

Grants-in-Aid Application Instructions.
2007-2009 Biennium Budget (July 1, 2007 to June 30, 2009)

1. Fill out application form in its entirety.
2. Submit the completed original and (1) copy of the application to the House Finance Committee:

State Capitol, Rm. 306
Honolulu, HI 96813
Attn: Eric Nouchi
3. Submit (1) copy of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 210
Honolulu, HI 96813
Attn: Aaron Nyuha
4. Do not include bound materials or brochures with applications. All materials submitted should be submitted on three hole punched 8 and ½ by 11 inch paper and clipped.
5. The deadline for application submissions will be approximately **January 31, 2007** (final deadline will be determined by the House and Senate leadership by mid-January 2007). Please note that applications may be submitted effective immediately.

Questions should be directed to Mr. Aaron Nyuha of the Senate Committee on Ways and Means staff (586-6800), or Mr. Eric Nouchi of the House Committee on Finance staff (586-6200).

1. **When is the deadline to submit my GIA?** The deadline for submittal is identified once the Speaker of the House and President of the Senate finalize the legislative calendar. Traditionally, the deadline for GIA's is around the end of January. Please refer back to the State Capitol website (www.capitol.hawaii.gov) for the official deadline.
2. **How many copies do I submit?** You should submit two copies (one original and one photocopy) to the House Committee on Finance and one photocopy to the Senate Committee on Ways and Means. You can find specific instructions on where to mail the applications to on the State Capitol website.
3. **Do we have to be 501c3?** No. Any non-government entity may apply for a GIA.
4. **Is there a ceiling to the amount of funding we can ask for?** No. But the amount that you request will probably be a factor in determining whether or not you are provided funding, especially in times of limited resources.
5. **Can the GIA application be postmarked on the day of the deadline?** No. Both the House Finance Committee and the Senate Ways and Means Committee must receive your GIA application by 4:30 pm on the specified due date.
6. **Do we fill out two GIA forms if we have both operating and capital requests?** Yes. The coversheet only has provisions (in the bottom right hand corner) for one type of funding.
7. **How do I track the status of my GIA request and when will I be notified of whether or not I've received a GIA?** A finalized list of all GIA recipients will be posted on the Capitol website upon completion of the conference draft of the budget. There will be no information provided on the status of any GIA until the conference draft of the budget is complete.
8. **Can I get an electronic GIA application that is alterable so I do not have to handwrite the information?** Yes, however, you will need to be able to open and edit Microsoft Word and Excel files. There are (3) Word files and (4) Excel files. Please ensure that you have **ALL** (7) files completed. If you are unable to open and edit Word and Excel files, you will have to print out and manually complete the documents in the available .pdf format.
9. **Can I just email my completed electronic forms?** No. Please do not email your electronic forms; both House and Senate need the hardcopies only. House and Senate will not accept ANY emailed applications.
10. **I got my GIA! When do I get my money?** Like all expenditures, your GIA must go through the allotment process. It is up to the Governor and the Department of Budget and Finance to determine that there are sufficient resources to release funds. Please contact the department your GIA has been assigned to in order to assess the timeliness of the release of your funds.
11. **Where do I find a copy of Chapter 42F?** Here is the URL to Chapter 42F, HRS: http://www.capitol.hawaii.gov/hrscurrent/Vol01_Ch0001-0042F/HRS0042F/