AMENDMENT TO RFP

KAUAI CULTURAL PROGRAMS & EVENTS GRANT

FY2024-2025

AS OF 3/18/2025

AMENDMENT 1:   PAGE 6, SECTION 1.04 – GRANT AGREEMENT EXECUTION PERIOD

THIS SECTION SHALL NOW READ:

GRANT AGREEMENT EXECUTION PERIOD: APRIL 21, 2025 TO APRIL 30, 2025

AMENDMENT 2:   PAGE 12 – SECTION 2.08 – 17: PROJECT BUDGET

PROJECT EXPENSE SAMPLE – GRANT ADMINISTRATION FEES

THIS EXAMPLE SHALL BE: GRANT ADMINISTRATION FEES (LIMITED TO 10%).

AMENDMENT 3:   PAGE 13 – SECTION 2.08 – 17B:

ORGANIZATIONAL INFORMATION REQUIRED ATTACHMENTS:

ADD TO REQUIRED ATTACHMENTS: SIGNED ORGANIZATION W-9

County of Kauai - Office of Economic Development

Kauai Cultural Programs & Events Grant

Questions & Answers

	Question	Answer
1	What do you mean by "100% based on Kauai"? Does this relate to the organization and/or the project? E.g., Can a nonprofit with its office in Honolulu and projects on neighbor islands qualify?	The PROJECT must be 100% based on Kauai. The non-profit can be on any island.
2	We would apply for funding four our season which begins in July 2025 and ends in June 2026. Should we apply for funding for specific concerts within the season to be funded by the grant?	Yes, the event(s) need to take place during the contract period (thru April 30, 2026). There is also available funding through HTA for any additional funding.
3	Are honorarium's eligible expenses to pay cultural experts, kupuna, etc. for their time?	Absolutely
4	To be eligible, does a project have to show economic benefit whether now or in the future? Would a project that is purely educational for residents qualify?	Yes, it would qualify.
5	Are you using Amplifund?	NO! We are using SMApply (links in the RFP)
6	Is a separate work plan document required? Or is the quarterly breakdown in the application sufficient?	The Quarterly breakdown in the application is sufficient.
7	Do the Bylaws, COG, etc. have to be only 1 file lumped together?	No, there are separate uploads for each document
8	Can you explain the admin fee for 10% on a simple $10,000 grant amount. Total ask being $10,000, does that mean tracking and showing $1,000 in Grant Admin fee, then the rest of the grant expenditures are $9,000?	If you are asking for $10,000, then the admin fee maximum is $1,000. The cash and in-kind works the same way. (For a $10,000 grant - $1,000 cash math (minimum), $1,000 in-kind (minimum) for a $10,000 funding request so net to you (assuming you do the minimum) for expenses would be 70% or $7,000).
9	Can grant funds be used to cover hospitality costs related to cultural exchange activities, such as meals for visiting performers or special guests?	Yes, but travel costs are discouraged.
10	Is there a list of previous grantees under this program that can be made available to us?	Please see attached for examples of projects funded in the past

County of Kauai - Office of Economic Development

Kauai Cultural Programs & Events Grant

Questions & Answers

	Question	Answer
11	Should we list a Collaborative Partner in that section if they are not financially responsible for anything or in our budget, rather just benefitting from our work and project/event? We would be sharing about the community collaboration in our narrative but is there a pro or con for adding someone in as an official Collaborative Partner for additional information?	Collaborative Partners as used in this application relate to someone you are collaborating with outside your organization that is working with you on this Grant Application.
12	If bylaws state who is authorized, do we need to have the Resolution as well?	No. As long as it is clear in the By-laws who is able to sign contracts on behalf of the Organization
13	By adding someone in that Collaborative Partner, do they have to submit work or documents as well? Or just vouch for the project?	No, for the purposes of this grant, a Collaborative Partner is someone who is helping to fill out this grant application. You can put any other collaborative partners information in the narrative in the application.
14	What is the total funds available?	Approximately $140,000.00.
15	Does a grant from the Mayor's Office of the County count as a County Grant?	Yes.
16	Where will your RFP be posted?	www.kauaiforward.com
17	Will the link to SM Apply include posting instructions?	The webinar includes instructions on applying using the SMApply system. It is posted on www.kauaiforward.com.
18	Is there an available sample of the budget page?	A sample application with the project budget sheet is at www.kauaiforward.com
19	Can you assist me to watch the zoom on March 14.	Yes, please go to www.kauaiforward.com. Near the bottom is a video to watch.
20	Can we submit a proposal if we have already received funding from HTA	Yes. But please list them as other income/cash.

County of Kauai - Office of Economic Development

Kauai Cultural Programs & Events Grant

Questions & Answers

	Question	Answer
21	In regards to Admin personnel listed on the Grant Application Project Budget. Grant admin is obviously Admin. However, we are wondering about personnel that are directly involved with running and operating the event? Can we put these people under Operations? Are there any typical line items you would for sure see as Admin or Operations specifically?	Personnel and staff that are directly related to running the project/event can be listed under operations. This amount should only include the portion of time and salary that is directly association with the operation or administration of the project/event.
22	As we are lining out the budget for the event weekend we are submitting for, we recognize we have two options: there is a Trail Run event one day as well as a Luau the next day. Are we allowed to submit 2 grant requests if we fill these out separately since they are for different events? Or is it just 1 per organization per grant cycle?	You can apply as many times as you like, for as many events as you like.
23	Letters of support: where would you like us to upload these documents? We are not seeing a section in the SMApply.	Please either lump them together with any other document and we will get them. Alternatively you can email it to us here at oedgrants@kauai.gov.

Previous Related Types of Grants to Kauai Cultural Programs and Events Grants

Equine Therapy Healing Horses to Visitors Project
Kaneiolouma Project
2 Day Agricultural Festival
Haena to Hanalei 8 mile run
Kauai Pride Parade
Lihue Airport Window Display
Kauai Veterans Day Parade
Anahola Prince Kuhio Day Celebration
CLIMBHI-Leadership Exploration Inspirtation (visitor industry)
Symphony of Hawaiian Birds
Hawaiian Cultural Workshops
Waimea Light Parade
Kamehameha Parade and Hoolaulea
Waimea Town Celebration
Lights on Rice
Old Koloa Sugar Mill Run
Koloa Plantation Days
Niihau Language Preservation Project
Kauai Old Time Gathering in Kokee
Stewardship programs at Heiau/Wahipana
Banana Poka Round UP
Enhancing the Visitor Experience at Makauwahi Cave
Communication and Cultural Education of Visitors Project
Alakoko Fishpond original planning
E Pili Kakou
Ahahui Kiwila O Moikeha
Mauka Eo Village at Kumano I Ke Ala
Keepers of the Culture program at West Kauai Visitor Center
Kauai Tourism Strategic Plan
Koloa Heritage Trail
Lawai International Center events
Kauai Nui Kuapapa Signage and education program
Poipu Prince Kuhio Celebration
Kauai Pow Wow
Hawaiian Slack Key Guitar Festival
May Day by the Bay
New Years Eve Music Festival
Kauai Soto Zen Bon Festival
Kauai Orchid and Art Festival
Plantation Days Rodeo
Poipu Food and Wine Festival
Matsuri Kauai

Red Clay Jazz Festival
Emalani I Alaka'I Festival
Heiva I Kauai
Festival of Lights
Kauai Steel Guitar Festival
Kauai Food Tours
The Coconut Festival
Kauai Coffee and Chocolate Festival
Kauai Wellness Festival
May Day Lei Contest
Concert in the Sky
Kauai Art Tour
Ka Moku O Manokalanipo Paani Makahiki