

HI-CHI

HAWAI'I COLLABORATIVE HEALTH INITIATIVE

Fiscal Sponsor: Friends of the Future | P.O. Box 2655 | Kamuela, Hawai'i 96743

New Project Proposal Guidelines

1. Contact HI-CHI about your project idea. Briefly state it on the website and provide your contact information.
2. **Fiscal Sponsor Approval:** If a project requires a grant application under HI-CHI's fiscal sponsor, Friends of the Future, first contact the HI-CHI Project Manager about the feasibility and timing of the grant application.
3. **Steering Committee Approval:** Projects that don't require funding and projects that propose to seek grant funding will be subject to Steering Committee approval if the following conditions are met:
 - The proposed project aligns with HI-CHI's vision, mission, and/or goals.
 - The proposed project has a "Project Lead" who assumes leadership responsibility for organizing participants and ensuring project completion. A Project Lead automatically becomes a SC member.
 - Work plan: The proposed project has a work plan submitted in writing to the Steering Committee via the HI-CHI Project Manager. A work plan includes: Key Action Steps, Timeline, Expected Outcome, Data Source and Evaluation Methodology, Person/Area Responsible. A grant application that contains this information may be adequate.
 - Budget and Financial Tracking: If the project requires funding, the proposed project must have a budget and a tracking system for use of funds. The tracking system will be designed through collaboration of the Project Lead or designee, the HI-CHI Project Manager, and the HI-CHI fiscal sponsor (Friends of the Future).