



# TURTLE BAY FOUNDATION

## 2019 GRANT APPLICATION GUIDELINES

*(DEADLINE: Hand-delivered or postmarked by October 11, 2019)*

Thank you for your interest in the Turtle Bay Foundation. The following will provide you with a brief introduction to our organization and guidelines for our grants program.

### **About Turtle Bay Foundation of Hawaii**

The **Turtle Bay Foundation** was established in 2012 to enrich Oahu's North Shore through environmental, educational, recreational and cultural opportunities. The foundation oversees the numerous charitable contributions of Turtle Bay Resort, acting as a partner in the community and supporting the resort's mission of making one of the world's last greatest places even better.

### **Funding Considerations and Eligibility**

Turtle Bay Foundation (**TBF**) funds programs that make a significant impact in our communities and directly improve the lives of their people. The primary purpose of the funding is to directly support program needs and minimize overhead and administration. The grant selection is a thoughtful process that draws upon the mana'o of the community and calls for partners with comparable and complementary goals. Turtle Bay Foundation supports programs that strengthen our values. The organizations may include those pertaining to:

- Educational and cultural sites
- Educational Organizations
- Environmental stewardship
- Health care
- Housing and job training
- Preservation of historic and cultural sites
- Sports and recreational teams and organizations

The Turtle Bay Foundation's preference is to fund programs and events, as opposed to providing general revenues for applicants. Examples of funding purposes that are generally considered secondary to the Turtle Bay Foundation grants guidelines include:

- Endowment campaigns
- Salaries for staff and professionals
- General overhead and operating costs such as rent, travel expenses, equipment maintenance, and administrative expenses

**Grants:** The Turtle Bay Foundation will provide a limited number of grants, ranging in value from \$500 to \$2,000, in accordance with its criteria as applied at its sole discretion.

**Please DO NOT submit this page.**

**Gifts in Kind:** In addition to cash funding, the Turtle Bay Foundation also supports Gift in Kind Donations - Goods or Services rendered from the Turtle Bay Resort. This includes, but is not limited to, hotel rooms, restaurant meals, golf, spa treatments, etc. Such Gifts in Kind can often be converted to cash by organizations that are conducting silent auctions and other fund-raising efforts.

**Scholarships:** The Foundation has a separate process (and document) for awarding academic scholarships.

The Turtle Bay Foundation reserves the right to award Grants and Gifts in Kind according to its own criteria and may reject any application for any reason.

### Grant Application Process

**Deadline:** **Must be hand delivered or postmarked to the Turtle Bay Development Office or 3 PM on October 11, 2019**  
(No late applications will be accepted.)

**Please deliver to:** Turtle Bay Foundation  
57-091 Kamehameha Hwy  
Kahuku, Hi 96731  
Telephone number: (808) 447-6953

### Submission check list:

**ONE SET of the following (*submit unbound, one-sided applications; paper clips are okay – (PLEASE NO STAPLES OR BOUND FOLDERS)*):**

Grant application

**ONE SET of each of the following (may be bound or stapled):**

Check here if you are NOT an IRS 501(c) 3 organization

Your organization's current IRS 501 (c) 3 determination letter confirming your tax-exempt status. (*If your organization had a name change, please include the legal name change documents.*)

Most recent financial statements or most recent IRS Form 990

**SIGN the application.**

**No Grant Applications and Follow up Reports will be accepted via email.**

***Please do not submit anything that cannot be photocopied.***

### Review Process

We will acknowledge receipt of your grant application within 30 days of the deadline. If you do not hear from us within 30 days of the deadline, please e-mail [info@turtlebayfoundation.com](mailto:info@turtlebayfoundation.com).

The grant awards notification will occur no later than 60 days following the application deadline and will be communicated through written correspondence.



# TURTLE BAY FOUNDATION

## 2019 Grant Application Background Information

### Organization Information

Organization Name:	<input type="text"/>		
Address:	<input type="text"/>	Phone:	<input type="text"/>
	<input type="text"/>	Fax:	<input type="text"/>
Website:	<input type="text"/>	Email:	<input type="text"/>

### Project Information:

Title:	<input type="text"/>
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### Organization's Structure

Board Members:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

### Contact for this request

Name:	<input type="text"/>	Title:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
	<input type="text"/>	Fax:	<input type="text"/>
		Email:	<input type="text"/>

### Category of grant request (check all that apply)

- Educational and cultural activities
- Educational Organizations
- Environmental stewardship
- Health care
- Housing and job training programs
- Preservation of historical and cultural sites
- Sports and Recreation



# TURTLE BAY FOUNDATION

## 2019 Grant Application Background Information - continued

### Target Audience Impacted by Program (check all that apply)

- Educational and cultural activities
- Educational Organizations
- Environmental stewardship
- Health care
- Housing and job training programs
- Preservation of historical and cultural sites
- Sport and Recreation

Total operating budget for your organization

\$

Administration Overhead/Year

\$

### Fiscal Sponsor Organization Information (if applicable)

Organization:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Address:

\_\_\_\_\_

Fax:

\_\_\_\_\_

Contact:

\_\_\_\_\_

Title:

\_\_\_\_\_

### List the years and grant amounts of other previous Turtle Bay awards

2018	\$		2017	\$		2016	\$
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### List the years and grant amounts aside from Turtle Bay

2018	\$		2017	\$		2016	\$
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### Signatures

We agree that the information provided in this final report is true and accurate.

\_\_\_\_\_  
Director or Chief of Staff

Date:

\_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

Date:

\_\_\_\_\_



# TURTLE BAY FOUNDATION

## 2019 Grant Application

**Legal Name of Organization (as shown in Grant Summary)**

**Mailing Address**

**City:**

**State:** HI

**Zip Code:**

**Web site address**

**Grant Amount Requested**

\$

**Gift in Kind Requested:**

Room nights:

Golf Rounds:

Other:

**Program Contact**

**Title:**

**Telephone Number**

**E-mail Address**

**Person to Contact for Award Notification (if different from program contact person above)**

**Title:**

**Telephone Number**

**E-mail Address**

**1. Organization Description:** Please describe your organization and its mission.

**2. Program Description and Objectives:** Please describe the program for which you are requesting the grant. Please include its objectives, the need, and how the program will help children, youth, women, elderly, or the needy.

**3. Target Audiences:** Please summarize the target audience and provide estimates of how many of each target audience will be impacted through this grant.

**4. Gifts in Kind:** If requesting a gift in kind, please indicate if it is to be used in conjunction with an event, and if so, provide details of the event and how gift in kind is to be used (live auction, silent auction, door prize, raffle prize, other).