDATION MISSION

The mission of the HMSA Foundation is to extend HMSA's commitment to provide access to cost-effective health care services, health promotion, education, research, and social welfare.

The Hawai'i Medical Service Association established the HMSA Foundation in 1986 to stimulate research of issues confronting Hawai'i's health care system. The Foundation is dedicated to improving health in Hawai'i through grantmaking, strategic initiatives, publications, and community programs.

In 1998, the HMSA Foundation became a private foundation and established a grantmaking program in response to the growing need for education, research, information, and financial support to help people understand and adapt to the rapidly changing health care system.

The HMSA Foundation provides a vehicle for HMSA to invest resources in a cost-effective way that enhances the overall health and quality of life for Hawai'i's communities.

BOARD OF DIRECTORS

Elena Cabatu

Community Relations Manager
Hilo Medical Center

Robin Campaniano

General Partner
Ulupono Initiative

Andrew I.T. Chang

Retired, Former Vice President of External Affairs
Hawaiian Electric Industries, Inc.

Michael J. Chun, Ph.D.

President
Kamehameha Schools

Terrence George

Vice President and Executive Director
Harold K.L. Castle Foundation

Marvin B. Hall

Retired, Former President
and Chief Executive Officer
Hawai'i Medical Service Association

Robert P. Hiam

President and Chief Executive Officer
Hawai'i Medical Service Association

Gary Kajiwara

President and Chief Executive Officer
Kuakini Health System

Maile Kanemaru

Director
Honolulu Weed & Seed

OFFICERS AND STAFF

Robert P. Hiam

President

Cliff K. Cisco

Vice President

Steve Van Ribbink

Treasurer

Alfred J. Fortin, Ph.D.

Secretary

Mark L. Forman

Executive Administrator

Meryam Cabanilla Leong

Program Specialist

Jason Paloma

Program Specialist

OUR COMMITMENT

The HMSA Foundation supports programs that advance the health and well-being of people in Hawai'i. In 2011, the HMSA Foundation awarded \$1,155,741 to support 39 programs throughout the state in four health-related program areas:

ACCESS TO HEALTH CARE

Improve access to high-quality, affordable health care by supporting:

- Service planning and care coordination.
- Programs for the uninsured.
- Outreach initiatives.

GENERAL SOCIAL WELFARE AND HEALTHY COMMUNITIES

Support local community programs and activities that promote social welfare and healthy communities through:

- Information and referral.
- Emergency assistance.
- Community development.

HEALTH CARE DELIVERY SYSTEM

Maintain and improve the quality of health care services through:

- Health care delivery models.
- Measurement and quality improvement.
- Provider delivery systems/networks.
- Performance measurement.
- Financing and reimbursement.
- Data collection and analysis.
- Disease management.

HEALTH PROMOTION AND DISEASE PREVENTION

Promote healthy lifestyles and prevent injury and disease through:

- Injury prevention and safety.
- Disease-specific education.
- Substance abuse prevention.
- Clinical preventive services.
- Physical activity promotion.
- Nutrition education.



*Ua ka ua, ola ka nohona
o ka 'āina kula*

The rain pours, life comes to the plains.

GRANTS BY PROGRAM AND POPULATION AREA

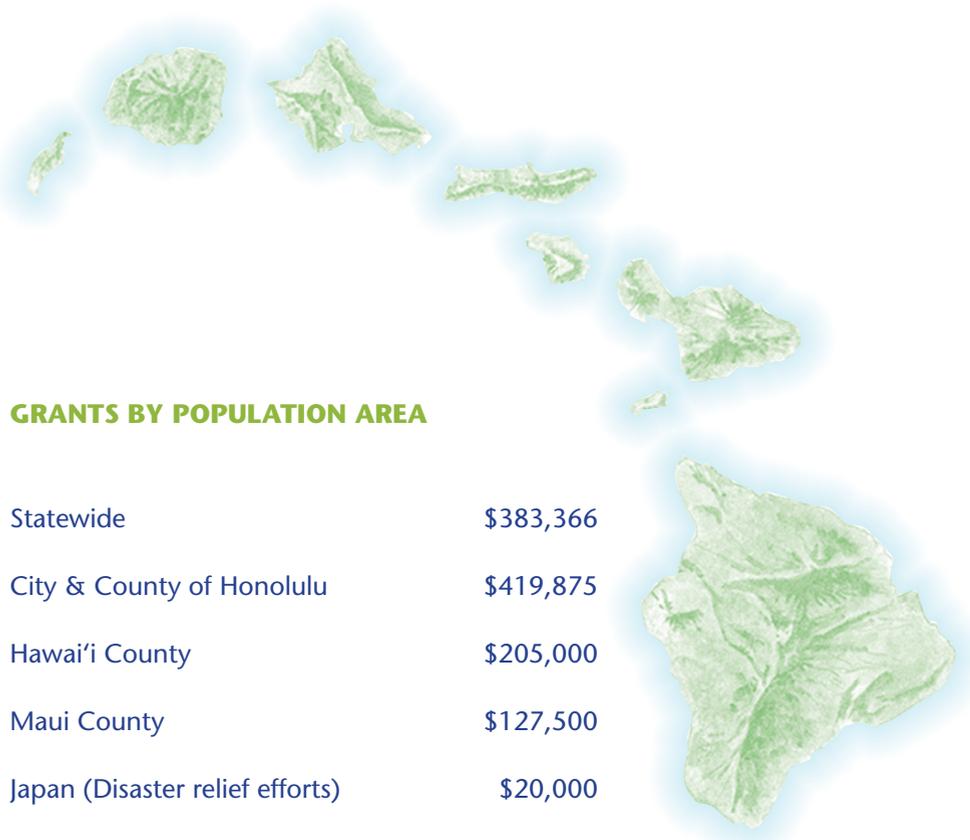


GRANTS BY PROGRAM AREA

13%	Access to Health Care	\$155,000
18%	General Social Welfare	\$203,875
39%	Health Care Delivery System	\$447,366
30%	Health Promotion and Disease Prevention	\$349,500
	Total	\$1,155,741

GRANTS BY POPULATION AREA

Statewide	\$383,366
City & County of Honolulu	\$419,875
Hawai'i County	\$205,000
Maui County	\$127,500
Japan (Disaster relief efforts)	\$20,000
Total	\$1,155,741



2011 GRANT RECIPIENTS



AFTER-SCHOOL ALL-STARS HAWAII

\$25,000

Sports as a Hook is a youth sports program that develops leadership and life skills. The program serves six public middle schools and promotes community service, good nutrition, empowerment for girls, and parental involvement.

ALOHA FOR JAPAN

\$20,000

Hawai'i is connected to the people of Japan in so many ways. Aloha for Japan is a Hawai'i campaign to help victims of the massive 2011 earthquakes and tsunami that devastated Japan's northern region.

ALOHA HARVEST

\$40,000

Two new refrigerated trucks now transport food donations to agencies that feed the hungry and homeless.

ALOHA MEDICAL MISSION

\$150,000



Aloha Medical Mission puts a smile on the faces of people in the community.

The grant expands the Honolulu Dental Clinic's services to the growing number of uninsured and underserved. The clinic partners with neighboring elementary schools on a dental care educational program for kindergarten students and their parents.

"The Aloha Medical Mission is grateful to the HMSA Foundation for its continued support of Hawai'i's only free dental clinic, which is now open full time and serves patients statewide," says Bradley Wong, M.D., president of Aloha Medical Mission's board of directors.

AMERICAN DIABETES ASSOCIATION

\$5,000

The 2011- Diabetes Below the Belt Line symposium provided primary care providers, pharmacists, dietitians, nurses, certified diabetes educators, and other health care professionals with the latest diabetes information.

AMERICAN LUNG ASSOCIATION IN HAWAII

\$25,000

Maopopo Oli Hano (Understanding Asthma): Asthma Education and Management for Native Hawaiian Children, Their Families, and Caregivers provides asthma education and management skills to teachers and Native Hawaiian children and adults with asthma.

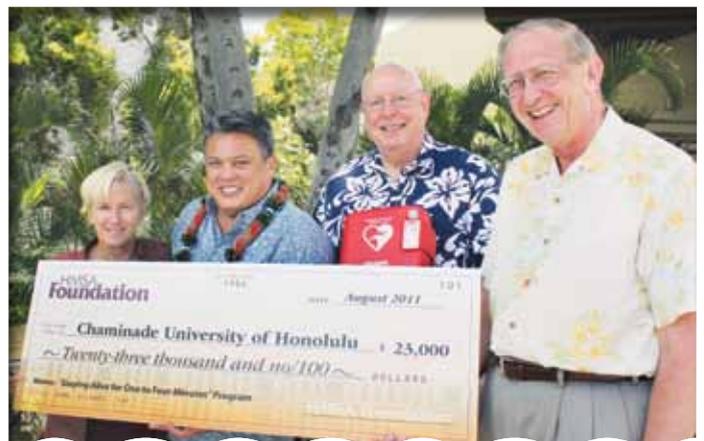
BOYS & GIRLS CLUB OF HAWAII

\$25,000

The Healthy Lifestyles program provides young people with activities that focus on health, exercise, and nutrition. The goal is to reduce childhood obesity and create healthy lifestyle choices that last into adulthood.

CHAMINADE UNIVERSITY

\$23,000



HMSA Foundation Executive Administrator Mark Forman (second from left) presents a check to Chaminade University.

The grant installed 12 automated external defibrillators (AEDs) on the Chaminade campus and at three off-site residence halls. Students, faculty, and staff were trained to use the AEDs and the nursing school incorporated AED training into its program.

FAITH ACTION FOR COMMUNITY EQUITY

\$5,000

The grant supports health education and outreach for low-income and homeless people to provide them with accessible, quality health care in Central O'ahu.

FRANK DE LIMA'S STUDENT ENRICHMENT PROGRAM

\$5,000

The School Visitation Program develops positive attitudes and good values in Hawai'i's public and private elementary and middle schools.

FRIENDS OF FAMILY SPECIALTY COURTS

\$100,000

This grant helps ensure that families receive coordinated care through collaborative case conferencing. Parents, court staff, and social services staff participate in counseling sessions conducted by a dedicated community coordinator. Family Court is an important contact point for screening, identification, and referrals for potentially mistreated infants and toddlers.

HAWAII INSTITUTE FOR PUBLIC AFFAIRS

\$5,000

The grant supported the printing of the *Hawai'i Directory of Elected Officials 2011*, a resource on elected federal, state, and county government officials.

HAWAI'I MEALS ON WHEELS

\$15,000

The Hot Meal, Home Delivery, and Route Expansion program delivers more than 1,700 hot, nutritious meals to elderly and homebound residents. The grant expands the service area to two additional routes on O'ahu. Funds will also be used for recruitment and training.

HAWAI'I PRIMARY CARE ASSOCIATION

\$8,652 (2 GRANTS)

The grant enabled 12 staff members from community health centers to attend the Healthcare Financial Management Annual Conference in April. This two-day conference addressed health care financial management, reimbursement, and compliance with new laws and regulations. The grant benefitted the Hamakua Health Center, Molokai Ohana Health Care, Waianae Coast Comprehensive Health Center, Waikiki Health Center, and West Hawaii Community Health Center.

HAWAI'I STATE CENTER FOR NURSING

\$2,000



Nursing students get hands-on experience to prepare for the medical profession.



The grant supported the Convening of Health Professionals Conference in September and a project with the Robert Wood Johnson Foundation and the American Association of Retired Persons (AARP) that recognizes and advances the nursing profession.

HELP, UNDERSTANDING & GROUP SUPPORT (HUGS)

\$10,000

The Maldonado Airfare Fund transports seriously ill children from the Neighbor Islands to O'ahu or from Hawai'i to the Mainland for life-saving treatment or surgery. This grant helps keep families together during difficult times.

HUI MĀLAMA O KE KAI FOUNDATION

\$24,375

The Capacity Building and Organizational Leadership Project is a grassroots intervention in Waimānalo. It emphasizes Native Hawaiian culture through afterschool mentorship on community service and leadership development, family retreats, and Ohana Night education sessions.

“HMSA Foundation funding ensures that vital youth development and leadership program services will continue in severely underserved Waimānalo,” says Kathy Morris, executive director of the Hui Mālama O Ke Kai Foundation.

KAPI’OLANI COMMUNITY COLLEGE

\$25,000

The 5-2-1-0 Let’s Go Digital Video Development Project encourages children to have five servings of fruits and vegetables, less than two hours of recreational screen time, one hour or more of daily physical activity, and zero drinks with added sugar every day. 5-2-1-0 videos will be promoted on the 5-2-1-0 website, social media, and Share Your Table TV channel and website at www.ShareYourTable.tv.

KAPI’OLANI HEALTH FOUNDATION

\$11,214

Utilizing Biomarkers to Improve the Cervical Cancer Prevention Process evaluates the effectiveness of a new Pap smear tool aimed at reducing the number of women who receive unnecessary costly procedures.

LĀNA’I COMMUNITY HEALTH CENTER

\$50,000

The Improving Patient Care & Chronic Disease Outcomes through Chronic Care Model and Electronic Patient Registries project created a wellness education program that uses electronic medical records and registries for diabetes and heart disease patients at the Lāna’i Community Health Center.

LEUKEMIA & LYMPHOMA SOCIETY

\$15,000

The grant supports First Connections, The Trish Greene Back to School, and Welcome Back to School programs to help children with cancer.

MA KA HANA KA ‘IKE BUILDING PROGRAM

\$30,000

The Malama Na Kupuna Program builds handicap-access improvements and cottages for Hana elders. The program works on community health issues, such as overcrowded facilities for kupuna with disabilities and educating at-risk youth so they can make a difference in their community.

MĀLA’AI: THE CULINARY GARDEN OF WAIMEA MIDDLE SCHOOL

\$5,000

The grant supports Diabetes Slam Poetry and the development of a diabetes lesson by and for Waimea Middle School students that will include self-assessments, physical activity, and the creation of slam poetry. The poetry will be presented to students at two school events.

MARYKNOLL SCHOOL

\$5,000



Maryknoll School students (Spencer Young, left, and Rory Hiranoka) teach children the importance of wearing helmets and safe riding.

The Bicycle Helmet Safety Class project encourages elementary school students to use helmets while riding bicycles, scooters, and skateboards. It features safety lessons and a helmet giveaway.

MAUI MEMORIAL MEDICAL CENTER

\$16,500

The Behavioral Health Partial Hospitalization Program is an intensive interdisciplinary psychiatric outpatient program for patients who have difficulty functioning independently but do not need to be hospitalized.

MOTHERS AGAINST DRUNK DRIVING

\$5,000

The Power of Parents: It's Your Influence program provides tools and resources to help parents talk to their children about healthy behaviors.

NA PU'UWAI

\$31,000



Pharmacist Kelly Go of Molokai Drugs (right) helps Randolph Manaba manage his diabetes.

The Molokai Drugs Health Care Program educates people with diabetes about the importance of taking their medication as prescribed (and other best practices). The program places 50 participants of Native Hawaiian ancestry and other minority groups into individual or support-group settings.

"The grant will help improve patients' overall health and develop a positive attitude toward diabetes self-management," says Judith Mikami, Na Pu'uwai's associate and resource director.

NATIONAL ALLIANCE ON MENTAL ILLNESS HAWAI'I

\$20,000

The grant helps families understand and cope with a family member who has a mental illness and helps people with a mental illness avoid becoming homeless.

NATIONAL KIDNEY FOUNDATION OF HAWAII

\$5,000

The Kidney Disease in the Pacific – Meeting the Challenge conference enhanced professional development and networking opportunities for nephrology providers in Hawai'i, Guam, Saipan, and American Samoa. The conference featured the latest dialysis products and technology.

PAPA OLA LOKAHI

\$5,000

The 2011 Lapakahi Gathering preserves and perpetuates the Native Hawaiian healing practice of lā'au lapa'au. Lapakahi is regarded as a sacred site in North Kohala.

PHILIPPINE MEDICAL ASSOCIATION OF HAWAII FOUNDATION

\$2,500

The Healthy in Hawaii conference updated health care providers on current developments in treatments for thyroid cancer, osteoarthritis, menopause, and osteoporosis. It also focused on nephrology, immunizations, infectious diseases, pediatric obesity, and cardiology.

REHABILITATION HOSPITAL OF THE PACIFIC

\$56,000

The Building Capacity and Improving Outcomes for Patients with Neurological Vision Impairments project establishes the first vision clinic in an acute rehabilitation setting in Hawai'i with the latest in neurological vision therapy.

SHRINERS HOSPITAL FOR CHILDREN

\$5,500



Shriners Hospital for Children treats youth in Hawai'i and the Asia/Pacific region who have bone, joint, and neuromuscular conditions.

The Ho'olilo Weight Management Program provides nutrition counseling and physical activity training for children. The program uses assessment and education tools from the Hawaii Pediatric Weight Management Toolkit.

SPECIAL OLYMPICS HAWAII

\$10,000



Special Olympics participants test their athletic skills.



The grant helped train athletes in Hawai'i to compete in the Special Olympics. To address the shortage of health care screenings for the intellectually challenged, the athletes also received vision, dental, hearing, and osteoporosis assessments. Every year, about 1,000 athletes and special partners along with 130 coaches participate in the games. About 1,300 health screenings are given to nearly 350 athletes.

"Funding from the HMSA Foundation ensures that competitions, training, and the State Games continue. These services and programs for our athletes enhance their lives," says Special Olympics Hawaii President and Chief Executive Officer Nancy Bottelo.

SURFRIDER SPIRIT SESSIONS

\$5,000



Hawai'i youth learn how surfing can strengthen their mind and body.



Surfrider Spirit Sessions create ocean activities to promote awareness of the environment and Hawaiian culture. The nonprofit organization matches at-risk youth with volunteer surf mentors to show how surfing can improve their lives. Surfing is a metaphor for life – waves come and go and surfing teaches the youth to respond to changes in their life. The grant enables Neighbor Island expansion and provides program materials for youth training.

UNIVERSITY OF HAWAI'I, JOHN A. BURNS SCHOOL OF MEDICINE (JABSOM)

\$200,000

The Rural Family Practice Residency Program in Hilo trains physicians who will stay and practice on Hawai'i Island or within the state.

This is a continuation of a three-year, \$535,678 grant to JABSOM's Department of Family Practice & Community Health Family Medicine Rural Training Program, which developed a family medicine rural training program in Hilo. The Hawai'i Island Family Health Center (HIFHC) was developed as an interdisciplinary practice site. Here are some of the accomplishments at HIFHC:

- Two family physicians were hired and have clinical practices in Hilo. A third faculty member/residency director joined the program.
- More than 6,800 patients have visited the center since April 2009.
- Fifty babies were delivered.
- The UH Hilo College of Pharmacy placed several pharmacy faculty in the office. HIFHC has become the leading ambulatory training site for pharmacy students.
- More than 90 UH Hilo Pharmacy students completed their clinical rotation at HIFHC.
- The UH School of Nursing and Dental Hygiene placed an advanced practice registered nurse in HIFHC. Students from the UH Hilo nursing program completed their clinical rotations there.
- About 36 family medicine resident rotations were completed and six UH family medicine residency graduates relocated to Hawai'i Island to practice.
- JABSOM and Hilo Medical Center are developing a curriculum and documentation for accreditation by the Accreditation Council of Graduate Medical Education.

UNIVERSITY OF HAWAI'I SCHOOL OF NURSING AND DENTAL HYGIENE

\$150,000 (3RD YEAR)



Nursing students gain valuable experience and skills through distance learning and real-life hospital scenarios.

The Translational Health Science Simulation Center (THSSC) is a statewide resource that addresses the growing need for nursing education in Hawai'i. The HMSA Foundation joined other health care providers in an innovative partnership to create the only simulation center of its kind in Hawai'i.

THSSC brings real-life nursing scenarios to the classroom so students can gain experience and skills to provide quality care. The center integrates state-of-the-art equipment and electronic patient records. It also provides professional development opportunities for nurses and serves as a hub for research and education through distance learning.

WOMEN IN NEED

\$15,000

The Substance Abuse Relapse Prevention program provides tools, knowledge, and support to prevent substance abuse relapses. Twenty women on Kaua'i and O'ahu will participate in the project.



Ola i ka wai a ka 'ōpua

There is life in the water
from the clouds.

REQUEST FOR PROPOSALS

REDUCING HEALTH DISPARITIES IN HAWAII

The HMSA Foundation's Request for Proposal (RFP) seeks to identify and provide funding to reduce health disparities between Native Hawaiians and other racial and ethnic groups in Hawai'i.

Hawai'i has the highest average life expectancy rate of any other state. However, Native Hawaiians have the lowest life expectancy and their health status is one of the worst in the state.

Resources committed through this RFP will facilitate program, policy, and environmental changes to improve the overall health of people in Hawai'i. The RFP seeks innovative proposals that promote health and encourage Native Hawaiians to make sustainable, healthy choices through one or more of these approaches:

- **School-based projects.** Create, test, or enhance programs that encourage physical activity and/or healthy eating through sports and health and physical education programs.
- **Community-based projects.** Improve or create policies to promote physical activity and/or healthy eating, such as access to healthy foods and safe opportunities for physical activities.
- **Health care setting approaches.** Focus on cultural, social, or physical changes to improve one's health. These include employee wellness programs, staff education, and appropriate behavioral and/or weight management counseling and follow-up.

WHO CAN APPLY?

ORGANIZATIONS THAT:

- Have a tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code.
- Are recognized as part of a state or county government.

Other Hawai'i-based organizations or corporations may be eligible if they can demonstrate that the project they are requesting funding for is for charitable purposes.

FUNDING

About \$100,000 per year for up to five years. Please consider a level of funding that will help the project eventually become self-supporting.

For more information or if you have any questions about this RFP, please contact the HMSA Foundation or visit our website at www.hmsafoundation.org.

GRANTMAKING HISTORY AND INITIATIVES

Since 1998, the HMSA Foundation has invested nearly \$17 million in strategic community projects in four program areas: access to health care, general social welfare, the health care delivery system, and health promotion and disease prevention. Projects address childhood obesity, the nursing shortage, mental health, substance abuse, the elderly population, chronic disease management, quality of health care for fragile children, patient safety, and health care access for the uninsured.

WHERE DOES THE MONEY COME FROM?

Foundation grants are funded with annual investment income earned on the Foundation's original endowment. Health plan dues from HMSA members and employer groups are not used to fund Foundation grants. For more information on the HMSA Foundation, visit www.hmsafoundation.org.

PARTNERSHIPS

We are proud of the community partnerships we've developed over the years to reach common goals. The HMSA Foundation has supported:

- The Hawai'i Uninsured Project to increase the number of insured people in Hawai'i.
- Hawai'i Covering Kids, a statewide outreach program that streamlines the health plan enrollment process to help enroll eligible children.
- Community health centers and other organizations that provide care to the uninsured and underserved populations.
- The Hawai'i Department of Health Immunization Registry project to record patient immu-

nizations and make them available to doctors, nurses, and other health care providers.

- Programs that promote physical activity and healthy eating to reduce obesity in Hawai'i.
- The Robert Wood Johnson Foundation and Hawaii State Center for Nursing to address the nursing shortage in Hawai'i, especially for elderly care.
- The University of Hawai'i to place doctors in community-based residency programs, support top-notch research, and provide health information. UH is a vital community partner for improving health in Hawai'i.

PUBLICATIONS

- *The Aloha Way: Health Care Structure and Finance in Hawaii*, a historical account of Hawai'i's health care system.
- *Health Trends in Hawai'i*, a resource on the state's health care system from the Hawaii Health Information Corporation. The publication is available at www.healthtrends.org.

GRANT APPLICATION GUIDELINES

GRANTMAKING PROCESS

Please contact the HMSA Foundation if you have questions on how to submit a grant proposal and to discuss the project before finalizing your request. Foundation board members meet quarterly to review proposals and may schedule a site visit or ask for additional information during the review process.

Grants are competitively awarded to projects that have the most merit and most closely fit the Foundation's mission. Regretfully, we cannot fund every request and often decline good proposals.

ELIGIBILITY AND LIMITATIONS

The Foundation generally awards grants to tax-exempt government or 501(c)(3) organizations that are not private foundations. The Foundation does not award grants to individuals and does not support requests for endowments, development campaigns, scholarship funds, lobbying, or voter registration funds. A flat rate of 5 percent for total indirect costs will be allowed.

Grants are usually for one year. Funding amounts and grant periods should be proportionate to the size and scope of the activity.

WHAT WE LOOK FOR

Most likely to be funded:

- Research or demonstration projects.
- Organizational or community-building efforts.
- Start-up programs.

Less likely to be funded:

- Start-up organizations.
- Events.

Unlikely to be funded:

- General program or organizational support.
- Capital improvement projects.
- Emergency support.

Particular consideration will be given to projects that:

- Have clear, logical, and realistic plans.
- Are led by strong, proven organizations and individuals.
- Have support of key stakeholders, such as clients, the community, and intended partners.
- Use HMSA Foundation funds to acquire or match grants from outside Hawai'i.
- Have an innovative approach to issues.
- Suggest opportunities for replication.
- Build an organization's capacity to fulfill its mission.
- Advance the quality of health care for Hawai'i residents.

HOW TO APPLY

If you're interested in applying for a grant, please contact the HMSA Foundation at least two weeks before the due date so we can help you refine your project and proposal. Please use consistent terminology and avoid grantmaking jargon. You may apply for a grant through our website at www.hmsafoundation.org.

Provide the following information:

1. Registration.
 - Organization.
 - Contact.
2. Proposal on your organization's letterhead (no more than eight pages). Microsoft Word and/or Excel document attachments are preferred; PDF files are acceptable. In your proposal, include:
 - **Statement of need.** What is the desired long-term effect of your project and why is it important? Provide evidence such as statistics, published reports, recent studies, or reliable anecdotal evidence.
 - **Activities.** What would be the key actions or events during the grant period?

- **Outputs or deliverables.** What are the products of those actions or events? They might be numbers (1,000 students, 10 classes, 4,000 brochures) and/or tangible items (published report, strategic plan, training manual). Include a proposed timeline of work.
- **Outcomes.** What key changes in skills, knowledge, values, attitudes, behaviors, and conditions will result from your activities? These differences might be made in individuals (students will learn life-saving skills), communities (reduction in the incidence of a disease) or organizations (clinic will be more responsive to patients). List outcomes that you intend to achieve within the grant period.
- **Indicators or evaluation.** These are observable, measurable data to track outcomes. If statistics are not available, please submit objective surveys, interviews, or analyses.
- **Description of your organization and its qualifications.** Indicate the organization(s) and people that will be involved in the project.
- **Budget.** Indicate the amount you are requesting, the proposed use of funds, and other sources of funding being sought.

3. Copy of your current IRS determination letter indicating 501(c)(3) tax-exempt status or letter stating status as a unit of government. If possible, include a reference to the Act that established the agency as a unit of government.
4. List of the organization's officers and directors and their affiliations.
5. Most recent IRS Form 990 and annual financial statements of the organization.
6. Letters of support.
7. Other supporting materials, such as qualifications of key staff and sample program materials.

DEADLINES AND MEETING DATES

You may submit your proposal at any time. However, requests will be reviewed according to the schedule below:

Received or postmarked by:	Reviewed in:
Jan. 1	March
April 1	June
July 1	September
Oct. 1	December

If the date falls on a weekend or holiday, the deadline will be the next working day. Generally, only one request per organization will be considered in a calendar year.

GRANTEE RESPONSIBILITIES

Grantees are required to sign an agreement that will specify the terms of the grant and to provide a formal acknowledgement of receipt of the contribution. Grantees are expected to meet Foundation requirements for submission of periodic reports, including a written final report to be submitted within three months after completion of the grant. Failure to meet the grant agreement requirements may prevent you from receiving future grants from the Foundation.

*E kama i ka huli
'oi hā'ule ka ua*

Plant the taro stalks
while there is rain.



Hawaiian proverbs throughout this annual report from *'Ōlelo No'eau, Hawaiian Proverbs & Poetical Sayings* by Mary Kawena Pukui, Bishop Museum Press.

Photo: Hanalei Valley, Kaua'i

E mālama i ka wai

Take care of the water.

