


April 15, 2026

MEMO TO: BFED-1 File

F R O M: Yuki Lei K. Sugimura, Chair   
Budget, Finance, and Economic Development Committee

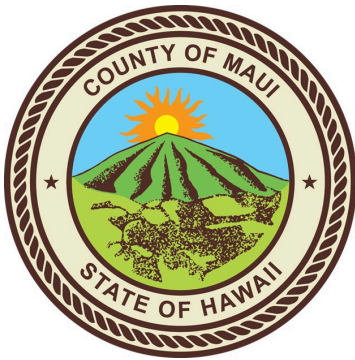
SUBJECT: **TRANSMITTAL OF INFORMATIONAL DOCUMENT RELATING TO  
PROPOSED FISCAL YEAR 2027 BUDGET FOR THE COUNTY OF  
MAUI** (BFED-1)

The attached informational document pertains to Item 1 on the Committee's agenda.

bfed:2027bgt:260415afile01:kes

Attachment

Received at BFED meeting on 04/16/2026.



# GRANT READINESS FILTER

For Non-Profit Organizations

**Grant Writing Resource**

*Presented by the County of Maui, Office of the Mayor*

# SECTION 1 – LEGAL & ELIGIBILITY SCREENING (REQUIRED)

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## Before proceeding, applicants must review the following:

Are the requested funds being used for any of the following:

- Maintaining County parks or facilities?
- Operating County programs under County control?
- Delivering specific services directly to the County, where the County defines the scope and receives a deliverable?
- Producing reports, studies, or systems for County use?
- An activity that could be competitively procured?

Yes  No

### ► If YES to any of the above:

This request may be subject to procurement requirements under **MCC Chapter 3.12 and HRS Chapter 103D.**

**Consult Corporation Counsel prior to proceeding.**

## Community-Based Program Confirmation

Are the funds being used for a **community-based program with independent program design** that:

- Serves the community; and
- Supports the organization’s mission?

Yes  No

### ► Answer should be YES to proceed under grant eligibility.



## SECTION 2 – ORGANIZATIONAL READINESS

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Question	Yes	No	In Progress
Do you have a clear mission and defined programs or services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a current operating budget and financial statements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you track program-specific income and expenses separately from general operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff or volunteers available to manage grant deliverables and reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your Board of Directors active and engaged in governance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have reliable systems for managing records, reporting, and compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your nonprofit registered with the IRS and in good standing (501(c)(3) or equivalent)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## SECTION 3 – ADMINISTRATIVE CAPACITY

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Question	Yes	No	In Progress
Do you have staff or support to manage grant administration and reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have internal controls for financial oversight and accountability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can your organization meet reporting deadlines and documentation requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 4 – PROJECT CLARITY

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Question	Yes	No	In Progress
Do you have a clearly defined project or program idea that aligns with your mission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you outlined expected outcomes and how you will measure them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a realistic timeline and work plan for your project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you articulate the need for your project using data or community input?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## SECTION 5 – FUNDING FIT

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Question	Yes	No	In Progress
Do you understand the funder’s guidelines, deadlines, and reporting requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you prepared to meet match or in-kind contribution requirements, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified a funding opportunity aligned with your project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SELF-ASSESSMENT

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If you answered:

### **Mostly YES**

→ You are likely ready to apply

### **Several NO or IN PROGRESS**

→ You may need to strengthen capacity before applying

