

# THE PILINA FUND REQUEST FOR PROPOSALS

## PURPOSE OF THE PILINA FUND

The Pilina Fund (the fund) was first seeded by the Harold K. L. Castle Foundation for the purpose of supporting rapid responses to COVID-related issues in Ko'olau, O'ahu. Ko'olau is defined for these purposes as the region between Kahuku and Makapu'u, O'ahu. Over the last year, residents of Ko'olau have met the challenges of the COVID-19 crisis with creative, community-based solutions. The fund is intended to support trusted community-embedded organizations doing work closest to our neighbors who need the most help.

## FUND PRIORITIES

The fund prioritizes projects specifically tailored to Ko'olau communities. Members of the Ko'olau community have come together to form the Pilina Fund Committee (the Committee) and assess proposals for funding through December 2022. The Committee will prioritize proposals that:

- Request between \$5,000 and \$15,000
- Come from or are sponsored by an organization with IRS 501 (c)(3) tax exempt status
- Support projects in the following areas:
  - Family strengthening
  - Āina, farming, and food security
  - Health and health care
  - Education and learning
- Do not duplicate Castle Foundation grantmaking in the region in education, career readiness, fostering 'āina-based mindsets, and eviction prevention



HAROLD K.L. CASTLE  
FOUNDATION

For questions, concerns, or interest, please contact the Pilina  
Fund Committee at [pilinafund@gmail.com](mailto:pilinafund@gmail.com)

# VALUES OF THE FUND

The Pilina Fund Committee will use the following values to shape decision making and prioritization of projects:

**Pono:** As much as possible, we desire to be pono and strive for balance across the Ko'olau region. Our goal is to spread the funding equitably, while also working to ensure the funding is reaching projects that best represent the purposes of this fund.

**Pilina:** We believe in the Pilina Fund going beyond alleviating immediate needs from COVID-19 to building long-term community wellbeing. We hope to invest in pilina or building the relationship among community members to ensure longer term resiliency.

**Ola Ka 'Āina, Ola Ke Kānaka:** It is important that these funds support both healthy people and healthy lands. If our land thrives, so do we as a Ko'olau community.

**Aloha Ko'olau:** All projects must be specific to the unique needs of our Ko'olau communities. We want to support projects that understand the unique needs of our neighbors and find creative solutions to meet these needs.

## SUBMITTING PROPOSALS

Proposals are due the first day of each month starting May 1, 2021 to December 1, 2022. Send completed proposals to [pilinafund@gmail.com](mailto:pilinafund@gmail.com). You can also use this [Google Form](#). For help completing a proposal, email Mr. Kanoe Enos at [pilinafund@gmail.com](mailto:pilinafund@gmail.com).

Proposals should be 1-2 pages in length and include a description of how this project aligns to the fund priorities listed above. A description of the organization, past history of projects in Ko'olau, and projected impact of the proposed project should be included. Proposals should include a budget detailing as much project information as possible.

Please include the following for administrative purposes: your contact information; organization name; address; website; phone; Executive Director's name, email, and phone; whether the organization has IRS 501(c)(3) tax exempt status, and if not, the name of another organization willing to be the fiscal sponsor for this project and a letter from the Board Chair of the fiscal sponsor acknowledging their role and willingness to comply with grant and tax provisions.

## **Pilina Fund Frequently Asked Questions**

### **What is the Pilina Fund?**

The Pilina Fund was seeded by the Harold K. L. Castle Foundation to respond to needs of the Koʻolau region as a result of the COVID-19 crisis. Koʻolau, Oʻahu is defined for these purposes as the region between Kahuku and Makapuʻu, Oʻahu.

### **What is the Pilina Fund Committee?**

The Pilina Fund Committee is a diverse group of grassroots leaders from across the Koʻolau region. All members are deeply committed to the wellbeing of the community and come to the group with a variety of experiences. The Committee meets monthly to review proposals and approve funding for projects best aligned with the priorities of the fund.

### **How do we submit a proposal to the Pilina Fund Committee?**

Proposals need not be longer than 2 pages in length and can be emailed to [pilinafund@gmail.com](mailto:pilinafund@gmail.com) A proposal sample is provided at the end of this FAQ.

Additionally, you can fill out a Google Form by copying and pasting this link into your browser: <https://forms.gle/5fe1viMZts96iyhQ6>

### **What is the size of the Pilina Fund?**

The Pilina Fund has been seeded by the Castle Foundation with approximately \$400,000. Because the Pilina Fund Committee intends to spread the funding to as many small community-based organizations across Koʻolau as possible through December 2022, proposal requests should be between \$5,000 and \$15,000.

### **Can our organization request more than the \$5,000 to \$15,000 guideline?**

Yes, all proposals will be reviewed carefully by the Committee. The Committee reserves the right to fund projects outside of this budget guideline when the project aligns closely to the priorities and funding is available. The Committee may send proposals back to organizations with questions or suggestions to help better align the request to the fund priorities.

### **Is our organization only eligible to apply for funding once?**

Organizations may apply for funding more than once. A priority of the fund is to distribute funding as equitably as possible across the Koʻolau community during the May 2021 to December 2022 time period. If funds permit, organizations may apply for funding more than once. Funds will not be approved to pay for the same project activities more than once.

### **Will the fund support more than one project at a single organization?**

Yes, organizations with multiple projects should submit multiple proposals. Each proposal will be reviewed by the Committee separately. Funds will not be approved to pay for the same project activities more than once.

### **What activities will the fund support?**

of these areas. Organizations should reach out to [pilinafund@gmail.com](mailto:pilinafund@gmail.com) for help if you believe your project does not fall within one of these priority areas.

### **When are proposals due?**

Proposals will be accepted on a rolling basis until funds run out or November 2022, whichever happens first. The Pilina Committee meets monthly to review proposals, approve funding, or send proposals back to organizations with questions to answer. In order to ensure your proposal is reviewed during a month, submit it by 1st (first day) of each month. Proposals submitted after this date will be reviewed the following month.

### **What does it mean to support COVID-response activities?**

Our community needs a variety of neighborhood-led responses in order to recover from health and mental health or social and economic challenges of the last year. Proposals should address community challenges that have been made worse by the COVID-19 pandemic.

### **What does it mean to build long-term community resilience and pilina?**

The Pilina Committee believes that community resilience is pilina. That is, our ability to deepen our relationships with people and place is what will make us a stronger community able to withstand challenges that face us. We learned that the most impactful support during the COVID-19 crisis came from people building their relationships with their neighbors and lending a hand to those in need. Proposals that show how a project builds long-term resilience in Ko'olau even in responding to our immediate crises will be prioritized.

### **What does it mean for projects to be Ko'olau specific?**

Community solutions must arise from our Ko'olau communities, and the fund has been created to support small, grassroots organizations who know community needs best. Large organizations and institutions with deep roots in Ko'olau and projects tailored directly to the needs of Ko'olau residents are welcomed to apply for funds.

### **How is this funding advertised?**

The Pilina Fund Committee will be providing the RFP to community networks, civic groups, churches, schools, small organizations based in Ko'olau, and large organizations with networks that stretch into Ko'olau. The fund is intended to support trusted community-embedded organizations doing work closest to our neighbors who need the most help. The Committee appreciates any support identifying worthy projects in the community and forwarding along this RFP.

### **What if my organization doesn't know how to write a grant?**

If you are interested in submitting a project for the Pilina Fund and need help submitting a proposal, email Mr. Kanoë Enos at [pilinafund@gmail.com](mailto:pilinafund@gmail.com) as soon as possible.

### **How do we know what projects will be accepted?**

The Pilina Fund Committee has prioritized projects in the following areas:

- Family Strengthening

- 'Āina, farming, and food security
- Health and health care
- Education and learning

If you are unsure if your project fits in one of these areas, you may email Mr. Kanoe Enos at [pilinafund@gmail.com](mailto:pilinafund@gmail.com) or submit a proposal letting the Committee know that you are unsure whether your project fits. The Committee will not be able to make a determination about your project without any information. If you were to submit a proposal, the Committee will send comments and ask you questions.

**Will the Committee prioritize new projects or existing projects?**

Both new ideas and existing projects are welcome to send in a proposal. The Committee has not identified new or existing ideas as a priority for this Fund.

**What if we submit a proposal and do not get funding?**

The role of the Committee is not to decide whether ideas are good or bad. The role of the Committee is to fund projects aligned with Pilina Fund priorities and values. Proposals not receiving Pilina Fund monies may have worthwhile ideas. The Pilina Fund Committee encourages organizations to seek funding from other sources. If Committee members can provide ideas of funding options, they will provide these options in the decision letter.

**Do we need to have a funding match? May we use Pilina Fund as a match for a grant we seek?**

Currently, the Pilina Fund Committee does not require a funding match from another organization. There is no current policy preventing a Pilina Fund grant from being used as a match for another grant. Please provide as much information as possible in the proposal budget.

**What if we don't have 501(c)(3) tax exempt designation or a fiscal sponsor that is a tax exempt organization?**

It is possible that you will not be able to find a tax exempt fiscal sponsor in time to receive a grant before the fund expires in Dec 2022. Email Mr. Kanoe Enos as soon as possible at [pilinafund@gmail.com](mailto:pilinafund@gmail.com) and he can help you troubleshoot this problem.