



FUNDING REQUEST COVER SHEET

Date: _____

Organization Information

(Must be a 501(C)(3) tax-exempt organization)

Name: _____

Address: _____

Phone#: _____ Fax#: _____

Contact Information

Name: _____ Title _____

Address: _____

Phone#: _____ Email: _____

Project Information

Project Title: _____

Amount Requested: \$ _____

Required Documentation

By signing below you verify that all documents listed below are complete and enclosed.

- IRS tax determination letter for 501(C)(3) status
- Charter and By-laws
- Board of Directors list (including their professional or business affiliation)
- Current operating budget
- Income statement for organization's most recent completed fiscal year
- Current balance sheet
- Two or three letters of support endorsing the activity

Two Signatures Required

President, Board of Directors (Chief Volunteer)

Executive Director (Chief Compensated Staff)

Name and Title

Name and Title-

Grant Application Procedure

Guidelines:

This foundation was created to help promote peace through education, awareness and advocacy, beginning with Hawaii's youth. Minimal grant making will be done to other qualified charities of a similar nature.

Eligibility Requirements & Restrictions:

- Applicant must be a qualified tax-exempt 501(C)(3) organization.
- Generally, only one request per organization will be considered in each calendar year.
- The Foundation does not fund loans; endowments; lobbying; festivals and similar one-time events; it does not purchase advertising, attendance at or sponsorship of commercial events; it does not provide scholarships

Application Procedures:

- Complete grant application cover sheet and application.
- Attach proposal narrative and all other required documents listed below.
- Use single-side white 8-1/2 x 11 inch paper.
- No binding or staples; clips are acceptable.
- No additional copies are required.
- No cover letters, business cards, videos, CDs or other
- Application materials will not be returned.
- Mail application package to:

The Stephen E. and Isabella H. Stevens
World Peace Foundation
1003 Bishop Street, Suite 1200
Honolulu, HI 96813

Due to security reasons, in-person applications
WILL NOT be accepted.

Application Deadlines:

Your grant application must be postmarked by
September 30 for the following year.

Proposal Guidelines:

The proposal should be no more than 3 pages long and must include:

- The nature and purpose of organization or program and how it promotes peace
- Description of the project (primary objective, anticipated results)
- Reason why the Foundation was considered an appropriate donor.
- Statement as to qualification of the individual(s) responsible for carrying out the project
- Method to track and measure results
- Total cost of the project, amount requested, and other sources of funding
- If the request for funding supports a school program that involves either school or classroom participation, the organization must provide us with an approximate number of students that will be involved and/or benefiting from the program and a list of the school's faculty who have either committed or are interested in the program.

In addition, submit a copy of the following:

- Internal Revenue Service notification of tax-exempt status
- Organization's charter and by-laws, if not previously submitted or amended
- Current list of BOD including their professional or business affiliation
- Most recent annual financial statement
- Two or three letters of support endorsing the activity

Applicants will be notified in writing of the action taken on their requests. The recipient of a grant must submit a written report summarizing the outcome of the project and a fiscal accounting of the grant expenditures.

Contact Information:

Ted Rachlin (ted@laulimafamilies.com)

Phone: (808) 394-8120

Fax: (808) 394-6923