

**County of Hawai`i  
Department of Research and Development**

**R&D Supplemental Funding Awards for 2009-2010**

**Frequently Asked Questions**

**1. What is the R&D Supplemental Funding program?**

The R&D Supplemental Funding Awards program is an annual competitive funding vehicle intended to support through supplemental funding, projects or activities that will improve the quality of life for the people of Hawai`i County through responsible and sustainable economic, societal and environmental practices in agriculture, tourism, new industry development, energy, film resources, and community capacity building.

**2. Who is eligible to apply for funding?**

The following list of entities may participate in this competitive proposal process, provided they serve the residents of and visitors to the County of Hawai`i.

- a. Non-profit organizations exempt from the federal income tax by the Internal Revenue Service or non-profit organizations that are registered with the State of Hawai`i.
- b. Educational Institutions
- c. State and County Agencies

**3. Who is ineligible to apply for funding?**

Individuals and for-profit businesses may not apply for funding.

**4. May applicants apply through non-profit fiscal sponsors?**

Yes, as long as the project or program results in a broad-based community benefit.

**5. What is the average award amount?**

Awards range from \$2,000 to \$30,000 depending on the program and the proposed project. R&D funding is meant to supplement the funding for a proposed project, and should not be the applicant's sole source of funds for the proposed project.

**6. Is there a matching funds requirement?**

Yes. There is a one-to-one matching funds requirement, which means that for every dollar of R&D funding, there must be one dollar of funding from another source. The matching funds may be a combination of cash and in-kind contributions.

**7. May I apply for funding for a two-year project?**

This program, based on the County of Hawaii's fiscal year, will fund projects between July 1, 2009 and June 30, 2010. Funding is for a 12-month period only and all awarded projects must be initiated by June 30, 2010.

**8. What kinds of things does this program fund?**

Common allowable uses of R&D Supplemental Funding are:

- a. Operating expenses such as equipment rental, facility rental, entertainment expense, travel expenses, security, supplies and materials, postage products, printing, and shipping.
- b. Marketing expenses such as advertising, promotional items, brochures, collateral materials, posters, electronic media, public relations, Website development or enhancement.

**9. What costs are not funded by R&D Supplemental Funding Awards?**

R&D funding will not cover the following

- a. Salaries and wages
- b. Equipment purchases
- c. Construction materials
- d. Fundraising expenses
- e. Proposal expenses

**10. My organization received R&D funding in the past. Do we still need to supply our organizational documents with this proposal?**

If your organizational documents have not changed since the last time you received funding, you are not required to submit organizational documents. The Department of R&D will refer to the documents on file.

**11. Is a Tax Clearance required?**

It depends. A current State and Federal Tax Clearance is required only for contracts in the amount of \$25,000 or more. Applicants are not required to submit tax clearances with their proposals; but those applying for \$25,000 or more should be prepared to supply a current clearance for purposes of executing a county contract.

**12. What is the deadline for proposals?**

April 20, 2009.

Proposals must be either postmarked or received by the Department of R&D in its Hilo office by 4:30 p.m. Hawai`i Standard Time on Monday, April 20, 2009.

**13. Where is the Hilo R&D Office located?**

The Hilo R&D office is located in the Hilo Lagoon Centre at 101 Aupuni Street, next to the State building and across the street from the new State Judiciary Building. Go to Suite PH-1014C on the 10<sup>th</sup> floor (labeled PH in the elevator) and follow the signs to the end of the hall. Please note that R&D's mailing address is 25 Aupuni Street, Room 109, Hilo, Hawai`i 96720; do not use the Department's physical address at Hilo Lagoon Centre to mail your proposal.

**14. May I fax or Email my proposal?**

No; faxed and e-mailed submissions will not be accepted.

**15. How many copies of the proposal are required?**

Applicants are required to submit:

- a. The original proposal consisting of the proposal narrative, Exhibit A-1 pages 1 and 2; Exhibit A-2, and budget narrative; and
- b. Two (2) copies of the original proposal described above; and
- c. One (1) set of accompanying pertinent documents including current organizational documents.

**16. Must I use the forms included with the application packet?**

Yes, please use the forms provided. The application form is available in both PDF and Word formats that can be filled in online, and then printed for mailing or delivery. An Excel version of the budget is also available online.

**17. When will the awards be announced?**

Notification of the Department's approval and recommendations for funding will be made on June 1, 2009.

**18. How can I get an application?**

The complete proposal application package is posted online and available for immediate download at two (2) locations:

- a. The County of Hawai'i Website: <http://co.hawaii.hi.us/rd/sfa0910.html>
- b. HCRC Website (HCRC is a program of the Department of R&D):  
<http://www.hcrc.info/grant-resources/county-of-hawaii-grant-programs/>

Or, call the Department of R&D at (808) 961-8366 to request an application by mail.

**19. Who can I call if I have questions?**

Please call the Department of R&D at (808) 961-8366.

**20. Are there any substantive changes this year compared with previous years?**

This year's program builds upon R&D's emphasis on sustainable economic development with some more targeted goals and objectives in the Agriculture, Tourism, and Film program areas. The Tourism and Film program goals and objective contain the most substantive changes, and a new program, Community Capacity Building, has been added to the current solicitation for proposals.

**Program Goals and Objectives for the 2009-2010 Fiscal Year are:**

**Agriculture:** The Department awards supplemental funding in the range of \$2,000 to \$10,000 for agricultural projects that expand the market for Hawai'i County's products, and create private-public partnerships for agricultural research and infrastructure and agriculture extension programs. Funding is awarded in the following areas: 1) innovative agricultural research; 2) research in areas of urgent interest to the agricultural community; 3) agricultural marketing

research and promotion of products; and 4) collection and dissemination of agricultural information. **New this year:** Commodity groups may form consortia to submit integrated marketing proposals. The maximum funding that can be awarded to these consortia projects is \$30,000.

**Tourism:** The Tourism Program's work is guided by the goals and objectives of the Hawai'i Island Tourism Strategic Plan: 2006-2015. Supplemental funding for complex marketing and promotional programs including: expansion of direct air service to the island; coordinated Convention, Meetings, and Incentive (CMI) market initiatives; coordinated international marketing initiatives; the production and distribution of a comprehensive tourism calendar of events; public relations and media outreach; advertising; and on-island visitor information support services will be considered. In addition awards in the range of \$5,000 to \$20,000 will be considered for 1) sporting events with a historical record as a large visitor draw; 2) projects that provide a direct opportunity for local businesses to market, promote and sell products grown, manufactured and created on Hawai'i Island directly to visitors; and 3) community-driven efforts to place interpretive signage, guides and materials at naturally and culturally significant locations to enhance the experience of both visitors and residents.

**Business Development:** The Department awards supplemental funding in the range of \$2,000 to \$5,000 for projects that develop sustainable industries, build a competitive workforce, and foster community-based economic development. Funding is awarded in the following areas: 1) development of heritage corridors; 2) dissemination of business related information that will enable businesses to expand, diversify and compete; 3) development of the local workforce; and 4) community economic development projects and/or leadership capacity building training programs.

**Energy:** The Department awards supplemental funding in the range of \$3,000 to \$10,000 for energy projects in the following areas: 1) enhanced energy efficiency; and 2) utilization of renewable energy resources.

**Film:** The Department awards supplemental funding in the range of \$1,000 to \$3,000 for film and media projects in the following areas: 1) to educate students and young professionals about various aspects of the film business, current industry practice, technology, or careers in film; 2) to build a stronger sense of a "film community" in locales across the island; 3) to give a "voice" to various groups and populations that make up our island's diversity; and 4) to promote activity which leads to increased film production on the island, either "home grown" or from offshore.

#### ***New This Year ~***

**Community Capacity Building:** The Department awards supplemental funding for capacity building projects (training, workshops, promotion) related to green jobs, green buildings, local and sustainable food systems, resource management, family asset building, civic engagement, and youth sustainability education.