

# Healing Our Island Community Fund

HEALING OUR ISLAND  
COMMUNITY FUND IS CLOSED.  
APPLICATIONS ARE NO LONGER  
BEING ACCEPTED EFFECTIVE  
1/22/10



*What research has substantiated is that effective substance abuse prevention must encompass families and whole communities, not just youth and not just individuals considered to be at high risk.*

<http://www.hawaii.gov/health/>

## Background

In 2003 Healing Our Island was established as one of the Mayor's strategies for fighting the War on Ice. The State Legislature was asked to provide funding for community-based anti-drug efforts in Hawai'i County in order that the residents of Hawai'i Island could collectively **Heal Our Island** from within their own communities. The Hawai'i County Resource Center (HCRC), a program of the Department of Research and Development has administered this fund as the Healing Our Island Community Fund mini-grant program. The mini-grant process was designed to make funding available to grassroots groups that ordinarily have no access to traditional grant sources.

## Purpose

We support community-based programs and collaborative grassroots efforts that provide drug-free lifestyle education and substance-abuse prevention measures for community members of all ages. Our goal is to keep Hawai'i Island a healthy and safe place for our children and our families. Community building should be an integral component of every Healing Our Island funded project or event.

## Grant Amount

The maximum grant award is \$2,000.00. There is no minimum grant award.

- A Healing Our Island mini-grant should not be the only source of support, either cash or in-kind (non-cash contribution of goods and services), for a winning project.
- The Healing Our Island fund is not intended to fund the same project more than one time. In an effort to assist a variety of community groups equitably, the Grant Review Committee has the discretion to modify grant awards (i.e. award less than requested) to repeat applicants for the same projects or events.

**Grad Nights** - High School Grad Night celebrations are popular events across the Island and have been consistently supported by The Healing Our Island Community Fund. Since these events are recurring, annual events, the Healing Our Island Program limits funding of these celebrations to \$1,000.00 per High School graduating class.

## Ineligible Uses of Grant Funds

Healing Our Island Community Fund grant awards cannot be used to pay for:

- Personnel-related expenses of any kind, including stipends, honoraria, speaker fees, musician fees, security guards, etc.
- Equipment purchases—and any purchase costing more than \$200.00 per item
- Alcoholic beverages
- Fundraising

## Eligible Applicants

Grassroots groups in Hawai'i County serving Hawai'i County residents. Proposal reviewers look for community partnerships. Partnerships with established nonprofit organizations is encouraged, however the lead in a funded project should come from the grassroots of Hawai'i County.

Preference is given to first-time applicants. Previous grantees are welcome to apply as long as they have submitted satisfactory final reports for the previously funded project(s).

## Ineligible Applicants

Proposals will not be accepted from the following applicants:

- Groups located outside of Hawai'i County and/or serving populations located outside of Hawai'i County
- Department of Education Administration—we encourage Hawai'i County-based schools to be collaborative partners in Healing Our Island projects, but school administration cannot be lead applicants

and cannot receive Healing Our Island funds.

## Application Deadlines

There are two important dates to remember—the **third** of every month and the **tenth** of every month.

- **Priority Application Screening Deadline:**

Applications that arrive in either the Hilo or the Kailua-Kona office of the Department of Research and Development by 4:30 p.m. on the **third** of the month will qualify for priority screening. This means that if the application does not meet the screening criteria, the applicant will be contacted to correct the application and still be able to resubmit that application by the final deadline in the same month.

- **Final Deadline:**

Applications that arrive in the Hilo and Kailua-Kona offices of the Department of Research and Development by 4:30 p.m. on the **tenth** of each month that meet screening criteria will be reviewed during the same month. Applications that meet screening criteria but arrive after 4:30 p.m. on the tenth of the month will be reviewed the following month.

- **Holidays and Weekends**

If either the Priority Application Screening Deadline or the Final Deadline falls on a holiday or on a weekend, the deadline is moved to the next business day. Business days are Monday through Friday.

## Project Start Date

Applicants must apply for funds **at least** eight weeks prior to when they will need the funds. This is the standard minimum time needed to process, review, award, and fund approved projects. Healing Our Island grant funds will not be awarded retroactively.

## How to Submit a Grant Application

Staff members in the Department of Research and Development's Hilo and Kailua-Kona offices accept applications on a daily business. Mail or bring your signed original application (no faxed or emailed application will be accepted) to:

- Hilo mailing address: Department of Research and Development, Attn: HCRC, 25 Aupuni Street, Room 109, Hilo, HI 96720
- Hilo physical location (for delivery in person): Hilo Lagoon Centre, 101 Aupuni Street, Suite PH-1014C



- Kailua-Kona mailing address and physical location: Department of Research and Development, Attn: HCRC, Lanihau Professional Center, 75-5991 Palani Road, Suite 2001, Kailua-Kona, HI 96740.

Applicants need only submit the original signed application; no additional copies are required. We suggest you make one copy for your records.

## Final Report Requirement

Grantees must submit their final reports with 30 days of the close of their funded events/projects. A satisfactory final report must be signed by the same team that signed the original application and will include the following:

- Brief but thorough answers to all questions on the final report form
- Complete and accurate final budget
- All original receipts
- Documentation of participation
- Copies of press releases

## New This Year – Prevention Strategies

Every Healing Our Island Community Fund Grant Proposal must identify at least one of the six basic prevention strategies described by the State of Hawai'i Department of Health's Alcohol and Drug Abuse Division as effective. Most proposals will contain elements of the first three of the following six prevention strategies:

### 1. Information Dissemination

This strategy provides awareness and knowledge of the nature and extent of alcohol, tobacco, and other drug use, abuse, and addiction and their effects on individuals, families, and communities, as well as information to increase perceptions of risk. It also provides knowledge and awareness of prevention policies, programs, and services. It helps set and reinforce norms (for example, underage drinking and drug dealers will not be tolerated in this neighborhood).

**2. Prevention Education**

This strategy aims to affect critical life and social skills, including decision making, refusal skills, critical analysis (for example, of media messages), and systematic and judgmental abilities.

**3. Alternatives**

This strategy provides for the participation of targeted populations in activities that exclude alcohol, tobacco, and other drug use by youth. Constructive and healthy activities offset the attraction to, or otherwise meet the needs usually filled by, alcohol, tobacco, and other drug use.

**4. Problem Identification and Referral**

This strategy calls for identification, education, and counseling for those youth who have indulged in age-inappropriate use of tobacco products or alcohol, or who have indulged in the first use of illicit drugs. Activities under this strategy would include screening for tendencies toward substance abuse and referral for preventive treatment for curbing such tendencies.

**5. Community-Based Process**

This strategy aims to enhance the ability of the community to provide prevention and treatment services to alcohol, tobacco, and other drug use disorders more effectively. Activities include organizing, planning, enhancing efficiency and effectiveness of

services implementation, interagency collaboration, coalition building, and networking. Building healthy communities encourages healthy lifestyle choices.

**6. Environmental Approach**

This strategy sets up or changes written and unwritten community standards, code, and attitudes—influencing incidence and prevalence of alcohol, tobacco, and other drug use problems in the general population. Included are laws to restrict availability and access, price increases, and community-wide actions. (Please do not misinterpret this approach as a natural resources protection project.)

The role of prevention is to create healthy communities in which people have a quality of life:

- Healthy environments at work and in school
- Supportive communities and neighborhoods
- Connections with families and friends
- Drug and crime-free

*The United States Department of Health and Human Services, Substance Abuse & Mental Health Services Administration*

<http://prevention.samhsa.gov/>

# Grant Application Format & Review Criteria

## Application Format

The Healing Our Island Community Fund grant application and proposal contains five distinct sections. Each section is reviewed for completeness and accuracy and some sections are weighted for review purposes.

Proposal Section	Prescreen	Review Weight
1. Grant Proposal Cover Page	Applications with incomplete cover pages will be returned for resubmission	.....
2. Project Description	.....	40 points
3. Project Budget	Applications with budgets in different formats will be returned for resubmission	30 points
4. Community Group Description	.....	30 points
5. Application and Agreement	Applications with unsigned agreement forms or with copied or faxed signature pages will be returned for resubmission	.....

## Application Review Criteria and Process

Healing Our Island applications go through two levels of review. The initial screening determines whether and when an application is reviewed. The next level is the formal grant review.

### Initial Screening

All applications first go through an initial pre-screen as noted in #2 above. The following items are checked for completeness:

1. Grant Proposal Cover Page:
  - Page should be complete
  - Amount requested should be \$2,000 or less
  - Project/Event Date should be set at least eight weeks out
  
2. Project Budget
  - Budget should be submitted on the pre-formatted form



### 3. Application and Agreement

- The form must be complete, and include original signatures and dates
- The names listed on the form must be the same names listed on the Cover Page

## **Grant Review – What do reviewers look for in an application?**

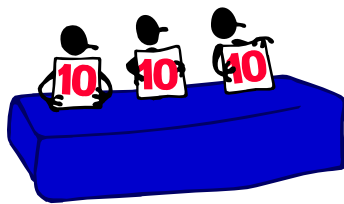
One Healing Our Island Grant Review meeting is held each month during a funding cycle until the funds are depleted.

The Grant Review team is a multi-disciplinary group of dedicated volunteers whose backgrounds in education, grant making, substance-abuse prevention, health-care, law enforcement, and community-based nonprofit work bring a well-rounded approach to the review process.

HCRC facilitates the review process, but no staff member and no District Liaison has grant review privileges.

Each Grant Reviewer receives copies of the proposals about a week prior to the review meeting. During the review meeting the merits of each application are discussed and the reviewers agree on the final decision along with the amount approved if any. Often reviewers request clarification or additional information before a final decision is made. The correspondence that applicants receive after this review will reflect that discussion.

Application sections are weighted by importance:



<b>Proposal Section</b>	<b>Review Weight</b>
Project Description	40 points
Project Budget	30 points
Community Group Description	30 points

Looking at the table above, it is evident that all sections are important. So what are reviewers looking for? Here are some general ideas:

#### **Project Description**

- Reviewers look for well-planned projects. Projects that are hastily planned and lack sufficient detail (e.g., the “who-what-

where-when” of the project) are generally declined or returned for more information.

- Reviewers look for a diverse project planning team as opposed to a small group planning a project for an audience that may not be as interested in the project as the applicant believes to be true.
- Reviewers look for realistic time-frames.

- Reviewers want to fund really good projects that have realistic and measurable results.
  - How will you measure participation in your project? (Documentation of participation is required in the final report)
  - What impact on your community do you expect your project to have and how will you measure/document the actual outcomes of your project?

*Note on the pages with check-boxes: Please check all applicable answers. These sections are included as a data-gathering tool for the Healing Our Program.*

### Project Budget

- Reviewers look for a budget that clearly explains all expenses.
- Reviewers look for realistic expenses.

- Reviewers look for budgets that balance—the budget should show enough income to cover all budgeted expenses.

### Community Group Description

- Reviewers look for a simple but clear description of when, why, and how your group got started. Take the opportunity to sell your strengths and list any community projects and ongoing programs your group has implemented.
- Collaboration is extremely important. Reviewers look for innovative collaborations and resource sharing.
- Reviewers use this section to assess whether or not your group has the capacity to be successful with the proposed project.

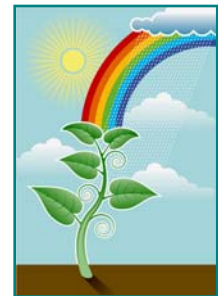
## Extra Credit

The focus of Healing Our Island is community-based substance abuse prevention and education. Beginning this year, the Hawai'i County Healing Our Island Team encourages everyone to think not just about financial resources, but our natural resources too.

Explain how sustainable practices will be built into your project, such as:



- Using post-consumer recycled materials;
- Using compostable cups and plates;
- Reserving a recycling container for your event at [http://co.hawaii.hi.us/directory/dir\\_envmng.htm#dir\\_solidwaste](http://co.hawaii.hi.us/directory/dir_envmng.htm#dir_solidwaste) ;
- Patronizing local vendors;
- Keeping your activity local to reduce automobile travel and fossil fuel use.



There are no specific points awarded for sustainable initiatives, however proposals with these elements will certainly be reviewed more favorably than those without. It's the right thing to do to keep our Island Healthy!

## What happens after I send my application to HCRC?

1. Your application will be date-and time-stamped upon receipt in the Department of Research and Development and then screened for completeness;
2. Within a few days you will be mailed a notice that confirms receipt of your application. This notice may also relay the following information if applicable:
  - If your application is incomplete, the notice will explain what you need to do to complete your proposal; and/or
  - If your proposed project has already occurred and you are applying for retroactive funding, your application will be returned to you and will not be reviewed;
  - If any individual in your group has an open Healing Our Grant Award your application will be returned to you and will not be reviewed.

*Please note that resubmitted applications are processed according to the established deadline. If you submit an application on the 10<sup>th</sup> and it is returned to you for corrections, your resubmitted application will not be reviewed that same month. Take advantage of the Priority Screening deadline by the 3<sup>rd</sup> of the month (see Tips on pg. 7).*

3. HCRC will assign your application a unique grant identification number and will include that number on the notice of confirmation described above. You should use this number when making any inquiries about your application.

4. The Healing Our Island Community Fund Review Committee meets approximately two weeks after the 10<sup>th</sup> of each month to assess and discuss the merits of each application slated for review that month.
5. You will receive written notification of the committee's decision about seven to ten days after the review. If approved, you will also receive a "V-8" form (County of Hawai'i Vendor Number application) and a Healing Our Island Invoice Form. You will need to complete and submit these forms before your award is funded.
6. If awarded, you will also receive a Final Report form that you must complete and return to HCRC within 30 days of completing your project or event. A complete Final Report will include original receipts for all grant-funded purchases. Regarding use of Healing Our Island grant funds, remember that:
  - Grant funds must be used specifically for the purposes listed on your grant application. If you find that you must revise your planned use of grant funds, you must submit a written explanation of the change and request approval prior to expending the funds.
  - A notarized affidavit form is required in cases where receipts were either not obtained or were lost.
  - Any unexpended funds must be returned. Make check payable to Director of Finance and attach it to your final report.

## Step-by-Step Guide to Completing a Grant Application

1. Read the entire application carefully, read these application guidelines carefully, and read the final report requirements carefully.
2. Review the application, the guidelines, and the final report requirements with your community group.
3. If you think that your project is a good fit for this grant, discuss the application and process with your project planning group and contact the Healing Our Island District Liaison assigned to your District for feedback and assistance.
4. Follow all instructions on the application and answer every question.
5. Please type or print clearly in black ink.
6. Careful and collaborative planning are essential elements to a successful Healing Our Island application. Your cover page should list two project planning lead contacts and two unrelated budget managers. They may be the same two people—but the budget managers cannot be related or married. Grant reviewers will see a strong project planning and budget management team as an indication of your project's success.
7. You may use additional pages if necessary, but be sure to follow the format of the application. Grant reviewers appreciate brief and informational answers, and most applicants should have sufficient room on the forms provided.
8. The application budget format is the only budget format that will be accepted. If you have questions, please contact your District Liaison. When preparing your budget:
  - a. Make sure that your addition is correct on the budget
  - b. Your budgeted expenses should equal your budgeted income (including your Healing Our Island request)

### Tips

#### *Plan Your Time Carefully*



#### **Time your application with your project**

- The amount of time it takes for an application to be processed, reviewed, awarded, and funded is typically eight weeks at the least. Please plan your project and your application accordingly.

- Last minute submissions are often an indication of poor planning to the review committee, and may be a reason for declining the request.

**Remember to check before submitting your application**

1. Make sure you have *answered every question* and *checked your math* on the budget;
2. Ask someone unfamiliar with your project to proofread your application for errors;
3. Make a copy of your entire proposal including the signed agreement for your records.



**Number One Most Important Tip:**

Ask your Healing Our Island District Liaison for help. District Liaisons serve as community grant coaches and collaboration experts. They help applicants and grantees sort through grant paperwork and reporting requirements. District Liaisons may check in with project planners, monitor project and reporting progress, and attend Healing Our Island funded events.

Because the Healing Our Island Community Grant program is a competitive grant program, **District Liaisons cannot guarantee that every application will be funded.** In the event that the Review Committee declines your application, at your request your District Liaison will work with you to try again.

District	Liaison Name	Phone	Email Address
North/South Kohala and Waikoloa	Carolyn Lancaster	987-3395	<a href="mailto:carolyn96755@yahoo.com">carolyn96755@yahoo.com</a>
North/South Kona	Laverne Omori	327-3665	<a href="mailto:lomori@co.hawaii.hi.us">lomori@co.hawaii.hi.us</a>
Kau	Christine Light	987-4510	<a href="mailto:paikona@yahoo.com">paikona@yahoo.com</a>
Puna and Volcano	Liz Salfen	938-1299	<a href="mailto:Jes323@hawaiiantel.net">Jes323@hawaiiantel.net</a>
South Hilo	Susan Labrenz	966-8450	<a href="mailto:Hoi-susan@hawaii.rr.com">Hoi-susan@hawaii.rr.com</a>
Hamakua and North Hilo	Farrah-Marie Gomes	937-4054	farrahmarie@yahoo.com

For general Healing Our Island Community Fund questions, please email [hcrc@co.hawaii.hi.us](mailto:hcrc@co.hawaii.hi.us), or call Laverne Omori, Healing Our Island Coordinator, at 327-3665.

*Thank you for helping to Heal Our Island!*