

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Women's Fund of Hawaii (WFH)

Amount of State Funds Requested: \$110,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
This is Women's Fund Hawaii's first & only application for funding. If granted, it will:
Add a critical fund development professional to support the organization, develop a long-term strategic plan, allow staff to implement new fundraising, income-producing and educational programs, and grow the organization's capacity to better support itself, and provide grant funding for other nonprofits to help Hawaii women and girls.
With this increased capacity, WFH will continue funding services to our state's nonprofits from a position of true strength and permanent sustainability

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0

Unrestricted Assets:

\$ 396,013.00

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

P. O. Box 438
City: Honolulu State: HI Zip: 96809

Contact Person for Matters Involving this Application

Name: Leela Bilmes Goldstein, Ph.D.	Title: Executive Director
Email: leela@womensfundhawaii.org	Phone: 808-439-6388

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Authorized Signature

Leela Bilmes Goldstein, Exec Director

Name and Title

January 17, 2020

Date Signed

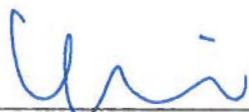
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Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



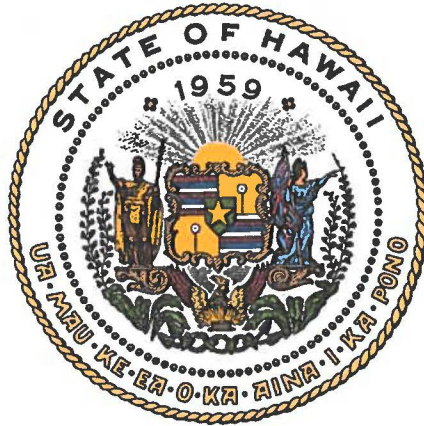
AUTHORIZED SIGNATURE

LEELA BILMES GOLDSTEIN

PRINT NAME AND TITLE

JANUARY 17, 2020

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

WOMEN'S FUND OF HAWAII

was incorporated under the laws of Hawaii on 01/15/2004 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 09, 2020

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Women's Fund of Hawaii
(Typed Name of Individual or Organization)


(Signature) January 17, 2020
(Date)

Leela Bilmes Goldstein Executive Director
(Typed Name) (Title)

WOMEN'S FUND OF HAWAII

PO BOX 438, Honolulu, HI 96809

T 808.439.6388 • F 808.439.6389 • www.womensfundhawaii.org

January 17, 2020

Re: State Grant-In-Aid Public Purpose Statement

"The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes"

To Whom It May Concern:

Women's Fund of Hawai'i confirms that this grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Aloha,



Leela Bilmes Goldstein
Executive Director

Board of Directors

Sharon V. Lovejoy, Esq

Chair

Starn O'Toole Marcus & Fisher

Maya Rogers

Vice Chair

Blue Planet Software

Sara Jo Buehler, Esq

Treasurer

Law Office of Sara Jo Buehler

Alexina Chai

Secretary

Alexander & Baldwin

Judy Bishop

Bishop & Company

Whitney Benedict Swoboda

Beachside Lighting

Christine Chee-Ruiter

Prank Technologies

Mona Choy-Beddow

HomeStreet Bank

Joelle Segawa Kane, Esq

Gallagher Kane Amai

Karen Mukai

Abilities Unlimited Hawai'i

Lyla Cachola Prather, MD

Cachola Medical Clinic

Courtney Wagner

Hawai'i Pacific Health

Executive Director

Leela Bilmes Goldstein, PhD

Women's Fund of Hawai'i is a nonprofit 501(c)(3). All donations are tax-deductible to the extent allowed by law. For information on your tax deductions, please consult your accountant.

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2019.

Attached

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

Attached

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Statement Attached

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

In 1989, a Women's Fund was created through the Hawaii Community Foundation with the ultimate goal to empower the women and girls of Hawaii by investing in programs that serve them, and to serve as a permanent funding source for programs supporting women and girls in the islands. The founders understood not only that women and girls were not adequately funded (even today less than 2% of all charitable contributions in the United States go to women's and girls' organizations), but that ***when women thrive, communities prosper.***

Several years later in 2005, the Women's Fund of Hawaii (WFH) was created as an independent 501(c)(3) nonprofit organization. Nationwide, there is a global network (not affiliates) fighting for gender equality, and to improve the lives of women and girls in the USA, and we share helpful programs, and information.

This past year marked WFH's 30th anniversary as a funder of programs in Hawaii, designed for women and girls across the islands. Over the last 30 years, the Fund has raised the money needed to provide about \$1 million in grant funding to qualifying nonprofits for programs specifically to help make life better for Hawaii's women and girls.

WFH creates positive change for the broader community by investing in non-profit organizations with programs that:

- (1) Help the most vulnerable women and girls realize their potential;
- (2) Promote women's financial security and dignity, and girls' strengths and leadership;
- (3) Address factors that stand in the way of women's success, including but not limited to health issues, substance abuse, limited education, incarceration, poverty, financial security, and sex trafficking;
- (4) Build on the gifts, strengths, and assets of women and girls, and promote their well-being.

WFH funding is available to qualifying nonprofit organizations statewide, and is offered through an application process that occurs twice yearly, in March and September. The maximum grant amount is currently \$5,000, as the original principle is that a WFH grant provides seed or gap funding to a grassroots organization that might be new to organized philanthropy.

The Fund has a deep understanding of the status of Hawaii's women and girls, thanks to its long history of gender lens funding, its first-of-its-kind 2017 report—The Status of Women in Hawaii—and other research and sources. In 2019, for the third year in a row,

WFH raised and granted approximately \$100K to deserving non-profits with programs for women and girls.

In addition to these grants, in 2019, WFH began capitalizing upon the amazing education and experience resources of our Board, community, and staff to provide our own girls' leadership program for the first time. For example, the 2017 report identified gaps in our state's ability to develop underrepresented leaders, specifically women of color and even more specifically Native Hawaiian and Pacific Islander women, and WFH has stepped up to close that gap.

It is also an unfortunate fact that 38% of Pacific Islander women and 14% of Native Hawaiian women currently live in poverty. In response, WFH, in collaboration with the American Association of University Women and Ceeds of Peace (a Hawaii nonprofit that teaches leadership skills to develop future peace building leaders), designed and launched an innovative initiative entitled ***Girls Talk Back*** to teach leadership, social justice, peace building, and action planning. After consultation and involvement of community members, the first cohort was conducted in Waimanalo, an area of Oahu where such programs are needed, but not frequently offered. **The results were impressive: *Participants reported a greater sense of leadership and competence and an increased likelihood to be involved in community service and action.*** Because of the first cohort's success, the next two cohorts are planned for Summer 2020, one in Waimanalo and one at Palama Settlement.

Through its support of women and girls across the state of Hawaii, specifically where inequities in health, education, and economic opportunity exist, WFH expands the capacity of other, frequently smaller, agencies. Through targeted grant-making, the Fund ensures our grantees are able to provide the highest quality services and best opportunities. WFH takes particular interest in programs in rural areas and those that serve limited-income Native Hawaiian and Pacific Islander women and girls.

Examples of community programs funded by our grants in the past include:

- Programs that allowed girls in foster care from Hilo to visit colleges on Oahu;
- Transportation for domestic violence victims or survivors which allowed them to get away from their abusers (even out of state);
- Paid for bus passes for elderly homeless women to help them get out of homelessness;
- Programs to teach marketable skills to incarcerated women to prepare them for life after prison;
- A program to teach independent living skills to previously incarcerated women;
- Programs that taught financial literacy to women working their way out of homelessness;
- Provided LGBTQ teen support groups to help avoid suicide;
- Provide college prep courses in rural areas of the Big Island;
- Paid for gynecological and other medical services on Kauai after the closing of

- the Planned Parenthood clinic there;
- Program to take women from Lanai to Maui for mammograms they would not otherwise have had access to;
- Translated breast cancer education and informational materials from English into several languages;
- Provided treatment to expectant mothers with substance abuse battles, etc.
- Provide restorative and cosmetic dentistry for women who survived domestic abuse or have been previously incarcerated.

One of WFH's greatest challenges is that most charitable foundations will not give grant funding for "regranting." So WFH must raise the money to fund grants for these local nonprofit programs from primarily private and corporate donors, and through fundraising events. At the same time, it must also raise additional funding to cover program services, and operations. WFH holds two large events annually, along with a few smaller ones. The Board and Executive Director also continuously and actively engage with individual and corporate donors to garner their support for WFH's mission. But the results are clearly worth the effort: Over the years, the lives of tens of thousands of Hawaii's women and girls, as well as their families, have been positively affected by the WF grants. WFH's success has consistently translated into greater resources for Hawaii's deserving and least-served women, and ***that success benefits all of our island communities.***

As we begin our 31st year, however, we are mindful that there has never been a time when the amount of available WFH grant funding has even come close to meeting the worthy requests of our applicants. In order to change this, and more than double our long-term capacity, WFH seeks your support to grow our fund development and leadership infrastructure through:

- (a) long-term strategic planning,
- (b) evaluation of best practices and innovative fee-for-service programs used by other Women's Fund programs nationwide, and
- (c) the addition of a fundraising professional to work closely with our Board and staff, provide expertise leading to more successful grant funding, corporate and individual donor cultivation and stewardship, and initiation of additional sustainable forms of fundraising to produce the grants needed by women and girls in Hawaii.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

Through very careful money management (WFH annual budget attached FYI), WFH has consistently grown for the past several years, developed new programs, and funded nearly \$100,000 a year in grants with a dedicated Board, and only two modestly-paid staff members: an Executive Director and an Administrative Coordinator.

This team represents WFH in the community; organizes Grants Committees twice a year to vet applications for funding; works with volunteers to conduct a fundraiser in the spring and one in the fall, develops smaller events such as educational speaker visits; conducts site visits to better understand the work of WFH grantees, and evaluate the needs of the community; identifies synergies among grantees to foster effective collaboration; fundraises with individual and corporate donors; works with WFH Board of Directors and professional service providers (accounting, taxes, etc.); manages vendors; and ensures all administrative tasks related to running a viable non-profit are accomplished.

Faced with these combined limited staff resources, and long list of important tasks, the organization has been challenged to develop and implement a long-term diversified strategic plan for the organization that will both sustain and grow WFH resources for many years to come. Currently, the staff is always mindful that successful fundraising events are critical not only for funding WFH grants, but also their own salaries – a heavy weight to carry while trying to develop new income-generating programs and resources.

In the meantime, as WFH has grown its ability to provide more funding and established a higher profile over the past few years, invitations to collaborate and participate in community activities have increased. In 2019, WFH established a Donor Advised Fund Program to offer donors a more personalized experience and expand our impact on the community. The program allows donors to leverage WFH's experience in women's program funding while enjoying the flexibility of making charitable recommendations. WFH will continue to develop this program in the coming years to increase dollars that will be invested in the community.

WFH also has a modest endowment that may eventually provide resources to fund several additional grants each year. For the past several years, the organization's focus has been on stability and increasing the amount of grants made by increasing annual donations, as well as investing in research and implementing its girls' leadership program. WFH looks now to make some adjustments to the endowment program and to grow the principal by cultivating donors who are interested in funding supportive programs while seeking to create an enduring legacy.

In order to continue on this growth trajectory, WFH proposes two intertwined courses of action:

- (1) Temporarily relieve some of the fundraising pressure on the current two staff members by providing a year's worth of funding for their salaries, allowing them much greater opportunities to research and develop new programs, engage the Board of Directors in comprehensive strategic planning, and spend dedicated time developing long-term, consistent funding through both individual and corporate donors.
 - (2) Expand the staff by at least a part time staff position or contractor focused on development and fundraising. All three staff members, and our Board will work closely together. Building the Donor Advised Fund and Endowment programs will eventually become the responsibility of the proposed WFH Development Officer, and a key part of an overall strategic plan to grow the capacity of WFH.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

WFH raises funds to provide grants to innovative, grassroots organizations with year-round programs for women and girls. Our staff and Board members are always ready to capitalize on unexpected opportunities that crop up, such as the Bank of Hawaii Kokua Community Walk, participating in a PBN event or serving on a feminist panel so the annual timeline generally remains flexible.

First quarter of the grant

- Begin search for part-time development officer
- Working closely with the BOD, develop the initial draft of the WFH Strategic Plan, with defined timeline and goals to meet;
- Fundraising with individual and corporate donors
- Preparation for Tea & Champagne fundraiser
 - Convene sub-committees for regular meetings
 - Send letters of solicitation for support and donations; follow up
 - Manage event sponsors, tickets and tables; work with vendors
- Publicize opening of grants application period in March via email and social media, prep online application
- Assemble Spring Grants Committee
- Accept applications for spring funding through the month of March
- Remind previous year's fall grantees to submit final reports

Second quarter

- Development Officer hired or contracted; then oriented to WFH's goals and requirements

- Research WF programs across the country for their best fundraising, fee-for-service programs, and donor stewardship activities. Share results with the BOD and incorporate those most likely to succeed in Hawaii into fundraising schedule
- Fundraising and stewardship activities with individual and corporate donors
- Conduct Tea & Champagne fundraiser in April
- Hold Grants Committee meetings to vet applications for funding
- Inform grant-applicant agencies of results after fundraiser, send contracts and issue checks to recipients
- Host educational speaker on issue(s) related to women and girls

Third quarter

- Fundraising with individual and corporate donors
- Prepare for fundraising event in fourth quarter
- Research information needed to publish the new Status of Women in Hawaii report.
- Publicize opening of grants application period in September via email and social media, prep online application
- Assemble Fall Grants Committee
- Accept applications for fall funding through the month of September
- Remind previous year's fall grantees to submit final reports

Fourth quarter

- Fundraising stewardship meetings with individual and corporate donors
- Fall Grants Committee meetings
- Complete and publish the Status of Women in Hawaii report
- Create and prepare Annual Appeal (1K+ pieces) mailing
- Announce grant recipients, send contracts, issue checks
- Host Fall fundraiser

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;

The Board and staff have developed a number of goals that must be reached throughout this grant's one-year timespan to achieve success. Each month, the Board will receive a status report during our Board meeting, and will make certain that (a) all of the goals outlined for the staff have been achieved fully, and on schedule; and (b) the goals for the following month(s) are clearly understood, and on track for successful completion.

With the addition of a development-specific staff member, WFH staff will devote more time not only to income-producing activities, but also to an in-depth WFH program evaluation, development of a clearer understanding of community needs, strategies for serving the community more effectively as a grant funder,

and as experts on women and girls in Hawaii; and finally, to attracting more long-term, committed financial support for its mission.

Perhaps most importantly, all of the national Women's Fund best practice research the staff gathers, as well as local and community needs details, will be used to develop a long-term strategic plan that incorporates administration, fundraising, educational, granting, and community support programs. The complete plan will be detailed and finalized by the BOD, and will not be considered complete without unanimous agreement in a final vote.

The WFH Board of Directors is made up of some of the most successful and brilliant businesswomen in the state, and they take their oversight responsibilities seriously. These Directors will provide guidance and support to make sure all research, fund development, and donor outreach goals are met fully, and future goals are on schedule for successful completion.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application, that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.
 - A staff member or experienced fund development contractor focusing on donor cultivation, stewardship, and development will join WFH.
 - A long-term strategic plan for stability, growth, and financial strength will be developed with the support and approval of the Board of Directors.
 - An increase in income of approximately 20% within one year of the new staff member joining the organization will be realized, including growth of the WFH endowment and the addition of one to two additional Donor Advised Funds.
 - The amount of annual grants distributed by WFH will increase by 30% or more.
 - The ***Girls Talk Back*** program will expand to three (or more) cohorts in summer 2021, perhaps to Leeward side communities.
 - The current donor database will have been replaced with a more streamlined and intuitive one.
 - The WFH website will be updated and current.
 - And finally, an updated Status of Women in Hawaii report will be in progress or will have been published.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See Attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$27,500	\$27,500	\$27,500	\$27,500	\$110,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Annually, we have over 400 individual donors, 50 corporations, and a dozen foundations that contribute money, materials or both to support WFH.

Pending:

Wong Family Foundation - \$25,000 to \$40,000 (Annual gift)
 Kamehameha Schools - \$25,000 (received either as a fundraising event sponsorship or a grant)

Expected:

Income from annual WFH fundraising events -
 Tea & Champaign - \$125,000 - \$175,000
 Bowling Event - \$25,000 - \$35,000
 Annual Appeal - \$25,000
 Individual, Board, and corporate donations – \$100,000 - \$150,000

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

There are none.

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.

*There are none. WFH has consistently implemented careful money management principles, allowed only modest expenditures and staff salaries, and depended almost entirely on our ability to provide successful fundraising events to fund our grants and services. **Outside of this current application, we have avoided dependence upon any county, state or federal funding, believing that it is in the best interest of the organization to develop long-term sustainability through creative and innovative strategic planning, without relying on taxpayer dollars.***

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

\$ 396,013.00

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Both the Executive Director and Administrative Coordinator have been employed at WFH for over five years and have worked together as an effective and cohesive team. When the team started at the end of 2014, WFH had no employees/staff. **Since the current team started, grant making has increased by 281% and the endowment has grown by 58%.** Over the last three years, WFH's website was remodeled, an important report on the status of women and girls in Hawaii was commissioned and released, prominent speakers from the US mainland have been brought to Hawaii to benefit the community, and two grants workshops for the benefit of the non-profit community were provided. Last year WFH's first collaborative program launched, as a result of the vision and efforts of WFH's Executive Director. All of this was made possible through the fundraising success and dedication of the staff and Board.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Women's Fund Hawaii rents a small office and two parking spaces for staff at a cost of approximately \$11,340 per year.

For the ***Girls Talk Back*** program, classroom facilities are rented from Palama Settlement and Hui Malama O Ke Kai for six weeks at each location during the summer.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The lead staff person at WFH is Leela Bilmes Goldstein, PhD. Leela has a background in development and started as a contractor with WFH in the summer of 2014. Later that year, she joined the staff as Executive Director. Leela oversees WFH operations and programs and, in close cooperation with the Board of Directors, provides vision for the organization. She saw the need for data on women and girls in Hawaii and worked closely with the Institute for Women's Policy Research to produce a report in 2017. She also imagined and spearheaded the creation and execution of a girls' leadership program in collaboration with American Association of University Women, and Ceeds of Peace, and Girls Talk Back, based on data presented in that report. During her WFH tenure, grant making has increased by 281% and the endowment has grown by 58%. She always serves on the WFH Grants Committee, and serves as a director on the board of another non-profit, Hawaii Friends of Restorative Justice.

Margaret "Margie" Welch is Administrative Coordinator at WFH. She supports the Board and Executive Director by preparing monthly financial documents, maintaining WFH's constituent and donor database (CRM), and performing all clerical duties. Margie is adept at all the administrative tasks associated with the WFH grants process: ensuring the online application is current and accessible, organizing and distributing applications received, and preparing for committee meetings. She also plays crucial support roles at all WFH fundraising and educational events.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached organizational chart.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director – \$40,000 – 50,000

Administrative Coordinator – \$30,000 – 40,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Throughout its 30-year history, Women's Fund Hawaii has never been a party to any litigation, and does not know of any potential future litigation exposures.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

This grant, if funded, will NOT be used to support or benefit a sectarian or non-sectarian private educational institution, as defined under Article X, Section 1, of the State Constitution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but*
- (b) Not received by the applicant thereafter.*

This application is a request for one-time-only funding to build critical infrastructure, and long-term organizational sustainability.

For more than 30 years, WFH has annually raised the money to not only cover operational costs, but to also fund our mission to make grants to qualifying non-profit agencies with programs to support, educate, and protect women and girls. We will continue to do so with or without GIA funding.

But after many months of careful evaluation and planning, it is clear that with the generous support of this State Grant in Aid funding, WFH will be able to:


- (1) add a critical fund development professional to support the organization,
- (2) give our current staff the breathing room to research and implement other innovative fundraising, income-producing and educational programs,
- (3) steward and cultivate more long-term endowment and sponsorship funding,
- (4) develop a long-term strategic plan with our Board of Directors,
- (5) and grow the organization's capacity to better support itself, as well as a growing number of grassroots programs for Hawaii's women and girls.

With this increased capacity, WFH will be in a much stronger and more sustainable position after the grant period, and will continue funding services to our state from a position of true strength and permanent sustainability.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App Women's Fund of Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	110,000	0	0	
2. Payroll Taxes & Assessments	0	0	0	4,400
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	110,000			4,400
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	0			1,700
3. Lease/Rental of Equipment	0			0
4. Lease/Rental of Space	0			12,000
5. Staff Training	0			0
6. Supplies	0			500
7. Telecommunication	0			480
8. Utilities	0			650
9. Professional Fees/Contract Services	0			16,800
10. Advertising/Marketing	0			11,700
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0	0	0	43,830
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	110,000			48,230
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	110,000	Leela Bilmes Goldstein		808-439-6388
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			January 17, 2020
(d) Total Private/Other Funds Requested	48,230	Signature of Authorized Official		Date
TOTAL BUDGET	158,230	Leela Bilmes Goldstein, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Women's Fund of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Women's Fund of Hawaii - NOT APPLICABLE

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY: 2020-2021	FY: 2020-2021	FY: 2021-2022	FY: 2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

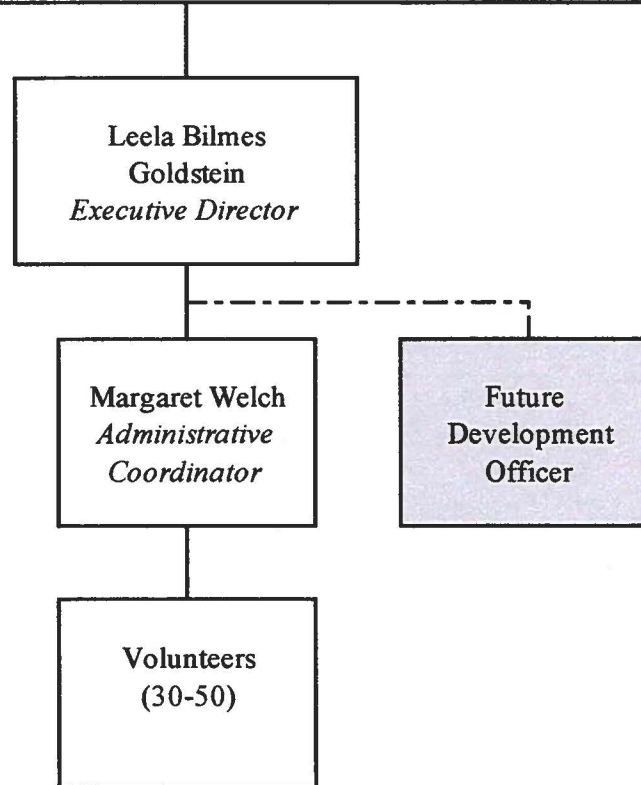
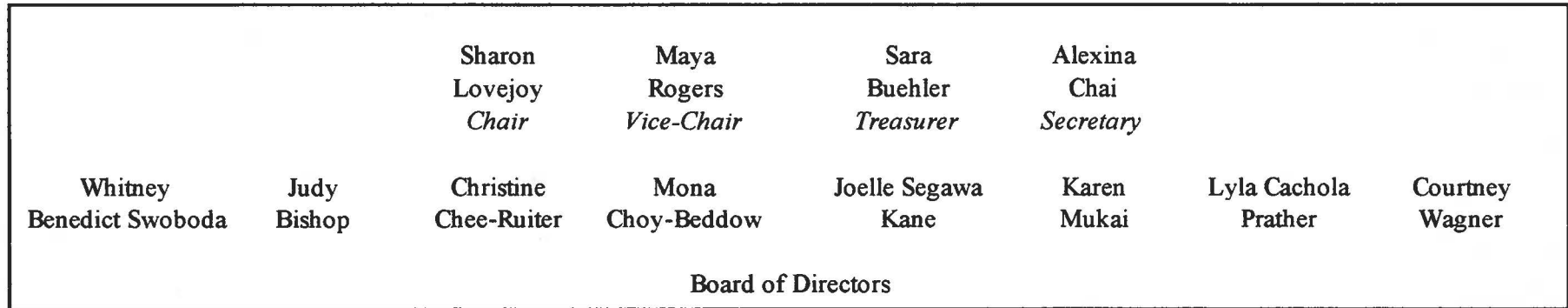
GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Women's Fund of Hawaii

Contracts Total: NONE -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
26					
27					
28					
29					
30					

Women's Fund of Hawai'i
Organizational Chart



MONTHLY FINANCIAL SUMMARY

Profit and Loss Standard as of Dec 31, 2019	FY 2019 Totals
INCOME	
PROGRAM INCOME	
Donations	
Donation - Individual	
Donation - Indiv-Unrestricted	63,099.01
Donations - Indiv-Restricted	5,000.00
Donations - Corp	8,708.16
Donations - Foundation	
Donations - Found-Restricted	19,000.00
Donations - Found-Unrestricted	12,231.74
Board Contributions	48,666.68
Total Donations	154,705.59
Events	
Event - Ticket sales	30,783.34
Event - Sponsorship	42,000.00
Event - Auction/Prize	19,570.00
Total Events	92,353.34
Other Income	
Merchandise	7,121.50
Misc Income	0.00
Total Other	7,121.50
Total Income	254,180.43
EXPENSE	
PROGRAM COSTS	
Grants	
Grants - Payouts	100,346.50
Grants - Misc Expenses	506.39
Total Grants	100,852.89
Services (Program)	
Services - Payouts	11,400.00
Services - Misc Expenses	604.88
Total Services (Program)	12,004.88
Event Expenses	
Event - Materials/Other	5,177.17
Event - Printing/Publications	3,233.84
Event - Venue Costs	32,177.33
Total Event Expenses	40,588.34
Program Support Expenses	
Advertising/Promotions	300.00
Marketing Printing	
Merchandise Stock	4,307.35
Design	1,019.45
Public Relations	
Databases	1,008.00
Email Services/Publications	343.83
Professional Gift	37.63
Professional Meals/Entertainment	1,189.71
Webpage/Hosting	397.55
Research	
Total Program Support Expenses	8,603.52
Program Admin Expenses	
Wages and Salaries	
Executive Director	28,601.13
Office Manager	6,844.64
Development Director	
Total Salaries and Wages	35,445.77
Other	
Postage/Mailing	1,338.29
Printing/Duplicating	1,530.00
Total Other	2,868.29
Professional Fees	
Accounting	1,151.81
Audit	
Fund Development	9,047.00
Hired Services	6,300.00
Total Professional Fees	16,498.81
Travel/Entertainment	
Travel Logistics	1,645.63
Conferences/Meetings	752.20
Parking/Transportation	37.75
Total Travel/Entertainment	2,435.58
Total Program Admin Expenses	57,248.45
Total Program Costs	219,298.08

Profit and Loss Standard as of Dec 31, 2019	FY 2019 Totals
ADMIN COSTS	
Administrative Costs	
Wages and Salaries	
Executive Director	19,067.42
Office Manager	27,378.60
Pyrl Tax/Hlth Ins/Vendor Fees	<u>3,858.72</u>
Total Salaries and Wages	50,304.74
Insurance/Taxes	
Insurance - Comprehensive	479.00
Insurance - Dir & Ofc	1,111.00
Federal	
State (Incl Gen Excise)	2,812.43
Related Fees	
Total Insurance/Taxes	<u>4,402.43</u>
Office Related	
Meals/Meetings	756.11
Postage/Mailing	261.80
Printing/Duplicating	470.74
Software	179.88
Supplies	397.30
Telephone	623.10
IT	
Total Office Related	<u>2,688.93</u>
Office Space	
Equipment/Capital Exp	
Rent/Maintenance	11,256.52
Storage/PO Box	206.00
Utilities	
Internet	730.93
Misc Office Space Exp	
Total Office Space	<u>12,193.45</u>
Dues/Subscriptions/Licenses	<u>1,000.00</u>
Total Dues/Subscriptions	1,000.00
Training/Education	
Board	
Admin/Professional	13.00
Total Education and training	<u>13.00</u>
Financial Fees	
Bank	
Merchant/Credit Card	7,339.02
Total Financial Fees	<u>7,339.02</u>
Miscellaneous	
Total Miscellaneous	<u>0.00</u>
Total Administrative Costs	77,941.57
Uncategorized Expenditure	
NET INCOME	-43,059.22

SUMMARY	
	YTD
Income	
Donations	154,706
Events	92,353
Other	<u>7,122</u>
	254,180
Expenses	
PROGRAM	
Grants	100,853
Services (Program)	12,005
Events	40,588
Program Support	8,604
Program Admin	<u>57,248</u>
Total Program	219,298
ADMINISTRATIVE	
Administrative	<u>77,942</u>
Total Administrative	77,942
Total Expenses	297,240
TOTAL PROFIT/LOSS:	-43,059