



LOCATIONS FOUNDATION LEGACY GRANT

The Locations Foundation was created in 1988 and its purpose is to provide financial support to schools and community organizations. The amount of funding for a Legacy Grant may vary between \$10,000 to \$25,000 per year.

ELIGIBLE APPLICANTS

The Locations Foundation Legacy Grant is awarded to schools or organizations that are not private foundations.

FUNDING PRIORITIES

1. Programs or projects that benefit the people of Oahu
2. Educational programs that improve and impact communities

For additional information, please visit our website at www.LocationsHawaii.com/Foundation.

Telephone inquires concerning the submission of funding requests should be directed to Ashley Lee at (808) 738-3239.

Applications must include attached grant application form, budget form, assurances, and description of proposed project(s).

Mail or email completed applications to:

Locations Foundation
ATTN: Legacy Grant
614 Kapahulu Avenue
Honolulu, HI 96815
Email: ashley.lee@locationshawaii.com

TIMELINE

Application Deadline: April 30, 2019

Notification to Finalists: May 10, 2019

Project Completion: October – November 2019

GRANT APPROVAL

The Executive Board of Trustees of the Foundation is responsible for making all final grant decisions. Funding determinations will be based primarily on a written application. The Board, at their discretion, may request supplements to the application or site visits.



APPLICANT RESPONSIBILITIES

1. Demonstrate fiscal responsibility and integrity.
2. Agree to sign and follow Foundation grant assurances.
3. Provide financial records for review upon request of the Foundation during the application process and thereafter if a grant is awarded.
4. Participate in interviews with Foundation Board Members.
5. Involve PCNC and/or PTO in the project.
6. Provide volunteer support sufficient to complete the project that has been agreed upon between the Locations Foundation and the school, e.g., family members, alumni, students from other schools within the community.
7. Provide a calendar of the implementation plan and completion date.
8. Provide a quarterly status report.
9. Provide a final report at the end of the project summarizing the results and a fiscal accounting of all expenditures.
10. Provide a follow-up status report as requested for up to 2 years after the project ends.
11. Promote the program and results through media, newsletters, email broadcasts, posting information in the cafeteria and on school bulletin boards, etc...
12. Agree to sign the Media Release Form.
13. Prominently display Locations Foundation Legacy plaque, which will be provided.

GUIDELINES

The Board of Trustees will use the following guidelines, with exception where necessary, in the grant approval process:

1. Proposed projects should, if possible, have sources of income or in-kind contributions in addition to the funds being requested from the Foundation.
2. Greater weight will be given to applicants with a prior history of successful delivery of quality services.
3. Preference will be given to school applicants who can demonstrate community support for their projects.
4. The Foundation will not fund a new program or project unless it is a "seed money" grant to encourage a new and unique way of meeting a need in the community in an economical and efficient manner.
5. Only one grant will be awarded to an organization or school in any calendar year.

RESTRICTIONS

The Locations Foundation will not fund individuals, political campaigns, religious organizations for the purpose of furthering their religion, or programs that duplicate services already provided to the community.



LOCATIONS FOUNDATION LEGACY GRANT: APPLICATION

School Name: _____

Name & Signature of School Principal: _____

Address: _____
Street Number & Street Name City State Zip Code

Primary Contact Person: _____ **Title:** _____

Phone: _____ **Email:** _____

Secondary Contact Person: _____ **Title:** _____

Phone: _____ **Email:** _____

Name of PCNC (if applicable): _____
Phone Email

Name of PTA Contact (if applicable): _____
Phone Email

Total Estimated Cost of Project: \$ _____

Total Amount Requested from Locations Foundation: \$ _____

Project Duration (in months or years): _____ month(s) year(s)

Project Start Date: _____ **Project End Date:** _____

Please answer the following questions on a separate sheet and attach to this application:

- 1) Why should your school or organization be selected as the recipient of the Locations Foundation Grant? Provide information about your school or organization, a description of your accomplishments to date, and any information about programs you are currently doing and support received by others. Provide photos if available.
- 2) Name up to three projects you would like to pursue and include details about how each project will support the school curriculum or organizational objectives. Each project should include the objectives of the program, a description of how the project will be carried out, how parents, students, and others in the community will participate, and other funding being sought or applied to the project.
- 3) Describe how this project will be self-supporting in the future. If your project requires additional funding in subsequent years, describe the funding that will be necessary in the next 2 years to ensure objectives are reached for that particular project, and sources of this funding.



LOCATIONS FOUNDATION LEGACY GRANT: BUDGET FORM

_____ School Name

Please provide or attach an itemized list of the equipment and supplies you would like for your project.

QTY & DESCRIPTION	COST
TOTAL	



LOCATIONS FOUNDATION LEGACY GRANT: ASSURANCES

1. Expenditures will be limited to activities or purposes stated in the approved grant application.
2. Funds received may be suspended, disbursement terminated, or recovered at any time by the Foundation's Board if funds are not being prudently expended as set forth in the grant application.
3. Upon request, access to financial and evaluation records, books, papers, or documents pertinent to the administration and performance of this grant will be provided.
4. The Foundation may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application.
5. A grant application, once received by the Locations Foundation, becomes the property of the Foundation.
6. Funding of a grant by the Locations Foundation and its Executive Board of Trustees does not constitute an endorsement of the grantee, its goals or its programs.
7. Granting of funds implies no commitment by the Foundation to grant additional or future funds.
8. Locations Foundation reserves full media rights to video and photography and may be utilized at their sole discretion.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances.

Name & Signature of School Principal: _____

Name of School: _____ **Date:** _____

Email: _____ **Phone:** _____

Name & Signature of Applicant: _____

Email: _____ **Phone:** _____

FOR LOCATIONS FOUNDATION USE ONLY

DATE RECEIVED: _____

DATE OF REPLY: _____