



## Association of Hawaiian Evangelical Churches OF THE UNITED CHURCH OF CHRIST

Aloha e Applicant:

This packet contains the Grant Application for the Nā Lima Hō'ike "E" Program Funds. Also provided are guidelines that will help you through this process. We encourage you to read through this packet, as well as the Nā Lima Hō'ike "E" brochure provided online at [www.hcucc.org/ahec](http://www.hcucc.org/ahec).

We look forward to reviewing your application in a timely manner.

### **Program Committee**

Assoc. of Hawaiian Evangelical Churches

## **Application Guidelines**

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**Purpose:** This application is for assistance in funding a new or existing church program. It may be a one-time program. In this application, the word "Program" applies to all types of requests. The application is required to meet the criteria of the Five "E's," as outlined in the AHEC Nā Lima Hō'ike "E" brochure, provided online.

### **1. TIMELINE:**

- (a) To avoid receiving any approved funds after the program date, it is recommended that the Grant Application be submitted 30 days prior.
- (b) An Application will not be considered for award if received after the program date.
- (c) Completed original applications with required signatures must be mailed to:

#### **AHEC/Hawaii Conference UCC**

ATTN: Christine Nu'uhiwa

1848 Nu'uau Avenue

Honolulu, HI 96817

- 2. **CHURCH CONTRIBUTION:** In showing a good faith effort and good stewardship of Ke Akua's gift, churches are responsible for contributing a minimum 1/3 of the total cost of the program.

### **3. FINAL REPORT:**

- (a) The Final Report form will be sent with the check for approved grant funds.
- (b) Final Reports are due two (2) weeks after the program.
- (c) Future applications will not be considered until Final Report has been received.
- (d) Copies of all receipts for expenditures must be included with the Final Report for accounting/audit purposes.
- (e) Any unused funds must be refunded and submitted with the Final Report. Checks must be made payable to AHEC, with notation *Nā Lima Hō'ike E Refund*.
- (f) Mail Original Final Report, copies of receipts, and any refund checks to AHEC, as shown above in 1(c).

# Association of Hawaiian Evangelical Churches

## Nā Lima Hō'ike "E"

*A funding program for local Hawaiian churches*

### Grant Application

Church Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Church Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_ Phone No.: \_\_\_\_\_

*Familiar with Application*

Email: \_\_\_\_\_

Additional Contact Info.: \_\_\_\_\_

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### **PLEASE COMPLETE THE FOLLOWING QUESTIONS:**

*If more space is needed for any section, you may attach an additional sheet of paper.*

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#### **A. NAME OF THE PROGRAM and PROGRAM DATES:**

**B. OBJECTIVE/PURPOSE:** What is it that your church would like to accomplish? Please identify which of the Five E's relates to your program (and, how). *Include program details, number of participants, location, etc.*

**C. BUDGET:** The section below consists of the estimated Income and Cost for the local church's program. *When entering figures, please round off to the nearest whole dollar amount. Amounts 50¢ or more increases to the next whole dollar (as shown).*

**Example:** \$246.27 = \$246.00; \$246.72 = \$247.00

ESTIMATED INCOME	ESTIMATED COST
Contributions: _____	AirTravel: _____ Ground Travel: _____
	Hotel: _____
Other Grants: _____	Registration: _____
	Supplies (list): _____
Other funding requests made: _____	_____
	_____
In-kind services: _____	Other (list): _____
	_____
<b>TOTAL EST. INCOME</b>	<b>TOTAL EST. COST</b>

**Total Estimated Program Cost:** \_\_\_\_\_

**Church Contribution:** \_\_\_\_\_

*1/3 of total program cost*

(**Example:** Program Cost \$1,575.00 ÷ 3 = \$525 which is the Church Contribution Amount. Balance (\$1,575-\$525) is the amount requesting from AHEC)

**Amount Requesting from AHEC:** \_\_\_\_\_

**D. FINAL REPORT:** Original Final Report summarizing the program must be submitted to AHEC within two (2) weeks following the completion of the program.

Final Report to be submitted by: \_\_\_\_\_

Minister's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Moderator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*It is understood that this application is being made with the approval of the governing body of the church, and that the moderator is signing the application on behalf of the governing body. If there is no church moderator, then the application should be signed by the head of the church's governing body, i.e., Chairman of the Board of Trustees, President of the Church Council, etc.).*