

*IF I HAD SOME MONEY,  
I WOULD DO THIS FOR THE HONGWANJI*

# **THE PROPAGATION PROGRAM GRANT**

Creative Dharma Grant Projects

*DREAM up a good idea,*

*DESCRIBE it on the application form,  
And if it is approved,*

*DO IT!*

**Propagation Program Grant Committee**

**GRANT INFORMATION**

(Rev. 12/13/06)

**HONPA HONGWANJI MISSION OF HAWAII  
PROPAGATION PROGRAM GRANT APPLICATION FORM**

**APPLICATION DATE:**

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

District \_\_\_\_\_ Temple \_\_\_\_\_

Project Supervisor \_\_\_\_\_

**PROJECT DESCRIPTION**

**(An additional sheet may be attached to this form)**

Project Title \_\_\_\_\_

Initiated by (please check) State \_\_\_\_ District \_\_\_\_ Temple \_\_\_\_ Individual \_\_\_\_

Target Group (Who will this project serve?)

Need (Why do it?)

Outcome (What will this project do? What is the desired outcome?)

Goal (What will be generally done or created?)

Objectives (What will be specifically done or created?)

Time Frame (How much overall time will be needed to complete?) (M) \_\_\_\_ (Y) \_\_\_\_\_

Procedure (What is your specific schedule and plan of action?)

<u>Date</u>	<u>Description of Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Itemized Budget (How will grant money be specifically used?)

Amount requesting \$ \_\_\_\_\_ (Please attach itemized budget)

Evaluation (Criteria for evaluation)

Comments:

This application acknowledged by minister:

Minister's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Note: Once project is submitted, it becomes the property of Honpa Hongwanji Mission of Hawaii.

**FOR COMMITTEE USE ONLY**

**PROJECT:**

**APPROVED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **AMOUNT APPROVED \$** \_\_\_\_\_  
**COMMENTS:**

**CHAIR'S SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **GRANT INFORMATION**

The Propagation Program Grant money is made available to the Propagation Grant Committee from only the interest portion of Buddhist Education Endowment Fund.

The committee reviews all grants applications which meet the following criteria:

1. New, innovative, creative ideas or activities focusing on Buddhist Education and the propagation of the Dharma.
2. Each project will be funded only once.
3. The maximum amount of the grant must not exceed \$10,000.
4. The project would have statewide implications/potential.

## **INSTRUCTIONS AND GUIDELINES**

1. Prepare a rough draft
2. Discuss your proposal with your temple minister
3. Fill out the grant application form
  - a. Be specific in your budget request
  - b. Include other sources of funding if there are any
  - c. Type or print legibly
  - d. The application must be completely filled out.
  - e. A minister must review and sign the application
4. Make two copies of the grant application and attached material and send to:

Honpa Hongwanji Mission of Hawaii  
Propagation Grant Committee  
1727 Pali Highway  
Honolulu, HI 96813

Attention: Chairperson of Propagation Grant Committee  
Telephone: 522-9200 Fax: 522-9209

5. The committee meets upon receiving applications to review them.  
(If the project will begin at the first half of the year, submit the application form by **Oct. 1 of the previous year**; for the second half of the year, by **April 1 of that year**. Special consideration is possible on a case by case basis when it requires.)
6. For timely review of your application, please submit application as soon as you complete it.
7. All correspondence will be through the Chair of Propagation Grant Committee. You will be notified in writing whether your application has been approved or disapproved.
8. Upon implementation of the project, an evaluation and financial report is to be submitted **within 90 days** after completion of the project. An extension may be requested and must be submitted in writing.
9. Unused grant money shall be returned to Honpa Hongwanji Mission of Hawaii with a financial report.
10. All projects must be completed within two years of the starting date of the project.
11. Projects may be modifications of previously submitted projects but not duplications of projects
12. The Grant Committee may ask for progress reports
13. All approved projects will become the property of the Honpa Hongwanji Mission of Hawaii. All project will be shared on the OBE website
14. Any temple may use any approved project at their own expense
15. Convert the complete project into a disk or CD (Microsoft Words) and sent to the Chair of Propagation Grant Committee
16. **Request for major equipment purchases will not be considered. However, reasonable small items and supplies expenses may be acceptable.**