

# QUESTIONS AND CLARIFICATIONS

## R&D IMPACT GRANTS FOR FISCAL YEAR 2024-2025

**SUBMISSION OF QUESTIONS DEADLINE JANUARY 17, 2024**

**R&D RESPONSE DEADLINE JANUARY 24, 2024**

The Department received the following questions submitted as directed in the RFP to [chresdev@hawaiicounty.gov](mailto:chresdev@hawaiicounty.gov):

**QUESTION:** Does the payment for this grant come in the form of a reimbursement after the services have been provided?

**RESPONSE:** This is not a reimbursement-based grant. We generally issue an upfront advance upon execution of the contract and withhold 10% of the grant award until the final narrative and financial report on the project is submitted and accepted by the Director at the end of the contract term. In some cases, a program specialist may include a 6-month payment and progress report in the payment schedule. This is something you can discuss with the program specialist upon award.

**QUESTION:** Can Impact Grant funds be used for CIP project?

**RESPONSE:** The Impact Grant is not technically a CIP funding source, primarily because of the size (\$3,000-\$25,000) and term (one year) of the award, with the exception of our Energy Impact Grant, which is capped at \$60,000. If you have a project that includes construction and fits within the goals, terms and conditions of any of our Impact Grant Program Areas, then please do apply. We do not disallow CIP projects. Be sure to make the case that your project is "shovel-ready" with all permitting requirements resolved or in process so that the project can be completed in one year.

**QUESTION:** Would donation of our time and clinical expertise be able to be considered as the "in-kind contribution of services" for this RFP?

**RESPONSE:** Yes

**QUESTION:** Can my salary and fringe benefits be utilized as the matching funds?

**RESPONSE:** Yes

**QUESTION:** Can you please tell me when the deadline to apply for this grant is??

**RESPONSE:** The deadline to apply is February 5, 2025. Please review complete information and guidance on our Impact Grant Webpage at [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact).

**QUESTION:** For the Current Financial Statements - what are you looking for? Will a P&L and BS work? Both for the calendar year 2024?

**RESPONSE:** Yes, a Profit and Loss and Balance Sheet for the same most recent period are acceptable forms of financial statements.

**QUESTION:** When filling out the budget... What is the attachment for? On each person/expense I add, the website asks for an attachment.

**RESPONSE:** No attachments are required; you are free to attach anything that helps clarify your budget entries – but attachments are not expected.

**QUESTION:** When filling out the budget... Where do I fill in the expenses such as Rent, Business Insurance, Mileage Reimbursement, etc? Right now I have it under supplies.

**RESPONSE:** Rent and Business Insurance expenses are paid under contract – so place these expenses under CONTRACTS, list Mileage Reimbursement under TRAVEL.

**QUESTION:** When filling out the budget... To simplify the grant, should I just put all the expenses under Salaries? (and no office expenses)

**RESPONSE:** Try to be as precise with your expense categories as possible.

**QUESTION:** When filling out the budget... And what does the portion is red mean? On the first page of the grant I typed in \$25,000 for my matching funds But it looks like I should be typing in my full budget (170,000 annual less \$25,000 requested funding)

**RESPONSE:** The project budget, which is comprised of all the entries you make on the budget form, is for the project only. It does not represent your organizational budget. You place your \$25,000 grant request in the Grant Funded entries. Whatever your match is, is for the Non-Grant Funded expenses. The system adds Grant Funded + Non-Grant Funded to equal the Total Budgeted project costs. Your expense entries should reflect how grant-funded expenses and non-grant funded expenses are being applied to the budget. At the end, a successfully entered budget that records all the project expenses will reflect \$0.00 in the Total Overall Budget Cost.

**QUESTION:** When filling out the budget... On this Budget report, do I report all my expenses for the fiscal year 2025? Even the ones I am not requesting funds for?

**RESPONSE:** You list only the project expenses that are paid for by both the Grant Funds and the Match (or non-grant funded). See the note in red below your budget.: “The other funding cannot exceed the other funding on the Project Information Page.” The other funding you listed on your Project information Page should equal the match you are providing. This match amount is reflected in the Non-Grant Funded column. It appears you added more non-grant funded expenses than you indicated would be funded by your match. You will either need to correct your Project Information Page if you listed the match incorrectly, or you will need to adjust your non-grant funded expense entries accordingly.

**QUESTION:** I am wondering if a nonprofit can apply for 2 or more different R&D Impact Grants if they are in different categories, such as Community Wellness and Regenerative Tourism?

**RESPONSE:** Yes, you may apply for as many different grants under different programs as you like, if they are for different projects with different funding needs.

**QUESTION:** I have two specific questions for you: What is the maximum amount of grant funds a non-profit can apply for? And, if *REDACTED NAME OF FISCAL SPONSOR* is applying for the same grants we are, can they still serve as our fiscal sponsor for our grant applications?

**RESPONSE:** Regarding your two questions: The award range for the Impact Grant Program is \$3,000 to \$25,000 for the Agriculture and Food Systems, Business and Industry Development, Community Well-Being, Film and Creative Industries, and Regenerative Tourism programs, and \$3,000 to \$60,000 for the Energy Program. Each Program has total funding of \$70,000 available to award. I encourage you to review our [Impact Grant Webpage](#) where this information is fully explained; and, Yes. It is fine for your Fiscal Sponsor to apply for the same Impact Grant that you are pursuing provided the projects are completely different. Technically, the Fiscal Sponsor organization is considered the applicant for all, so think of it in that context.

**QUESTION:** Under this section: Other Funding Contributions [ ] Are you wanting to know the balance of our 2024-2025 fiscal budget? AKA if our budget is \$200,000, and we are asking for \$20,000 from the Impact Grant (and we will match the \$20,000 with in-kind). I'm assuming I'm supposed to write \$180,000 in the box. Correct?

**RESPONSE:** Other funding contribution: This is your matching funds contribution only. A [budget tutorial](#) is available on our [website](#).

**QUESTION:** I'm interested in the R&D IMPACT Grants. Could you share the deadline and application requirements if they're not already available online? Also, do you have examples of organizations or projects that have received funding before?

**RESPONSE:** You can find all the information you need on our [Impact Grant Website](#). Application deadline is February 5, 2025. This is the first year for our Impact Grant program. In the past we had an Innovation Grant program that was slightly different. You can see lists of previous award winners on the [Innovation Grant Website](#), as well as some final project reports on our [R&D Reports page](#).