**Grant Application Instructions**

**Fiscal Year 2023 (July 1, 2022 to June 30, 2023)**

1. Fill out the application form in its entirety.
2. Submit (1) completed original of the application to the House Committee on Finance and (1) completed original of the application to the Senate Committee on Ways and Means via United States Postal Service (USPS):

House of Representatives Committee on Finance

State Capitol

415 S. Beretania Street, Rm. 306

Honolulu, HI 96813

Attn: GIA

# Senate Committee on Ways and Means

# State Capitol,

# 415 S. Beretania Street, Rm. 208

# Honolulu, HI 96813

Attn: GIA

1. Or Submit (1) completed original of the application via email to [GIATestimony@capitol.hawaii.gov](mailto:GIATestimony@capitol.hawaii.gov).
2. Do not include stapled or bound materials or brochures with applications. All materials submitted should be in 8 and ½ by 11 format and clipped together if submitted via USPS.
3. Applications submitted via email should be:
   1. Submitted as an attachment
   2. Attachments should be a single consolidated file in PDF format.
   3. Email size including attachments should not exceed 150MB.
   4. All signatures in the application must be executed by either signing and scanning a hard copy or via Adobe E-Sign to be considered a valid original of the application.
   5. Applications submitted via email must be submitted to the [GIATestimony@capitol.hawaii.gov](mailto:GIATestimony@Capitol.Hawaii.gov) email address to be considered valid.
4. Applications may be submitted effective immediately. The deadline for receipt of applications is **January 21, 2022 at 5:00pm (HST)** as determined by the official legislative calendar.

Please contact the House Committee on Finance staff at 586-6200 or Senate Committee on Ways and Means staff 586-6800 if you have questions.

**Your application will be posted on the Legislature’s website. Your federal and state tax id numbers on the cover page will be redacted.**