

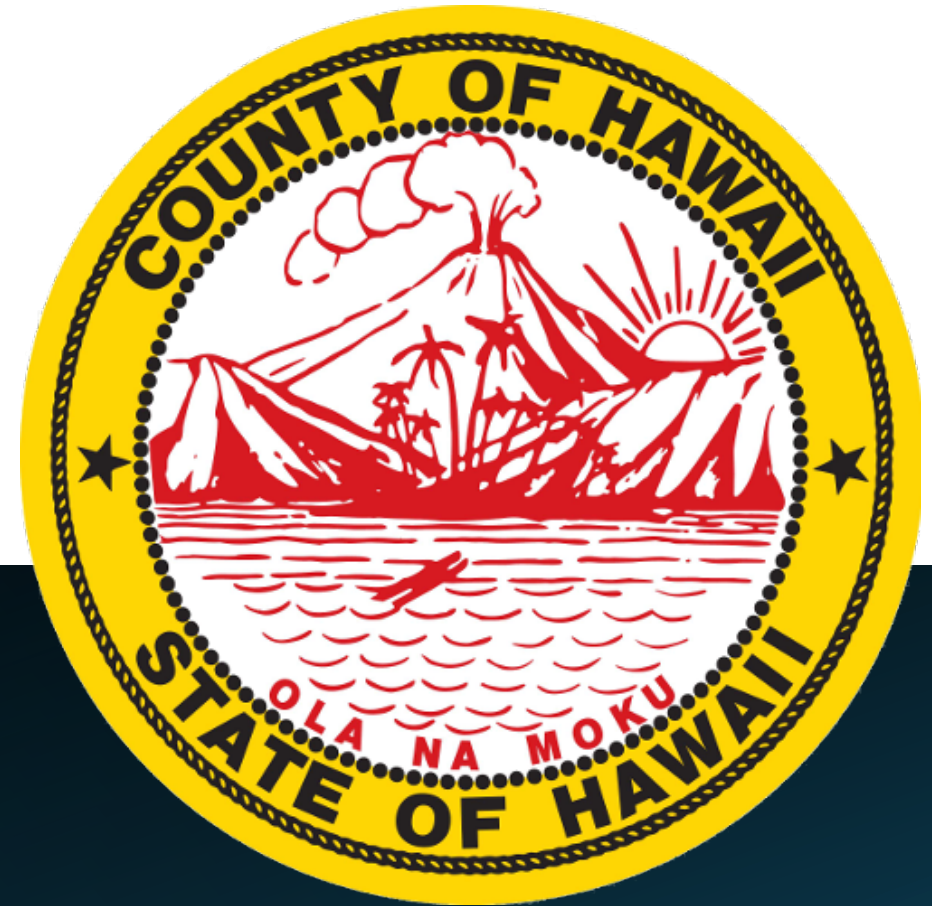
R&D Impact Grants Fiscal Year 2025-2026

Informational Webinar

August 13, 2025 – 2:00 p.m. HAST

Dennis Lin, Deputy Director, Department of Research and Development

The County of Hawai'i is an Equal Opportunity Employer and Provider



Agenda

- Welcome, Dennis Lin, Deputy Director
- Impact Grant Basics
- Impact Grant Goals and Objectives
- Proposal Format and Submission
- Proposal Review and Award Process
- Grantee Requirements
- Q&A

About Research and Development

The mission of the Department of Research and Development is to empower Hawai'i County through data-driven decision-making, collaborative action, and innovative solutions while honoring and integrating the wisdom of our Native Hawaiian culture.

We unite people to take action, and create lasting change, providing resources, fostering partnerships, and creating new opportunities that strengthen our communities, economy, and environment for generations to come.

Impact Grant Program	Program Specialist
Agriculture	Glenn Sako
Business and Industry Development	Michelle Agbigay
Community Well-Being	Yoshiaki Otake
Film and Creative Industries	Sherri Nakagawa
Food Systems	Sarah Freeman
Regenerative Tourism	Frecia Cevallos

Impact Grant Basics

Eligibility, Fiscal Sponsorships, Total Funding, Award Range, Matching Funds, Eligible and Ineligible Use of Impact Grant Funds, Project Period, and Important Dates.

Eligible Applicants

Entities eligible to apply for Impact Grants are limited to the following:

- Not-for-profit organizations incorporated under the laws of the State of Hawai'i, or
- Non-profit organizations exempt from the federal income tax by the Internal Revenue Service.

Non-profit governing board members shall have served without compensation and have no material conflict of interest.

Applicant organizations must be:

- Licensed and accredited, in accordance with the applicable statutes, codes, or ordinances of federal, state, and county governments; and,
- Have bylaws or policies that describe the manner in which business is conducted including management, fiscal policies and procedures, and policies on nepotism and the management of potential conflicts of interest; and,
- Have at least one year of experience with the project or program being proposed.

Individuals, government agencies, and for-profit businesses are not eligible to apply.

Fiscal Sponsors

1

Applicants may apply for R&D funding through 501(c)(3) Fiscal Sponsor Organizations.

2

Fiscal Sponsors must submit proposals through AmpliFund.

3

Applicants who use Fiscal Sponsors do not register in AmpliFund.

Fiscal Year 2025-2026 Funding



A total of \$375,000 is available for the Fiscal Year 2025-2026 Impact Grant Program.



Each Program Area has \$75,000 available for awards under its respective RFP.



Award Range: Minimum Grant: \$10,000
Maximum Grant: \$25,000

Matching Funds Requirement

Requirement: 25% of the funds requested.

- Example – a \$25,000 Impact Grant request requires \$6,250 in matching resources.

May be in the form of cash, in-kind contribution, or a combination of both.

Proof of matching funds is not required at time of application.

Grantees must provide proof of matching funds within thirty days of award notification.

Acceptable proof of matching funds:

- Letter of matching funds commitment.
- Copy of check(s) and deposit receipt(s).
- Bank statement.
- Copy of an agreement between the applicant and another sponsor

Eligible Projects

Projects must align with the goals and objectives of the RFP to which the applicant is responding.

The Impact Grant is not a Capital Improvement Funding source.

R&D will not fund projects currently receiving Impact Grant funding.

Eligible Impact Grant Expenses

Project expenses must be reasonable, directly related to the proposed project, and clearly described in the budget section of the AmpliFund portal.

Examples of eligible use of Impact Grant Funds include:

- Advertising.
- Brochures and collateral materials.
- Electronic media.
- Equipment purchase or rental.
- Facility Rental.
- Printing.
- Public relations.
- Salary and wages.
- Security.
- Shipping.
- Consultant services.
- Supplies and materials.
- Website development or enhancement.

Ineligible Use of Impact Grant Funds

Purchase of Alcohol.

Business or organizational start-up plans.

Fundraising.

Commercial film production.

Travel expenses.

Indirect costs.

Costs associated with proposal production and submission.

Project Period



The contract period for Impact Grant awards is twelve (12) months.



The project period begins when the contract is fully executed.



When designing a project timeline, refer to general timeframes (e.g., first month, second month, etc.) instead of specific dates.

Important Dates

Milestone	Date
RFP Issued.	August 1, 2025
Informational Webinar.	August 13, 2025, 2:00 p.m.
Closing date for receipt of questions.	August 22, 2025, 4:30 p.m.
Closing date for R&D's responses to questions.	August 29, 2025, 4:30 p.m.
Proposal due date.	October 1, 2025, 4:30 p.m.
Award notification.	October 27, 2025, 4:30 p.m.
Grant Agreement execution period.	October 27-November 27, 2025
Tentative agreement commencement date.	October 27, 2025



Impact Grant Goals and Objectives

Successful proposals fulfill R&D's goal and program area objectives.

R&D Overarching Goal

Support a high quality of life for Hawai'i Island through projects that help to balance Hawai'i Island's economic, social and environmental well-being.

Through the Impact Grant program, R&D seeks proposals that demonstrate the potential to generate economic and equitable benefits for Hawai'i Island residents through capacities such as business income, job growth, increased accessibility, reduced expenses, or reduced environmental footprint, and greater efficiency. The emphasis is on facilitating measurable, positive impacts within Hawai'i Island communities.

All successful Impact Grant proposals will address this overarching goal.

Agriculture and Food Systems Program Objectives

RFP 25AG-01



Increase consumption of local agricultural and/or value-added products by expanding marketing and/or education at the local, national, or international levels.



Support research, development, control, and/or education that improves agricultural production, quality, resilience, and/or producer viability or reduces the impact of pests or disease on agricultural crops, livestock, forests or the community.



Support collaboration, innovation, resource development, and/or programmatic sustainability throughout the food system to reduce food waste, improve producer viability and resilience, develop workforce development pathways, or increase access to locally produced food among low-income residents.



Support farm to school, place based, agriculture, and garden-based nutrition education programs that promote environmental stewardship and/or improves educational and health outcomes.

Business and Industry Development Objectives

RFP 25BI-02



Community-Based Commercial Spaces: Develop or expand affordable shared commercial spaces for underserved entrepreneurs on Hawai'i Island.



Cultural Business Development Program: Establish or expand programs that empower entrepreneurs to integrate cultural values and regenerative practices into their business models.



Entrepreneurial Mentorship Network. Create or grow mentorship networks for emerging entrepreneurs from underserved communities.



Access to Capital and Financial Literacy Program. Launch or expand programs to improve access to funding and financial literacy for entrepreneurs facing systemic barriers.



Sustainable Business Incubator. Develop or scale incubators that support businesses prioritizing ecosystem health and community well-being.



Leadership and Empowerment Initiative. Establish or enhance leadership development programs for individuals from underrepresented communities.

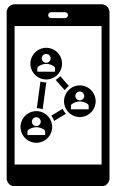
Community Well-Being Program Objectives

RFP 25CW-03

To ensure focus and clarity, proposals should select and address only one of the listed objectives. Attempting to address multiple objectives will not enhance a proposal's competitiveness.



Develop a project addressing the social determinants of health that disproportionately impact indigenous communities, such as Native Hawaiians and Pacific Islanders (NHPI), or other marginalized community members. This includes, but is not limited to, individuals with disabilities, immigrants, LGBTQI+ individuals, older adults, at-risk adults, young people, rural residents, and/or those with low incomes. While targeting specific health outcomes(s), the proposal must incorporate human-centered support services delivered by a Community Health Worker (CHW), Patient Navigator, Peer Specialist, or a similar role that utilizes a trained community member supporting their peers.



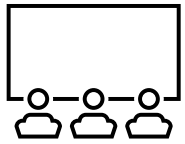
Develop a project that leverages technology to improve health outcome(s). This project must be designed to be accessible and culturally appropriate, demonstrating a positive impact on indigenous communities, such as Native Hawaiians and Pacific Islanders (NHPI), or other marginalized community members. This includes, but is not limited to, individuals with disabilities, immigrants, LGBTQI+ individuals, older adults, at-risk adults, young people, rural residents, and/or those with low incomes. The proposal must include specific health outcomes(s) that will be addressed.



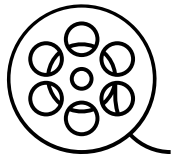
Develop a project that utilizes mobile health services to improve health outcome(s) for rural residents. The emphasis should be on serving indigenous communities, such as Native Hawaiians and Pacific Islanders (NHPI). The proposal must include specific health outcomes(s) that will be addressed.

Film and Creative industries Program Objectives

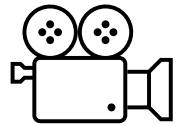
RFP 25FM-04



Develop Hawai'i Island's film and creative workforce through bootcamps, workshops, and other training opportunities that reflect the current industry needs.



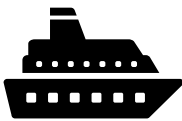
Support local productions, events, and initiatives that grow the creative economy and raise the visibility of Hawai'i Island as a place to live, work, and create.



Encourage collaboration and shared resources by supporting multipurpose facilities, gatherings, and other efforts that help creative people connect, work, and build together.

Regenerative Tourism Program Objectives

RFP 25RT-05



Enhance visitor services at the Hilo and Kona piers, expanding cultural offerings with Hawaiian music and hula performances, and manage a visitor booth to distribute information and educate visitors about the Pono Pledge.



Provide support and assistance to individuals who are away from home and facing adversity, such as crime, medical emergencies, and death. Maintain dedicated staff and volunteers who are available 24/7 to offer emotional support and practical help, demonstrating the aloha spirit in times of need.



Create and manage a carrying capacity pilot of popular visitor hotspots to ensure that these locations can be enjoyed by future generations while maintaining the locations' ecological and cultural significance. This objective aims to foster a sustainable tourism model that benefits both the local community and the visitors who come to experience the beauty and heritage of Hawai'i Island.

Proposal Format and Submission

Proposal Format, Images of AmpliFund portal sections, Required documents, Proposal Submission, Multiple Submissions

Application Sections

The AmpliFund Grant Portal includes forms for the following Application Sections:

- Project Information
- Project Abstract and Narrative
- Budget
- Required Documents Download Form
- Acknowledgement and Term of Use Agreement

For AmpliFund Portal Guidance, go to www.hawaiicounty.gov/impact and click on [AmpliFund Applicant Portal Guide](#), and [Step-by-Step Application Guide](#).

Project Information

- The Project Information section is an AmpliFund Form.
- Enter the name of your proposed project in the “Application Name” field.
- Enter your funding request and matching funds commitment before starting the budget.
- Finish with your contact information.

Project Information

Application Information

Application Name * ✓

How much are you requesting from the funder?

Award Requested *

How much are you planning to contribute to the budget?

Other Funding Requirement \$6,250.00 ⓘ

Other Funding Contributions *

Total Award Budget \$31,250.00

Primary Contact Information

Name *

Email Address *

Address Line 1 *

Address Line 2

City *

State/Province *

Postal Code *

Phone Number

Save

✓ Mark as Complete

Save & Continue

Project Abstract and Narrative

Review RFP Section 3.5.3. - Project Abstract and Narrative Guidelines.

Project Abstract

- Impact Statement
- Timeline Overview
- Funding Summary

Project Narrative

- Demonstrated Sector/Community Need
- Project Impact
- Project Activities and Outcomes
- Organization Qualifications



Project Budget

The project budget is completed in AmpliFund by clicking on the green plus signs to enter budget line items.

This example reflects the Impact Grant request of \$25,000 with matching funds of 6,250.00 that was started on the Project information Page.

Enter expenses until the Total Overall Budget Cost is \$0.00.

For more tips on the budget, see our [Step-by-Step Application Guide](https://www.hawaiicounty.gov/impact) posted on www.hawaiicounty.gov/impact.

Budget

Budget View Settings

Options

Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ A. Salaries	\$0.00	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00	\$0.00
+ D. Equipment	\$0.00	\$0.00	\$0.00
+ E. Supplies	\$0.00	\$0.00	\$0.00
+ F. Contracts	\$0.00	\$0.00	\$0.00
+ H. Administrative	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding		
Award Requested	\$25,000.00	\$25,000.00
Subtotal	\$25,000.00	\$25,000.00
Non-Grant Funding		
Other Funding	\$6,250.00	\$6,250.00
Subtotal	\$6,250.00	\$6,250.00

Total Revenue Budget Cost (\$31,250.00)

Total Overall Budget Cost (\$31,250.00)

The Total Overall Budget Cost must be \$0.00

✓ Mark as Complete

Save & Continue

Required Documents Download Form

FY 25-26 Film and Creative Industries Impact Grant



[Download](#) [Save](#) [Save & Continue](#)

Required Documents

2 of 3

Required organizational documents uploaded

Conflict of Interest Disclosure Form(s) *

[Choose File](#)

Current Charter or Articles of Incorporation *

[Choose File](#)

Current By-Laws *

[Choose File](#)

Current Corporate Resolution, if required per By-Laws

[Choose File](#)

Current Board of Directors list, including names, titles, addresses occupations, and terms of office for all officers and members of the Board of Directors. *

[Choose File](#)

Copy of IRS verification of tax-exempt status, if applicable.

[Choose File](#)

Current Financial Statements - signed and dated. *

[Choose File](#)

A list of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience and qualifications. *

[Choose File](#)

[Save](#) [✓ Mark as Complete](#) [Save & Continue](#)

Required Documents

All applicants must upload the following documents to AmpliFund as applicable:

- County of Hawai'i Conflict of Interest Disclosure Form(s).
- Current Articles of Incorporation
- Current By-Laws.
- Current Corporate Resolution , if required by By-Laws.
- Current Board of Director List—must include names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.
- List of persons who will execute the project and manage the funded activities. Include descriptions of their education, work experience, and qualifications. Current *curriculum vitae* may be used.
- Copy of IRS verification of tax-exempt status, if applicable.
- Current financial statements—signed and dated.

Financial Statements

Acceptable documents:

- Most current balance sheet, year-to-date and profit & loss statement, or
- Fiscal year end profit and loss, or
- CPA audited or compiled financial statements for the most recent month of the RFP application or last fiscal year ended.

Unacceptable documents:

- Handwritten ledgers, and
- Copies of bank statements.

Acknowledgement and Term of Use Agreement

Acknowledgement and Term of Use Agreement

3 of 3

Download

Save

Save & Continue

Acknowledgement

By submitting this proposal/grant application, I hereby understand, acknowledge, and agree to all of the requirements, terms, and conditions of the RFP No. 25FM-04. I understand and agree that by submitting this proposal/grant application, it is sufficient to validate my electronic signature.

Signature (type name) *

Title

Date signed

Term of Use Agreement

Your Responsibility as the Applicant:

1. Before submitting your application to the County of Hawai'i, Department of Research and Development, it is your responsibility to ensure the correctness of all information submitted in the application. If you would like a copy of the application for your records, you may print it via this online application portal.
2. You are required to provide a valid email address. After submitting your application, make certain that you receive an immediate email response verifying receipt of your application.
3. If you do not receive the confirmation email, it is your responsibility to contact the Department of Research and Development. If you fail to do so, your application may not be considered for the grant for which you have applied.

Your application is submitted using secure encryption to ensure the privacy of all information you transmit over the internet.

Definitions:

1. The term "applicant", "you", or "your" means the person, individual, entity, or representative of an entity, who has the authority to submit a grant application and proposal to the County of Hawai'i, Department of Research and Development for RFP No. 25FM-04.
2. The term "RFP" means Request for Proposals No. 25FM-04, for the Impact Grant for Fiscal Year 2025-2026.
3. The term "web site" used herein means the Amplifund web site, used to submit an electronic application for the authorized purpose of submitting a proposal to the County of Hawai'i Department of Research and Development for RFP No. 25FM-04

Disclaimer of Warranties:

The use of this web site to submit your application is provided "AS IS" and without warranties of any kind. To the fullest extent of the law, the County of Hawai'i, including each agency, officer, or employee of the County of Hawai'i, disclaims all warranties, expressed or implied, including but not limited to, warranties of merchantability and fitness for a particular purpose, with respect to the web site; the disclaimer of warranties includes, but is not limited to, disclaimers in regard to the following: (1) that the functioning of this web site will be uninterrupted and error-free; (2) that any defects or other errors on this web site will be corrected; and (3) that this web site as well as the computer system are, or will be, free of viruses or other harmful components. In addition, neither the County of Hawai'i, or any agency, officer, or employee of the County of Hawai'i makes any representations, warranties, or warranties as to: (1) the accuracy, completeness, currency, or suitability of the information provided via this web site; (2) the use of, or in the results of the use of this web site;

Proposal Submission

Proposals must be entered into R&D's AmpliFund Grant Portal by 4:30 p.m. HAST, on October 1, 2025.

Upon submission, applicants will receive an email generated by AmpliFund confirming receipt of submission.

Proposals will be accepted only through the grant portal. Hard copies – mailed, emailed, or faxed – will not be accepted.

Multiple Submissions

A proposer may submit more than one proposal provided the proposals are for different projects.

If a proposer submits proposals for the same project – or, budget needs – under multiple RFPs, all submissions will be disqualified, and none will be considered for award.

Proposal Review and Award Process

Evaluation Process, Evaluation Criteria

Evaluation Process – Three Phases

Phase 1: Screening for eligibility and completeness. Proposals not meeting minimum requirements may be rejected.

Phase 2: Initial Proposal Evaluation by the Evaluation Committee, using evaluation categories, criteria, and numerical points outlined in the RFP. A maximum of 100 points can be scored for each proposal. The rating system is set up such that the highest points represent the best rating.

- Proposers' total scores will be determined by an average of total points assigned to each Proposer by all evaluators.
- Proposals with evaluation committee scores under 70 will not advance to Phase 3 of the evaluation process.

Phase 3: Proposals which pass Phase 2 are considered Priority Listed Proposers.

- The evaluation committee reserves the right to have additional discussions with the priority Listed Proposers.
- The Department reserves the right to make an award based only upon proposals as submitted or may require submittal of additional information or oral presentation or both.
- The evaluation committee shall prepare a report summarizing proposal evaluation rankings and provide recommendations for award of contract. The awards shall be made to the proposer submitting the best proposals as determined by the evaluation committee.

Proposal Evaluation Criteria

Evaluation Category	Max Points	Criteria
Documented Sector/Community Need	10	The proposal provides a comprehensive and well-supported description of the sector or community need. Evidence is robust, relevant, and demonstrates the need for the project.
Project Impact	30	How well the proposed outcomes advance the R&D's Goal and the Program Area Objectives and demonstrate economic and equitable benefits to Hawaii Island residents and businesses. How well the project demonstrates measurable positive impacts in the community during and after the award period.
Project Feasibility	15	The extent to which the proposal reflects a coherent and feasible approach and includes a reasonable timeline for completion of all proposed activities. The clarity with which specific roles and responsibilities are defined.
Qualifications and Experience	15	Level of integrity, reliability, and credibility of the organization in the community. The extent to which the organization has the capacity to carry out the proposed project, including the appropriate mission and structure to fulfill the needs and requirements of the project.
Project Partnerships	10	Duration and strength of partnerships related to the proposed project. The demonstration of established partnerships that support the success of the proposed project.
Fiscal Capability and Accountability	20	The reasonableness, accuracy, and thoroughness of the budget. This includes the appropriate allocation of funds base on planned activities. Level and probability of non-County funds committed to the project. Applicant's knowledge and implementation of appropriate fiscal controls and policies.

Award Process

NOTIFICATION

After 4:30 p.m. on October 1, 2025, every applicant will receive one of three types of decision letters from the Director via email: Notice of declined application, Counter-offer, notice of award.

CONTRACT PROCESS

R&D Program Specialist forwards MOA to grantee for signature by authorized signer. Grantee returns signed MOA to Specialist.

The signed MOA is routed through R&D, Purchasing, Accounts, Corporation Counsel, and the Mayor's office for execution.

Program Specialist returns a copy of the fully executed MOA to Grantee with a notice to proceed with the project and a request for the initial signed invoice.

Grantee Requirements

Post Award Reporting and Monitoring

Payments and Reporting

Payments

- During a 12-month project period there will be at least two scheduled payments, depending on contract provisions.
- An initial payment is made upon MOA execution.
- A final payment of 10% of the total award will be withheld and made upon delivery and R&D acceptance of the final narrative and final financial reports.

Reporting

- A progress report may be required in the contract.
- A final narrative report and final financial report will be required 60 days following the end of the contract period.
- All reporting will be entered in the AmpliFund Grant portal.

Contract Terms and Conditions

All grantees must abide by R&D Contract Terms and Conditions and the County of Hawaii Department of Finance General Terms and Conditions for Goods and Services dated May 10, 2023. Grantees should not forget to:

- Maintain HCE Compliance.
- Recognize R&D as a funder in any project-related public relations announcements, brochures, and publications.
- Provide free admission for any funded event for the R&D Program Specialist.
- Prohibit alcohol use during county-funded activities.
- Prohibit fundraising activities during grant-funded projects.
- Request any budget and/or project modifications in writing and await written approval before implementing modifications.
- Submit progress and final reports as indicated in the contract and in consultation with the Program Specialist.
- Understand that upon award, the existing contract file and progress reports, shall be made available for public inspection.

Participant Questions



Mahalo

Dennis Lin, Deputy Director

Department of Research and Development