



# Chinatown Community Foundation

## 夏威夷中華總商會基金會

### Small Business Grant Program 2024

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#### 501(c)3 Non Profit

Federal ID #99-0315441  
Estab. 1994

**Introduction:** The Chinatown Community Foundation (CCF) established the “Business Grant” to support local businesses with costs related to employee leadership training and leadership program development. The grant aims to sustainably increase effective business leaders in Oahu by providing financial assistance.

The grant is funded through proceeds from the CCF Annual Golf Tournament, making this a community-driven effort to foster economic development and support the growth of our local talent.

The awards are as follows:

- Two (2) Business - \$1,000/award

#### Eligibility Criteria:

The applying business must:

- Be legally registered and operational for at least five (5) years.
- Be located in Oahu, Hawaii
- Demonstrate a clear need for the grant to support an employee leadership program, conference and/or seminar
- Be a small to medium-sized business with 5-50 employees.

#### Application Requirements:

- Basic Information:
  - Business name, address, and contact details
  - Business registration number and date of establishment
  - Owner(s) name and contact information
- Business Overview:
  - Brief history of the business
  - Description of products or services offered
  - Number of employees and organizational structure
- Grant Proposal:
  - Description of the proposed use of the grant funds
  - Explanation of how the grant will impact/address employee leadership and outcomes
  - A budget outlining the expenditure plan and which leadership program, conference, or seminar the grant will go towards funding
- Supporting Documents:
  - Financial statements for the past two years
  - Business plan or strategic plan
  - Any additional documents to support the application (e.g., testimonials, letters of support, previous awards)
- Declaration:
  - Complete and sign the attached form stating the information provided is true and accurate



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**Application Process:** The application period for the Small Business Grant will be from **September 01, 2024, to November 08, 2024**. The completed application must be submitted in its entirety by **November 08, 2024**. All documents should be submitted in PDF format via email to [tge@chinesechamber.com](mailto:tge@chinesechamber.com) no later than the end of the business day (4:00 pm). Only high school, post-secondary, and college students may apply.

The Scholarship and Grant Program committee reserves the right to schedule an interview with any applicant. The committee's decision, with confirmation from the Board, will be the final decision. There will be no appeal process, as the decision will be final upon Board confirmation.

**Grant Applicant Entry Checklist:**

- Completed Application (page 3)
- Declaration (page 4)
- Optional: Supporting Documents

**Grant Awards:** The money will be paid directly to the awardee's listed company for the awardee's use per their grant application. The listed company must employ the applicant. Once the awardee has implemented their initiative/project, brief documentation (short narrative with pictures) must be submitted as evidence of how the grant funds were used and how the grant positively impacted the students' learning.

Criteria	1	2	3	4
<b>Relevance and Impact (35%)</b>	The proposal lacks alignment w/ the program's purpose	The proposal partially aligned w/ the program's purpose	The proposal is aligned w/ the program's purpose	The proposal is clearly aligned w/ the program's purpose
	No clear plan for sustainability & leadership development benefits	A partial plan for sustainability & leadership development benefits	A stated plan for sustainability & leadership development benefits	A clear plan for sustainability & leadership development benefits
<b>Feasibility and Planning (30%)</b>	Unclear plan and/or timeline. No budget details established.	A plan w/ timeline. The budget is established but lacks clarity.	A clear plan w/ a timeline & established budget.	Detailed plan w/ a timeline & detailed budget.
	Lacks readiness to implement the project		Demonstrates readiness to implement the project	
<b>Financial Need (17.5%)</b>	Unable to demonstrate financial need (lack of justification OR not in financial need)		Demonstrates limited financial need w/ justification incl. Current financial health of business.	Demonstrates financial need w/ justification incl. Current financial health of business.
<b>CCCH Affiliation (17.5%)</b>		Applicant/company is not a member of the CCCH		Applicant/company is a member of the CCCH

**The Scholarship & Grant Program winners will be announced at a CCF or Chinese Chamber of Commerce of Hawaii event.**



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### Application Information

Complete the following completely. Any missing information may impede the applicant's rating during the review and application evaluation.

<b>Applicant &amp; Company's Basic Information:</b>			
<b>Business Name:</b>			
<b>Business Address:</b>		<b>Contact's Name:</b>	
		<b>Contact's Email:</b>	
<b>Business Registration Number &amp; Date of Establishment</b>		<b>Number of employees:</b>	
<b>Owner's Name:</b>		<b>Owner's Contact:</b>	

### Business Overview:

<b>Brief history of business:</b>
<b>Description of products or services offered:</b>
<b>Organizational Structure:</b>

Attach the following information:

#### Grant Proposal:

- Description of the proposed use of the grant funds
- Explanation of how the grant will impact/address employee leadership and outcomes
- A budget outlining the expenditure plan and which leadership program, conference, or seminar the grant will go towards funding

#### Supporting Documents:

- Financial statements for the past two year
- Business plan or strategic plan
- Any additional documents to support the application (e.g., testimonials, letters of support, previous awards)



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### **Acknowledgment Form:**

*Under penalties of perjury, I declare the answers provided in this application to be accurate and true. Additionally, I declare all other information supplied with my application is accurate and complete to the best of my knowledge. (initial) \_\_\_\_\_*

*If there is any material error or omission in this application as determined by the Scholarship & Grant Program committee (Committee), I understand the Committee may withhold and/or require the return of any prize, scholarship, and/or grant I received. I agree to cooperate upon the request of the Committee fully. The responsibility of returning any prize, scholarship, and/or grant shall be the applicant's sole responsibility. (initial) \_\_\_\_\_*

### **Photo & Essay Release**

*Individuals Over The Age of Majority: In consideration of the scholarship monies that may be received, and hereby acknowledged by me, I state I am over the age of majority and hereby consent to the Chinatown Community Foundation and the Chinese Chamber of Commerce of Hawaii using my submitted writings and photographs containing my image in commercial and non-commercial presentations for educational, informational, and promotional purposes. (initial) \_\_\_\_\_*

*For Individuals Under The Age of Majority: In consideration of the scholarship monies that may be received and hereby acknowledged by the Applicant, I, \_\_\_\_\_, the parent/legal guardian of the Applicant, do hereby consent to the Chinatown Community Foundation and the Chinese Chamber of Commerce of Hawaii using the Applicant's submitted writings and photographs containing images of the Applicant in commercial and non-commercial presentations for educational, informational, and promotional purposes. I will hold the Chinatown Community Foundation and the Chinese Chamber of Commerce of Hawaii harmless from any claims made by the Applicant from the above-stated use before and after the Applicant reaches the age of majority. (Parent/Legal Guardian initial) \_\_\_\_\_*

*By signing below, I acknowledge and agree to all of the above statements.*

*Applicant's Name (Print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_*

*Parent/Legal Guardian Name (Print): \_\_\_\_\_  
(If the applicant is under 18 years of age)  
Parent/Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If the applicant is under 18 years of age)*