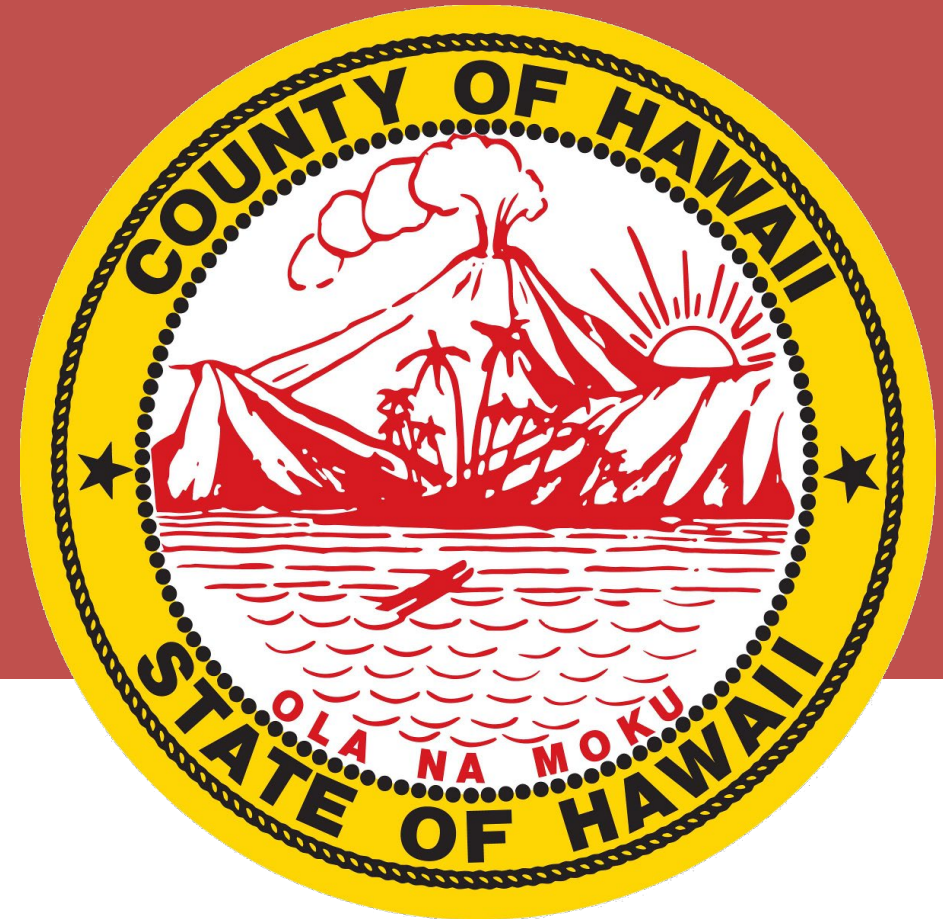


# R&D IMPACT GRANTS

Informational Webinar

November 27, 2024 – 2:00 p.m. HAST

Douglass S. Adams, Director, Department of R&D



This presentation is a summary of the grant program. Please refer to the Requests for Proposals for complete guidance and instructions.



# AGENDA

Welcome

About Research and Development

New This Year

---

Impact Grant Basics – Eligibility, Funding, Important Dates

Department Goals and Objectives for the Impact Grant Program

Proposal Format and Submission

Proposal Review and Award Process

Grantee Requirements

AmpliFund Training

Q&A

# ABOUT RESEARCH & DEVELOPMENT



## COUNTY OF HAWAII RESEARCH & DEVELOPMENT

The mission of the Department of Research and Development is to imagine, invest in and collaboratively create a sustainable, equitable, and thriving Hawai'i Island.

Program Area	Program Specialist
<b>Agriculture</b>	Glenn Sako
<b>Business and Industry Development</b>	Michelle Agbigay
<b>Community Well-Being</b>	Yoshiaki Otake
<b>Energy</b>	Riley Saito
<b>Film and Creative Industries</b>	Sherri Nakagawa
<b>Food Systems</b>	Sarah Freeman
<b>Regenerative Tourism</b>	Lori Okami

# NEW THIS YEAR

## Separate RFPs For Each Program

Program	RFP No.
Agriculture and Food Systems	24AG-01
Business and Industry Development	24BI-02
Community Well-Being	24CW-03
Energy	24EN-04
Film and Creative Industries	24FM-05
Regenerative Tourism	24RT-06

## New Online Application Portal

- Easy to navigate portal.
- Will be used for application submission and for reporting.
- Work online and save your progress until ready to submit.
- No more paper forms.\*
- No more copies.
- No more driving to R&D.
- Portal training will be provided.

\*Applicants will be required to upload organizational documents and signed conflict of interest disclosure form(s).

# IMPACT GRANT BASICS

---

Eligibility, Fiscal Sponsorships, Total Funding, Award Ranges, Matching Funds Requirement, Eligible Use of Grant Funds, Ineligible use of Grant Funds, Project Period, and Important Dates

# ELIGIBLE APPLICANTS

An eligible applicant may be an Educational institution, a state or county agency, a not-for-profit organization incorporated under the laws of the State of Hawai'i, or a non-profit organization exempt from federal income tax by the Internal Revenue Service. In the case of a non-profit organization, members of its governing board shall have served without compensation and have no material conflict of interest.

Must be licensed and accredited, as applicable, in accordance with the requirements of federal state and county governments.

Must have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest.

Must have at least one year of experience with the project or in the program area being proposed. The Director may grant an exception.

Must have staff or authorized representatives adequately trained to administer and provide the program described.

# FISCAL SPONSORS

Many small organizations apply for R&D funding through 501(c)(3) Fiscal Sponsor Organizations.

The Fiscal Sponsor is the applicant and submits the application on behalf of the sponsored group that is implementing the project.

AmpliFund allows applicants to allow access to their online application for purposes of collaboration.

## **IMPORTANT -**

For groups using a Fiscal Sponsor, be sure to create a portal registration and use the Fiscal Sponsor's organizational information.

And allow the Fiscal Sponsor Co-Administrative access to the application.

Both the Fiscal Sponsor and the implementing group will be able to develop and submit the proposal and receive the same updates from R&D.

# FUNDING

## Total Funding

A total of \$420,000 is available for the Fiscal Year 2024-2025 Impact Grant Program.

Each Program area has \$70,000.00 available for awards under its RFP.

## Award Ranges – Minimum/Maximum Award



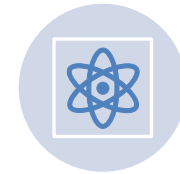
Agriculture and Food Systems  
\$3,000/\$25,000



Business and Industry Development  
\$3,000/\$25,000



Community Well-Being  
\$3,000/\$25,000



Energy  
\$3,000/\$60,000



Film and Creative Industries  
\$3,000/\$25,000



Regenerative Tourism  
\$3,000/\$25,000

# MATCHING FUNDS REQUIREMENT

There is a one-to-one matching funds requirement to the amount of funds requested.

- Example – a \$25,000 grant request requires \$25,000 in matching resources

Matching funds may be in the form of cash, in-kind contribution, or a combination of both.

Proof of matching funds is not required at time of application.

Awarded grantees must provide proof of matching funds within thirty days of the award notification.

Acceptable proof of matching funds:

- Letter of matching funds commitment.
- Copy of a check.
- Deposit receipts.
- Bank statement.
- Copy of an agreement between the applicant and another sponsor.

# ELIGIBLE GRANT EXPENSES

Project expenses must be reasonable, directly related to the proposed project, and clearly described in the budget section of the application portal.

Advertising	Brochures and collateral materials	Electronic media	Equipment purchase or rental
Facility rental	Postage	Printing	Products
Public Relations	Salary and Wages (at prevailing rates)	Security	Shipping
Consultant Services	Supplies and materials	Travel	Website development or enhancements.

# INELIGIBLE USE OF GRANT FUNDS

Purchase of alcohol.

Business or organizational start-up plans.

Fundraising.

Commercial film production.

Indirect costs.

Costs associated with proposal production and submission.

# PROJECT PERIOD

For most awardees, the contract period for Impact Grants is **twelve (12) months**.

Government awardees may have contracts extended to eighteen (18) months from to allow for required County Council hearings.

Proposal Tip: Refer to general timeframes (e.g., first month, second month, etc.), instead of specific dates.



# IMPORTANT DATES

Milestone	Scheduled Date
RFP Issued	Friday, November 22, 2024
Informational Webinar	Wednesday, November 27, 2024, 2:00 p.m. HAST
Closing date of receipt of questions/comments	Friday, December 13, 2024, 4:30 p.m. HAST
Department's response to questions/comments	Friday, December 20, 2024, 4:30 p.m. HAST
Proposal Due Date	Wednesday, January 8, 2025, 4:30 p.m. HAST
Award Notification	Monday, January 20, 2025, 4:30 p.m. HAST
Grant Agreement Execution Period	January 20 – February 20, 2025
Tentative Agreement Commencement Date	January 20, 2025



# IMPACT GRANT GOALS AND OBJECTIVES

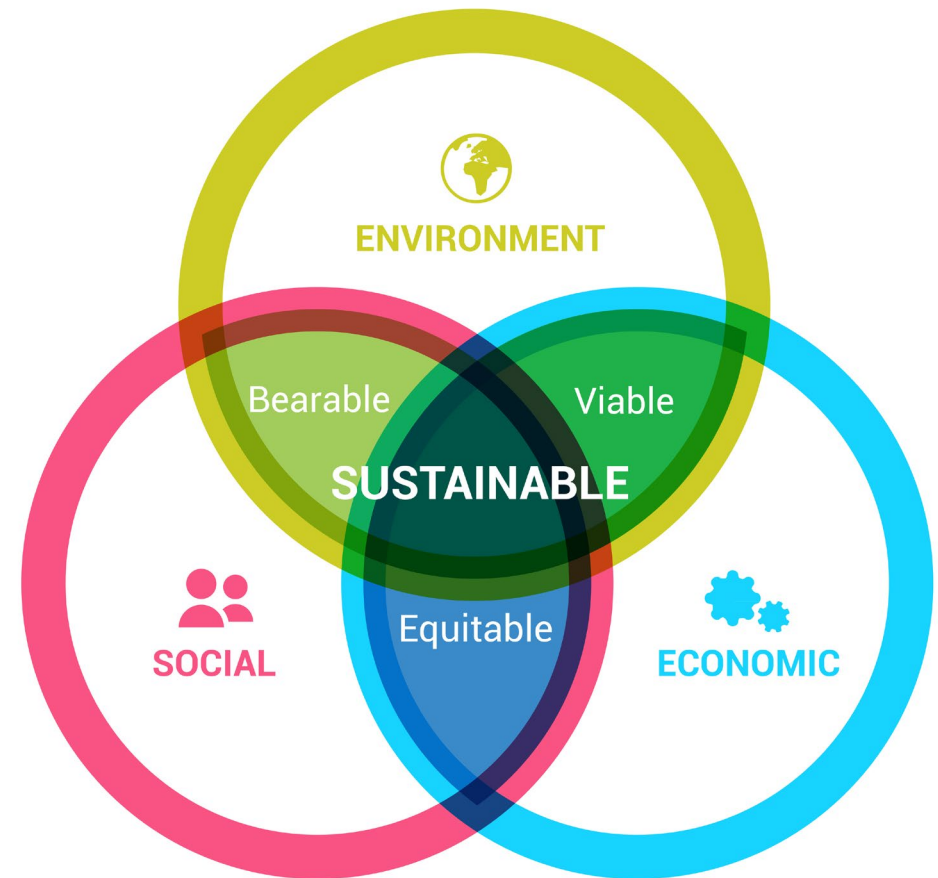
---

Proposals must meet the Department of R&D's Goal, and its respective Program Areas' Objectives.

# R&D OVERARCHING GOAL

The Department's goal is to support a high quality of life for Hawai'i Island residents by supporting projects that help to balance Hawai'i Island's economic, social, and environmental well-being. Through this RFP, the Department seeks proposals that clearly demonstrate the potential to generate economic and equitable benefits for Hawai'i Island residents through capacities such as business income, job growth, increased accessibility, reduced expenses or reduced environmental footprint, and greater efficiency. The emphasis is on facilitating measurable, positive impacts within Hawai'i Island communities.

All successful Impact Grant proposals will address this overarching goal.



# AGRICULTURE & FOOD SYSTEMS PROGRAM

## Funding Objectives

Increase consumption of local agriculture and value-added products by expanding marketing and education at the local, national, or international levels.

Support research, development, control, and education that improves agricultural production, quality, resilience, and producer viability or reduces the impact of pests or diseases on agricultural crops, livestock, forests, or the community.

Support collaboration, innovation, resource development, and programmatic sustainability throughout the food system to reduce food waste, improve producer viability and resilience, create workforce development pathways, or increase access to locally produced food among low-income residents.

Support farm-to-school, place-based, agriculture, and garden-based education programs that promote environmental stewardship and improve educational and health outcomes.



# ENERGY PROGRAM



## Funding Objectives

- Seek sources and uses of energy that reduce the practice of importation (POI) of fossil fuel.
- Identify and implement energy efficiency projects to reduce energy expenses.
- Plan and implement renewable energy projects for the County of Hawai'i with significant return on investment.
- Expand the use of alternative fuel vehicles, including within the County fleet.
- Advance innovative, low-cost efficient transportation systems like transportation networks, autonomous vehicles, and car sharing.
- Address the disproportionate health, environmental, economic, and climate impacts on disadvantaged communities
- Collaborate with agencies, industry and the community to implement a demonstration project that has the potential to reduce the cost of living for Hawai'i Island residents.
- Advance community knowledge and awareness of the scale of Hawai'i Island's reliance on fossil fuels, and the impacts of fossil fuel dependency in local communities. Community education will include positive steps that average residents can easily implement.
- Advance community knowledge and awareness of existing renewable resource infrastructure on Hawai'i Island, and/or the economic and environmental benefits of a circular energy economy with an analysis of the process needed to achieve a circular energy economy.

# BUSINESS AND INDUSTRY DEVELOPMENT PROGRAM



## Funding Objectives

### Community-Based Commercial Spaces

Develop or expand affordable shared commercial spaces for underserved entrepreneurs on Hawai'i Island by creating new, or enhance existing shared retail/workspaces, incorporating learning spaces for skill-building, mentorship, and collaboration.

### Cultural Business Development Program

Establish or expand programs that empower entrepreneurs to integrate cultural values and regenerative practices into their business models by offering new or enhanced workshops and training that incorporate cultural knowledge and sustainable business practices, with a focus on community well-being and ecosystem health.

### Entrepreneurial Mentorship Network

Create or grow mentorship networks for emerging entrepreneurs from underserved communities by establishing new mentorship programs or expanding existing ones that pair experienced business owners with new entrepreneurs for one-on-one guidance, group sessions, and networking opportunities.

### Access to Capital and Financial Literacy Program

Launch or expand programs to improve access to funding and financial literacy for entrepreneurs facing systemic barriers by partnering with financial institutions to provide new or additional grants, microloans, and workshops focused on financial literacy, grant writing, and business planning.

### Sustainable Business Incubator

Develop or scale incubators that support businesses prioritizing ecosystem health and community well-being by creating new incubators or expand existing ones that offer technical support, business resources, and connections to networks focused on sustainability and regenerative practices.

### Leadership and Empowerment Initiative

Establish or enhance leadership development programs for individuals from underrepresented communities by developing new leadership workshops or expanding existing programs that offer coaching and peer networks to help participants take on leadership roles in their businesses and communities.

# COMMUNITY WELL-BEING PROGRAM

## Funding Objectives

Conduct an island-wide asset mapping project centered on health and human services. The project using mapping data and information collected, will develop a user-friendly online resource directory and a sustainability plan to ensure the ongoing relevance and accessibility of the information.

Develop a project that addresses the social determinants of health that disproportionately impact marginalized community members, including individuals with disabilities, Native Hawaiian and Pacific Islander (NHPI), LGBTQI+ individuals, older adults, young people, rural residents, and/or those with low incomes. A project must focus on:

- Health promotion aimed at chronic disease prevention or
- Support services by a Community Health Worker (CHW), Patient Navigator, Peer Specialist, etc.

Develop a community engagement project centered on fostering social connections, addressing the needs of marginalized residents, and promoting individual and economic well-being. The project must emphasize on:

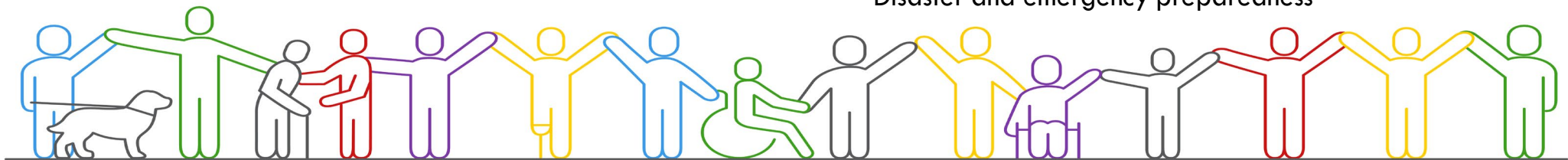
- Reaching marginalized residents: Prioritize outreach and engagement with communities, including individuals with disabilities, Native Hawaiians and Pacific Islanders (NHPI), LGBTQI+ individuals, older adults, young people, rural residents, and/or those with low incomes.
- Social connections (CDC: <https://www.cdc.gov/social-connectedness/about/index.html>): Create opportunities for meaningful interactions and community-building activities that foster a sense of belonging and support.
- Connecting participants with essential services: Provide access to vital resources and services that address individual needs and contribute to overall quality of life, such as:

Health and social services

Financial literacy

Education and workforce development

Disaster and emergency preparedness



# FILM AND CREATIVE INDUSTRIES PROGRAM



## Funding Objectives

- Strengthen and preserve Hawai'i Island's communities and natural resources as an outstanding business location through, for example, industry meetings, workshops, conferences, and trade shows.
- Develop local creative industries through, for example, workforce development incubators, accelerators, or multi-purpose facilities.
- Advance film and other creative arts on Hawai'i Island through support for local productions, static and dynamic arts, and opportunities for economic diversification and revitalization.



# REGENERATIVE TOURISM PROGRAM

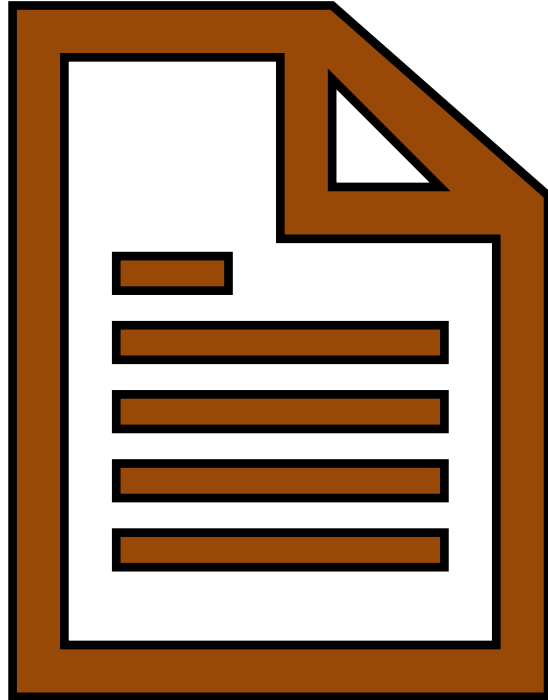
## Funding Objectives

Enhance cultural experiences and provide essential support services by:

- Expanding visitor services at key locations such as the Hilo and Kona piers, with cultural offerings such as Hawaiian music and hula performances.
- Providing support and assistance to individuals facing adversity, such as crime, medical emergencies, and death, while away from home. Have dedicated staff and volunteers available 24/7 to offer emotional support and practical help, representing the aloha spirit in their time of need.

Create and manage a carrying capacity pilot of popular hotspots to ensure that these locations can be enjoyed by future generations while maintaining their ecological and cultural significance:

- Implement strategies to assess and manage carrying capacity at popular island hotspots.
- Ensure sustainable tourism practices to preserve natural and cultural resources while enhancing visitor experiences.



# PROPOSAL FORMAT AND SUBMISSION

---

Required Forms, Proposal Format, Proposal Submission, Multiple Submissions

# REQUIRED FORMS AND DOCUMENT

## Required Application Forms

No required forms.

All proposal content is entered into the grant portal.

All grantees will submit reports through the grant portal.

## Required Organizational Documents

**All applicants must upload the following organizational documents as applicable:**

Conflict of Interest Disclosure Form(s).

Current Articles of Incorporation.

Current By-Laws.

Current Corporate Resolution if required by the By-Laws.

Current Board of Directors list – must include names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.

A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current Curriculum vitae may be used.

Copy of IRS verification of tax-exempt status, if applicable.

Current financial statements – signed and dated.

# APPLICATION SECTIONS

Project Information

Abstract and Narrative

Project Activities, Measures, and  
Proposed Output Targets (at least two)

Budget

Required Forms Download Portal

Acknowledgement and Term of Use  
Agreement



# PROPOSAL SUBMISSION

Proposals must be entered into R&D's grant portal by 4:30 p.m. on Wednesday, January 8, 2025, HAST.

Verification of receipt of proposals will be emailed to the applicant immediately following submission.

Proposals will be accepted only through the R&D Grant Portal. **Hard copies – mailed, emailed, or faxed – will not be accepted.**



# MULTIPLE SUBMISSIONS

A proposer may submit more than one proposal provided the proposals are for different projects.

If a proposer submits proposals for the same project under multiple RFPs, all submissions will be disqualified, and none will be considered for award.



# PROPOSAL REVIEW AND AWARD PROCESS

---

Evaluation Process, Evaluation Criteria

# EVALUATION PROCESS — THREE PHASES

**Phase 1:** Screening for eligibility and completeness. Proposals not meeting minimum requirements may be rejected.

**Phase 2:** Initial Proposal Evaluation by the Evaluation Committee, using evaluation categories, criteria, and numerical points outlined in the RFP. Evaluation criteria maximum point total is 100 points. This rating system is set up such that the highest points represent the best rating.

Proposers' total scores will be determined by an average of total points assigned to each Proposer by all evaluators.

Proposals with evaluation committee scores under 70 will not advance to Phase 3 of the evaluation process.

**Phase 3:** Proposals which pass Phase 2 are considered Priority Listed Proposers.

The evaluation committee reserves the right to have additional discussions with the Priority Listed Proposers.

The Department reserves the right to make an award based only upon proposals as submitted or may require submittal of additional information or oral presentation or both.

The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award of contract. The awards shall be made to the proposer submitting the best proposals as determined by the evaluation committee.

# PROPOSAL EVALUATION CRITERIA

## Agriculture and Food Systems

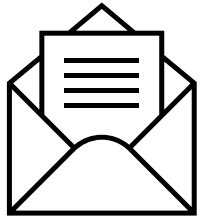
Evaluation Criteria	Max Points
Demonstrated Sector/Community Need	10
Project Impact	30
Project Feasibility	15
Qualifications and Experience	15
Project Partnerships	10
Fiscal Capability and Accountability	20
<b>TOTAL</b>	<b>100</b>

## Business & Industry Development, Community Well-Being, Energy, Film and Creative Industries, Regenerative Tourism

Evaluation Criteria	Max Points
Project Impact	60
Fiscal Capability and Accountability	20
Qualifications and Experience	20
<b>TOTAL</b>	<b>100</b>

Refer to the appropriate RFP for guidelines on how each criterion is evaluated.

# AWARD PROCESS



Every applicant receives one of three types of decision letters via email from the Director.

## 1. Declined

Please try again next round.

## 2. Counter-offer

Good work! If acceptable to applicant, revise the project proposal and budget.

## 3. Approved

Congratulations!



R&D forwards Contract to application, for signature by Authorized Signer. Applicant returns signed contract to R&D.



Signed contract routed through R&D, Purchasing, Accounts, Corporation Council and the Mayor's office for Execution.



R&D returns copy of executed contract with approval to begin the project and request to forward initial invoice.

Post Award  
Reporting and  
Monitoring

# GRANTEE REQUIREMENTS

# PAYMENTS AND REPORTING

## Payments

During a 12-month project period there will be at least two scheduled payments, depending on the contract provisions.

An initial payment is made upon execution of the contract.

A final payment of 10% of the total award will be made upon delivery and R&D acceptance of the final narrative and final financial reports.

## Reporting

A progress report may be required.

A final narrative report and final financial report will be required 60 days following the end of the contract period.

All reporting will be conducted through R&D's grant portal.

# CONTRACT TERMS AND CONDITIONS

All grantees must abide by R&D Contract Terms and Conditions and the County of Hawai'i Department of Finance General Terms and Conditions for Goods and Services dated May 10, 2023. Grantees should not forget to:

Maintain HCE Compliance.

Recognize R&D as a funder in any project-related public relations announcements, brochures, and publications.

Provide free admission for any funded event for the R&D Program Specialist.

Prohibit alcohol use during county-funded activities.

Prohibit fundraising activities during grant-funded projects.

Request any budget and/or project modifications in writing and await written approval before implementing modifications.

Submit progress and final reports as indicated in the contract and in consultation with the program specialist.

Understand that upon award, the existing contract file and progress and final reports, shall be made available for public inspection.



# AMPLIFUND TRAINING

How to register on AmpliFund,  
Fiscal Sponsors, Training  
Schedule

# GETTING STARTED ON THE APPLICANT PORTAL

The first time you access an opportunity through the portal, you will be prompted to create a login and password. Once you register, you will be able to access the opportunity.

1. Use the opportunity link from R&D's Impact Grant Webpage.
2. Click on the opportunity name.
3. Click **Apply** to the right of the opportunity name.
4. On the login screen, click **Register**.
5. On the *Create New Account* page, add your user information, contact information, and organization information. All required fields are noted with an asterisk (\*).
6. Click Register.
7. Click **I Accept** to accept AmpliFund's Terms and conditions.
8. Refer to the [AmpliFund Applicant Portal User Guide](#) posted on R&D's [Impact Grant Webpage](#).

# TRAINING VIDEOS

A series of applicant how-to videos is available at:

<https://amplifund.zendesk.com/hc/en-us/sections/360011592053-AmpliFund-Applicant-Series>

## **AmpliFund Applicant Series**

Video series for users accessing the AmpliFund applicant portal. Links are posted on [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact).

[Amplifund Applicant Portal: New User Registration](#)

[AmpliFund Applicant Portal: Applicant Portal Navigation](#)

[AmpliFund Applicant Portal: Opportunity Overview](#)

[AmpliFund Applicant Portal: How to complete an application](#)

[AmpliFund Applicant Portal: How to complete a budget template](#)

# GRANT PORTAL TRAINING SCHEDULE

AmpliFund will host a user training session on:

- Wednesday, December 4, 2024
- 10:00 a.m. – 11:00 a.m.

The link to the Zoom meeting will be posted on [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact).

No registration is required.

Need technical help?

Submit your question directly to AmpliFund Customer Support by emailing [support@amplifund.zendesk.com](mailto:support@amplifund.zendesk.com)

Submit a help desk ticket.  
<https://amplifund.zendesk.com/hc/en-us/requests/new>

# MAHALO AND Q&A