

Frequently Asked Questions

1. **When is the deadline to submit a Chapter 42F (Grant in Aid) grant application?**
The deadline for receipt of your application is 4:30 pm HST on **January 17, 2025**.
2. **How many copies do I submit?** For each request you must submit one (1) complete original application via email. You can find instructions on where to email the applications on the State Capitol website: www.capitol.hawaii.gov.
3. **Can I fax my completed electronic forms?** No. Do not fax your electronic forms.
4. **Can I mail my completed application?** No. We are no longer accepting applications by mail. Only applications received via email by 4:30 pm HST on the day of the deadline will be considered.

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 submittal of grant applications 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.

5. **Can I get an electronic grant application that is alterable, so I don't have to handwrite the information?** Yes. You will need to be able to open and edit Adobe and Excel files. Please ensure that you complete **ALL** (8) files. If you are unable to open and edit the files, you will have to print out, manually complete, scan and email the documents in the available .pdf format. These files are available on the State Capitol website.
6. **Do we have to be a 501(c)(3) organization?** No. All organizations and individuals meeting the requirements of Section 42F-103, Hawaii Revised Statutes, may apply. Please be aware, however, that a "non-profit organization" must be determined and designated as a 501(c)(3) by the Federal Internal Revenue Service.
7. **May my organization be incorporated on the mainland, but not Hawaii?** No. Section 42F-103(c)(1), HRS, requires an organization to be incorporated under the laws at the State of Hawaii.
8. **Will there be a public hearing on my grant proposal?** That has not been decided at this time. In past sessions, the House Committee on Finance and the Senate Committee on Ways and Means have held joint public briefings on grant requests. Please monitor the hearing notices issued by those committees to determine if and when a public hearing will be held in 2025.
9. **Is there a maximum amount of funding we can ask for?** No. However, the amount requested may be a factor in determining whether funding is provided.

10. **Do we fill out two grant applications if we have both operating and capital requests?** Yes. Separate applications for each operating request and each capital request must be submitted. Capital requests are for construction projects or the acquisition of fixed assets such as land or buildings.
11. **How do I track the status of my grant request and when will I be notified of whether or not I've received a grant?** A list of grant recipients will be posted on the State Capitol website upon completion of the conference draft of the budget. There will be no information provided on the status of any grant request until the conference draft of the budget is complete.
12. **I submitted a grant application, but it contains 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 the House Finance and Senate Ways and Means Committees. Submissions can be made via email to GIATestimony@capitol.hawaii.gov
13. **Funds were awarded for a grant. How is the money obtained?** Like all expenditures, your grant must go through the allotment process. It is up to the Governor and the Department of Budget and Finance to determine if there are sufficient resources to release funds. Please contact the department your grant has been assigned to in order to assess the timeliness of the release of your funds.
- Also, the Governor is required by Section 42F-107 to notify the recipient(s) of any unreleased grant within ninety days of the effective date of the legislation awarding the grant.
14. **Funds were awarded for a grant. How long does it take to get the money?** Approved grants will be appropriated for fiscal year 2026 which begins July 1, 2025. However, like all other appropriations, grants are subject to the allotment process; therefore, approved grants may not be immediately released by the Governor. Please contact the department your grant has been assigned to in order to assess the timeframe for the release of your funds.
15. **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/
16. **Will my application be posted online?** Yes. When filling out the application, please remember that ALL applications will be posted on the Legislature's website for public information.