

## **Grant Application Instructions**

### **Fiscal Year 2027 (July 1, 2026 to June 30, 2027)**

- 1) Fill out and complete the grant-in-aid form in its entirety via the capitol website at  
<https://www.capitol.hawaii.gov/account/submitgia.aspx>
- 2) Applications should be:
  - a) Submitted as an attachment
  - b) Attachments should be a single consolidated file in PDF format.
  - c) Attachments should be named to include the legal name of the requesting organization, the underscore character (\_), , and whether the application is requesting operating or capital improvement project funds, accordingly: [name organization] \_OP/CIP.pdf. For example "Nonprofit X\_CIP" or "Nonprofit Y\_OP". The name of the organization in the file should match the name of the organization in the application. For organizations that start with the word "The", please name the file as such: "Nonprofit, The\_OP".
  - d) File size of attachments should not exceed 150MB.
  - e) 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.
  - f) Make sure that your PDF file is not locked and that it can be viewed without needing a passcode.
- 3) Applications may be submitted effective immediately. The deadline for receipt of applications is **January 23, 2026 at 4:30pm (HST)**.  
*The capitol website will stop accepting applications on that date and time.*

Please contact the House Committee on Finance staff at (808) 586-6200 or Senate Committee on Ways and Means staff (808) 586-6800 if you have questions.

**Your application will be posted on the Legislature's website.**