



The Pacific Islanders' Cultural Association is accepting applications to fund projects that will contribute to our mission to develop and perpetuate the histories, cultures, traditional and contemporary folk arts of the Pacific Islanders through education during FY 2020.

Submission of Application:

Email to [info@pica-org.org](mailto:info@pica-org.org). Subject line: *Grant Application* OR mail to Pacific Islanders' Cultural Association, 699 Lewelling Blvd., Suite 146, #341, San Leandro, CA 94579, ATTN: PICA Grant Committee, Contact Number: 415 281-0221

### **Grant Instructions for Applicants**

Eligibility Requirements:

- Applicant must be a Not-for-Project Organization in Good Standing
- Proposal must demonstrate that its goals and deliverables contribute to PICA's principles and mission
- Proposal must describe use of requested grant funding

Grantee Requirements and Responsibilities:

- Follow all the terms and conditions associated with the grant.
- Notify PICA of changes to the project and proposal within 30 days.
- Submit to an in-person monitoring visit to the project by a PICA representative and/or provide a progress report including:
  - Financial report
  - Invoices, receipts, or paid bills
  - Evidence of project progress (press releases/news clippings, program brochures, photos, data for number of events/activities held, persons/communities served, construction completed, etc.)
- Comply with and fulfill financial reporting requirements. Account for grant revenue and expenditures, including submission of back up documentation for expenses.
- Submit final financial and programmatic reports in a timely manner. (60 days following the end of the grant period.)
- Execute the project and grant management process in an ethical manner with oversight from the sponsoring organization.



Grantee Conditions:

- Volunteer at the Aloha Festival or other PICA activities.
- Offer cultural training or performance at the Aloha Festival or other PICA activities.
- Support PICA and its activities.
- Credit and publicize PICA as grantor on all the project's products, printed materials, online materials, exhibition signage, advertising using PICA's logo and credit line. Verbal credit shall be given if written credit is not applicable.
  - Credit language: "This project/program/effort is supported by a grant from the Pacific Islanders' Cultural Association"



## Application for Funding/Grant Proposal

Name of Not-for-Profit Organization \_\_\_\_\_

501(c)3 EIN Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Website (optional) \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Board Chair Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Project Lead Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

- Seed (Start-Up) Funding for a Specific Project or Activity
- Maintenance of Effort or Supplemental Funding for an Ongoing Project
  - **Attach project budget to the application, including use of grant funds**

Funding Requested for:

- PICA Mission-Related Project, i.e., cultural perpetuation project, discrete event or activity
- Capital Project, i.e., building, construction, equipment
- General Operating or Technical Assistance Project

PROJECT DESCRIPTION (On a separate page, respond to the following:)

- What is the objective and goals of the project?
- How does the project/event/activity conform to and/or contribute to PICA's mission?
- Describe the planning process for implementation of this project.
- What deliverables--activities/services/efforts/products will be provided by this project?



- What are the expected outcomes of the project?
- Describe how grant funds will be expended/used.

ORGANIZATION DESCRIPTION (Attach a one-page description that includes the following information:)

- Date of Incorporation
- Mission
- Services/Activities Provided
- Constituency/Members/Populations Served
- Organization's qualifications, credentials and past experiences implementing and administering similar projects
- Letters of recommendation and support from community representatives

#### DECLARATION OF AUTHORIZED OFFICER

- Under penalty of perjury, I declare that I am the authorized officer of \_\_\_\_\_ . I have reviewed this form, including accompanying attachments, and to the best of my knowledge attest that the application is true, correct and complete. Execution of the project will be conducted in an ethical manner. Upon grant approval, the organization will oversee and supervise the project, submit to an in-person monitoring visit to the project by a PICA representative, and comply with all reporting requirements. As a condition of funding, the organization will support PICA and its activities during the period of grant funding and will identify and publicize PICA as a grantor on all the project's products, literature, and other materials.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Officer

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email