

**Grants-in-Aid Application Instructions**  
**Fiscal Year 2012-2013 Budget (July 1, 2012 to June 30, 2013)**

1. Fill out the application form in its entirety.
2. Submit the completed original of the application to the House Committee on Finance:

State Capitol, Rm. 306  
Honolulu, HI 96813  
Attn: Puna Chai

3. Submit (1) copy of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 215  
Honolulu, HI 96813  
Attn: Roderick Becker

4. Do not include bound materials or brochures with applications. All materials submitted should be on 8 and ½ by 11 inch paper and clipped.
5. Applications may be submitted effective immediately. The deadline for receipt of submissions is **4:30 pm on January 31, 2012.**

Please contact Ms. Puna Chai of the House Committee on Finance staff (586-6200), or Mr. Rod Becker of the Senate Committee on Ways and Means staff (586-6800) if you have questions.

Your application will be considered a public document and may be posted on the Legislature's website.

## Frequently Asked Questions

1. **When is the deadline to submit a GIA application?** The deadline for receipt of your application is 4:30 pm on Tuesday, January 31, 2012.
2. **How many copies do I submit?** You must submit two (2) complete applications. The original to the Means House Committee on Finance and one copy to the Senate Committee on Ways and Means. You can find specific instructions on where to mail the applications on the State Capitol website.
3. **Can the GIA application be postmarked on the day of the deadline?** No. Both the Senate Ways and Means Committee and the House Finance Committee must **receive** your GIA application by 4:30 pm on the day of the deadline. GIA applications received after the deadline will not be considered.
4. **Can I email or fax my completed electronic forms?** No. Do not email or fax your electronic forms. The House and Senate will only accept hardcopies, one of which must have original signatures.
5. **Can I get an electronic GIA application that is alterable so I do not have to handwrite the information?** Yes. However, you will need to be able to open and edit Microsoft Word and Excel files. There are (3) Word files and (4) Excel files. Please ensure that you have **ALL** (7) files completed. If you are unable to open and edit Word and Excel files, you will have to print out and manually complete the documents in the available .pdf format. These files are available on the Capitol website.
6. **Do we have to be 501c3?** No. Any non-government entity may apply for a GIA. Please see Hawaii Revised Statutes, Section 42F-103.
7. **Is there a ceiling to the amount of funding we can ask for?** No. However, the amount requested may be a factor in determining whether funding is provided.
8. **Do we fill out two GIA forms if we have both operating and capital requests?** Yes. Fill out and submit one form for operating requests and one form for capital requests. Capital requests are for construction projects or the acquisition of fixed assets such as land or buildings.
9. **How do I track the status of my GIA request and when will I be notified of whether or not I've received a GIA?** A list of GIA recipients will be posted on the Capitol website upon completion of the conference draft of the budget. There will be no information provided on the status of any GIA until the conference draft of the budget is complete.
10. **I submitted a GIA application but there is an error. What do I do?** Please resubmit the page(s) where the error(s) occurred with a cover letter explaining the error, and indicate the change(s) to be made to both House Finance and Senate Ways and Means.

11. **What are the chances of receiving funding through a GIA application?** Given the current fiscal condition of the state, it is likely that only a very limited amount of resources, if any, will be allocated for operating GIAs.
12. **Funds were awarded for a GIA application. How is the money obtained?** Like all expenditures, your GIA must go through the allotment process. It is up to the Governor and the Department of Budget and Finance to determine that there are sufficient resources to release funds. Please contact the department your GIA has been assigned to in order to assess the timeliness of the release of your funds. Also note that the Governor is required by Ch. 42F-107 to notify the recipient(s) of any unreleased grant within ninety days of the effective date of the legislation awarding the grant.
13. **Where do I find a copy of Chapter 42F?** Here is the URL to Chapter 42F, HRS: [http://www.capitol.hawaii.gov/hrscurrent/Vol01\\_Ch0001-0042F/HRS0042F/](http://www.capitol.hawaii.gov/hrscurrent/Vol01_Ch0001-0042F/HRS0042F/)
14. **Will staff be available to help me complete an application on the day of the deadline?** No. While staff will try to be as helpful as possible, as the deadline for the GIA submittal approaches, both the House Committee on Finance and Senate Committee on Ways and Means staff will be extremely busy and may not be able to assist you with your questions. Please ask for any needed assistance prior to the deadline.