

FY26 Ho'ākoakoa Lāhui Event Sponsorship

Office of Hawaiian Affairs - GRANTS PORTAL

APPLICANT & EVENT INFORMATION

Name of Applicant Organization*

Character Limit: 100

Name of event representative*

Event representative must be someone who is authorized to communicate with OHA staff and submit any required documents or information on behalf of the awarded organization.

Character Limit: 250

Event Representative email*

Character Limit: 100

Event Representative phone number*

Character Limit: 100

Describe the mission of the organization.*

Character Limit: 10000

Organization's Governing Board and/or Executive Team*

List the organization's governing board members' names and titles and the executive team members' names and titles. Please DO NOT include emails and phone numbers.

Character Limit: 10000

Name of event to be sponsored:*

Character Limit: 250

Start date of event to be sponsored*

Character Limit: 10

End date of event to be sponsored

For one day events, leave blank. For multi-day events, duration should be no longer than 30 days.

Character Limit: 10

Time of event to be sponsored:*

Please provide start and end time for one day events. For multiple day events, please specify the hours for each day.

Character Limit: 250

Address of event/activity:*

Character Limit: 250

Identify island(s) where event will be held:*

Choices

Hawai'i Island

Maui

Moloka'i

Lāna'i

O'ahu

Kaua'i

EVENT SCOPE

Purpose Statement*

Please provide a short statement that describes the proposed event and its purpose.

Character Limit: 10000

Describe the event services and activities from start to finish.*

The description should depict what the event would encompass. Demonstrate the substance of the event. Include information from the following:

- Agenda (draft/past flyer)
- Event flyer (draft/past flyer);
- List of speakers and their area of expertise;
- List of exhibitors and their offerings; and/or
- Summaries of seminars, workshops, or other opportunities provided at the event.

Character Limit: 10000

Additional Supporting Document (Optional)

File Size Limit: 10 MB

Total estimated number of individuals to attend the event:*

Character Limit: 250

Estimated number of Native Hawaiians to attend the event:*

Character Limit: 250

ALIGNMENT TO MANA I MAULI OLA

Indicate the event's alignment to one of OHA's strategic directions below.*

Identify the Strategic Outcome your event best aligns with and provide your reasoning. Link to Strategic Plan: <https://www.oha.org/about/mana-to-mauli-ola/>

Choices

Educational Pathways
Health Outcomes
Quality Housing
Economic Stability

Identify the strategy the event aligns to and describe how it aligns to it.*

Note: The strategy should fall under the strategic direction identified in the previous question.

Link to Mana i Maui Ola for more information: <https://www.oha.org/about/mana-to-mauli-ola/>

Please use the format in the example below:

Strategy 3: Advance policies, programs and practices that strengthen Hawaiian well-being, including physical, spiritual, mental and emotional health. The event aligns with Strategy 3 because...

Character Limit: 10000

Identify the strategic outcome(s) the event aligns to it and describe how it aligns to it.*

Addresses the outcome and the impact the event will have. Note: The outcome should fall under the strategic direction and strategy identified in the previous responses.

Link to Mana i Maui Ola for more information: <https://www.oha.org/about/mana-to-mauli-ola/>

Please use the format in the example below:

Strategy Outcome 3.4: Communities are empowered to take care of iwi kupuna. This event addresses the outcome by...

Character Limit: 10000

Describe how the event aligns to and addresses one or more of OHA's strategic foundation(s):*

'Ohana – Family. 'Ohana is instrumental to community empowerment. When families are strong and healthy, and when there is positive engagement within the 'ohana, from keiki to kūpuna, communities thrive. Connections to mo'omeheu and 'āina begin with connections within families.

Mo'omeheu – Culture. Culture is the essence of who Native Hawaiians are as a people. It includes all those things that distinguish the community: language, stories, customs, music, art, food, protocols, religions, values, traditions, and celebrations. Expressions of culture are both internal and external. Culture shapes Native Hawaiian worldview and thinking. It informs the ways in which individuals interact with one another and with 'āina. It influences the way Native Hawaiians interpret events and approach problem-solving.

'Āina – Land & Water . To Native Hawaiian kūpuna, the land was life. Imbued with mana, 'āina provides everything the community needs to survive. On an intimate level, Native Hawaiians are connected to the land by the generations of kūpuna who lived on the land and whose iwi rest here. Thus, the emotional ties to family, and the aloha for them, extends to the land that feeds us.

Use the following format:

First, list the name of the foundation(s). Second, demonstrate how the proposed event aligns with the selection.

Character Limit: 10000

BUDGET

Provide the total amount of money being requested from OHA for the event.*

Maximum amount is **\$15,000**. No minimum amount. Requests for exceptions to the maximum budget request may require justification in the comments/questions section of the application.

Character Limit: 20

Indicate each expense for which OHA funds will be used as a line item.*

Provide a brief description for each item. The items should sum to the total amount requested. For sponsorship packages, please list the sponsorship benefits.

OHA funds ***shall not*** be used for entertainment or perquisites (perks) per HRS 10-17(b)(3) however, HRS 10-17(b) does not expressly prohibit grantees from having or providing “entertainment or perquisites” as some aspect of their event. This includes live music, band, performance groups, musicians, DJ, Emcee, etc.

Character Limit: 10000

Line-Item Budget Upload

File Size Limit: 10 MB

OPPORTUNITIES FOR OHA COMMUNITY ENGAGEMENT, PARTNERSHIPS, AND PUBLIC RELATIONS

Opportunities for OHA recognition:*

List and clearly describe the community engagement, partnership, and public relations opportunities the event offers for OHA which may include, but are not limited to:

- Advertisements in event programs/television/radio/print ads
- OHA logo on event goods or items
- OHA logo on event signage
- OHA logo on event flyers
- Speaking opportunities for OHA representative
- Providing a table or method for distributing OHA program information at the event

Please outline specifically if your event is offering any formal tables for OHA representatives to attend as guests

Character Limit: 10000

Social Media/Marketing Platforms:*

Please provide your **organizations** social media usernames/handles, as well as any other platforms the event will be broadcasted on.

Please use the following format:

Instagram: @example

Facebook: link

X: @example

Website:

Other:

Character Limit: 10000

REQUIREMENTS

Event Information (flyers, posters, website details, etc.) DO NOT submit flyers for previous events.*

File Size Limit: 10 MB

IRS Letter of Determination-document upload*

The applicant must have IRS tax-exempt nonprofit status and be registered to do business in the State of Hawai'i. The applicant shall upload the organization's IRS Letter of Determination verifying tax-exempt nonprofit status. See Attachment A. Sample - IRS Letter of Determination.

File Size Limit: 5 MB

Certificate of Vendor Compliance (CVC)-document upload*

The applicant shall upload the Certificate of Vendor Compliance issued by the State of Hawai'i (must be valid within the calendar year). To obtain this document, applicants must register with Hawai'i Compliance Express online at <http://vendors.ehawaii.gov>. Applicants must be registered and compliant with Hawai'i Compliance Express (HCE). We do not accept your DCCA. See Attachment B. Sample - HCE Certificate of Vendor Compliance.

File Size Limit: 5 MB

Download and complete the W9 form found here and upload below.

Checks will not be processed and mailed (to the address on the W-9) until all reporting/required documents are submitted.

Completed W-9*

Please upload the completed W-9 (must be valid within the calendar year).

File Size Limit: 5 MB

If the application is recommended for approval to the Board of Trustees, the event representative will be asked to attend the OHA Budget and Finance Committee meeting to respond to any questions. Attendance may be in-person or virtual.**

Choices

I understand the attendance requirement if recommended for approval.

OPTIONAL: Please add any additional comments or questions below. Mahalo for your application!

Character Limit: 10000

ACKNOWLEDGEMENTS

Please read the following statements thoroughly:

By submitting this sponsorship application and selecting the following options, your agency and its affiliates, officers, employees and/or agents agree to indemnify, defend and hold harmless the Office of Hawaiian Affairs (OHA) from any and all claims, demands, liabilities, losses, damages, costs, and expenses, including reasonable attorney's fees, arising out of or in connection with this sponsorship application and participation in the associated event/activities. *

- "I have applied for or received all applicable licenses and permits, when such is required to conduct the activities or provide the services for which a grant is awarded."
- "I agree to comply with all applicable federal, state and county laws."

- "I shall not use these funds for the purposes of entertainment or perquisites (perks)."
- "I agree that all activities and improvements undertaken with funds received shall comply with all applicable federal, state, and county statutes and ordinances, including applicable building codes and agency rules; "
- "The applicant will indemnify and hold harmless the office, the State of Hawai'i, its officers, agents, and employees from and against any and all claims arising out of or resulting from activities carried out or projects undertaken with funds provided hereunder, and procure sufficient insurance to provide this indemnification if requested to do so."
- "I agree to make available to the office all records the applicant may have relating to the operation of the applicant's activity, business, or enterprise, to allow the office to monitor the applicant's compliance with the purpose of this chapter; "
- "I agree OHA can have access to records pertaining to this grant."
- "I understand that this grant award shall be monitored by the OHA to ensure compliance with Hawaii Revised Statutes § 10-17 and the purposes and intent of the Grant;"
- "I agree to complete evaluation(s) follow-up by OHA to determine whether the event attained the intended results in the manner contemplated."

*

Choices

I agree to the above statements.

Authorized Signatory*

By typing/signing your name below, you certify that the information provided is true and accurate to the best of your knowledge. You also acknowledge that typing your name acts as your electronic signature, which holds the same legal weight and validity as a handwritten signature, and you consent to be bound by the terms and conditions outlined in this agreement.

Character Limit: 250

Date of Submission*

Character Limit: 10

Mahalo for your submission, you will receive an email confirmation that your application has been received once you submit. We will be in contact with you regarding award and non-award via email.