



The Legislature  
State of Hawaii

Grants-in-Aid Application Instructions

*2008-2009 Supplemental Budget (July 1, 2008 to June 30, 2009)*

1. Fill out application form in its entirety.
2. Submit the completed original and (1) copy of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 210  
Honolulu, HI 96813  
Attn: Aaron Nyuha

3. Submit (1) copy of the application to the House Committee on Finance:

State Capitol, Rm. 306  
Honolulu, HI 96813  
Attn: Eric Nouchi

4. Do not include bound materials or brochures with applications. All materials submitted should be submitted on three hole punched 8 and ½ by 11 inch paper and clipped.
5. The deadline for application submissions will be approximately **January 31, 2008** (final deadline will be determined by the House and Senate leadership by mid-January 2008). Please note that applications may be submitted effective immediately.
6. Please note that if your organization submitted a GIA during the 2007 legislative session requesting funding for both fiscal years of the biennium, you do not need to resubmit your application. However, you must notify the House Finance and Senate Ways and Means Committees in writing that your organization still requires second year funding. In

this notification, you may revise your request if necessary. Please use the aforementioned addresses in numbers 2 and 3 above.

7. There is no guarantee of funding for any previous or new GIA application submission.

Questions should be directed to Mr. Eric Nouchi of the House Committee on Finance staff (586-6200), or Mr. Aaron Nyuha of the Senate Committee on Ways and Means staff (586-6800).

## Frequently Asked Questions

1. **When is the deadline to submit my Grant-in-Aid (GIA) application?** The deadline for submittal is identified once the Speaker of the House and President of the Senate finalize the legislative calendar. Traditionally, the deadline for GIA's is around the end of January. Please refer back to the State Capitol website ([www.capitol.hawaii.gov](http://www.capitol.hawaii.gov)) for the official deadline.
2. **How many copies do I submit?** You should submit two copies (one original and one photocopy) to the Senate Committee on Ways and Means and one photocopy to the House Committee on Finance. Specific instructions on where to mail or deliver the applications to can be found on the State Capitol website.
3. **Can the GIA application be postmarked on the day of the deadline?** No. Both the Senate Ways and Means Committee and the House Finance Committee must receive your GIA application by 4:30 pm on the specified due date. All GIA applications received late will not be considered.
4. **Can I just email or fax my completed electronic forms?** No. Please do not email or fax your electronic forms; both House and Senate will receive hardcopies only. House and Senate will not accept any emailed or faxed applications.
5. **Can I get an electronic GIA application that is alterable so I do not have to handwrite the information?** Yes, however, you will need to be able to open and edit Microsoft Word and Excel files. There are (3) Word files and (4) Excel files. Please ensure that you have **ALL** (7) files completed. If you are unable to open and edit Word and Excel files, you will have to print out and manually complete the documents in the available .pdf format.
6. **Do we have to be 501c3?** No. Any non-government entity may apply for a GIA.
7. **Is there a ceiling to the amount of funding we can ask for?** No. But the amount that you request will probably be a factor in determining whether or not you are provided funding, especially in times of limited resources.
8. **Do we fill out two GIA forms if we have both operating and capital requests?** Yes. To keep things simple, the coversheet only has provisions for one type of funding.
9. **How do I track the status of my GIA request and when will I be notified of whether or not I've received a GIA?** A finalized list of all GIA recipients will be posted on the Capitol website upon completion of the conference draft of the budget. There will be no information provided on the status of any GIA until the conference draft of the budget is complete.

10. **I submitted my GIA but there is 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.
  
11. **I got my GIA! When do I get my money?** Like all expenditures, your GIA must go through the allotment process. It is up to the Governor and the Department of Budget and Finance to determine that there are sufficient resources to release funds. Please contact the department your GIA has been assigned to in order to assess the timeliness of the release of your funds. Also note that the Governor is required by Ch. 42F-107 to notify the recipient(s) of any unreleased grant within ninety days of the effective date of the legislation awarding the grant.
  
12. **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/](http://www.capitol.hawaii.gov/hrscurrent/Vol01_Ch0001-0042F/HRS0042F/)
  
13. **Should I wait till the very last minute to ask questions regarding my GIA?**  
**No.** While staff will try to be as helpful as possible, as the deadline for the GIA submittal approaches, both the Senate Committee and Ways and Means and House Committee on Finance staff will be extremely busy and may not be able to assist you with your questions. Please ask early.