

Community Advisory Grant Request

Thank you for inquiring about the Young Brothers Community Advisory Grant Program. Each year Young Brothers receives numerous requests from various non-profit organizations requesting assistance for their respective projects throughout the islands. Each application and project is reviewed and priority is given to those projects that provide the greatest benefits to children, education, health and human services, environmental stewardship, and agriculture as well as to a broad community.

Attached is the application form that must be completed and returned with your IRS Certification of Tax Exempt Status 501(c)(3) for non-government agencies. The application must be filled out in its entirety regardless of whether your organization is a repeat applicant and **RECEIVED BY YOUNG BROTHERS NO LATER THAN FRIDAY, DECEMBER 12, 2014.**

Completed applications may be sent by e-mail (preferred), fax, or mail to:

E-mail: cab@htbyb.com

Fax: 808 543-9489

Mail: Young Brothers, Limited
PO Box 3288
Honolulu, Hawaii 96801
Attn: Tiff Whitworth

Your application cannot be approved if it is incomplete or an IRS Certification of Tax Exempt Status letter is not submitted. Please note that the name or organization on the application must match the name on the IRS Certification of Tax Exempt Status letter, *i.e.*, the requesting party must be a non-profit organization and the application must be in connection with a project administered by the non-profit organization. For more information regarding IRS Tax Exempt Status 501(c) 3, please visit [http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501\(c\)\(3\)-Organizations](http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501(c)(3)-Organizations)

We ask that you provide as much information about your project and organization as possible. You may also include pamphlets, news articles, etc. to make it clear how your organization will or has benefited the community. You should also explain how your present project furthers your organization's purpose and who it benefits. It is also helpful to describe your organization's government, non-profit or other community partners and how your organization works with these other entities. The Community Advisory Board for your respective county will review your application and Young Brothers will notify your organization via mail and/or e-mail if your application has been approved or disapproved. In order to qualify for a grant, your organization must be based within the county for which it is applying for the CAB grant (e.g. Kauai County, Maui County or Hawaii County).

If your application is approved, checks will be cut by December 31st and presentations will be scheduled for early 2015. **ALL PREVIOUS VERSIONS OF THIS FORM WILL NOT BE ACCEPTED.**

Community Advisory Grant Request Application

County Applying for (please apply for only one):

Kauai County

Maui County

Hawaii County

Organization Information: ***Attach a copy of your 501(c)-3 Tax-exempt IRS Letter of Approval.***

Name of Requesting Organization: _____

Address: _____

Phone: _____

Fax: _____

Organization's Contact Person:

Name: _____ Title: _____

Address (if different from above):

Day Time Phone: _____ Fax: _____ E-mail: _____

Project Title: _____

Amount Requesting: \$ _____ **Date Funds Are Needed:** _____

Project Information: *(Attach additional pages if needed)*

1. Describe your organization's purpose and it's past service and contributions to the community.

2. List your community partners and/or other organizations with which your organization works, such as government agencies or other non-profits, and describe how you work with these other entities.

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6. What plans does your organization have to provide recognition to Young Brothers for receiving approved grants?

Please read the following carefully:

On behalf of my organization (named below), I agree that if Young Brothers provides a grant as requested, my organization will submit proof that my organization has completed the items described in item 6 above that shows recognition of Young Brothers, within seven (7) days of my event. If my project is an ongoing project then I will provide proof of recognition within seven (7) days of final disbursement of funds. A grant utilization report detailing how the funds were disbursed should accompany the proof of recognition.

Name of Requesting Organization: _____

Signature of Authorized Representative: _____ **Date:** _____

Print Name: _____

Title/Position with Requesting Organization: _____

YB USE ONLY:

Date Received: _____ 501(c)3: Verified Revoked/Unverifiable

Approved Amount \$ _____ Rejected

Board Comments/Notes:

CAB Chairperson Signature: _____ Date: _____

Letter: _____ Check No.: _____ Check Date: _____

Tax Acknowledement: _____ YB Recognition/Grant Report: _____