

*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

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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. Priority will be given to innovative, creative ideas or activities focusing on Buddhist Education and the propagation of the Dharma.**
 - 2. Each project may be funded only once within 5 years.**
 - 3. The maximum amount of the grant should not exceed \$10,000.00**
 - 4. The project should have statewide implications/potential.**
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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. Deadline for submitting application form will be January 31st and July 31st.
6. The committee meets twice a year on the first Thursday of March and September to review applications. Special consideration is possible on a **CASE BY CASE BASIS** when it requires.
7. All correspondence will be through the Chair of the Propagation Grant Committee. You will be notified the decision of the committee in writing whether your application has been approved or not by the Office of Bishop/HQ.

8. Upon implementation of the project, an evaluation and financial report is to be submitted **within 60 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. However, in special cases, the two-year limit may be extended by the committee on a case by case basis.
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 projects may be shared on the Honpa Hongwanji Mission of Hawaii website.**
14. All entrusted property purchased through the project shall remain at the present temple or assign a temple of origin and shall be labeled as "Property of Honpa Hongwanji Mission of Hawaii and belongs to _____ Hongwanji. A copy of the receipt and its value shall be turned in to headquarters.
15. Any temple may use any approved project at their own expenses.
16. Request for major equipment purchases will not be considered. However, reasonable small items and supplies expenses may be acceptable.
17. Convert the complete project into a PDF and sent to the Chair of Propagation Grant Committee.
18. All applicants must be associated or affiliated with Honpa Hongwanji Mission of Hawaii.
19. Application process should be kept confidential.

HONPA HONGWANJI MISSION OF HAWAII

PROPAGATION PROGRAM GRANT APPLICATION FORM

APPLICATION

Name of Organization:		Date:
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?)	Months:		Year(s)	

Procedure (What is your specific schedule and plan of action?)	
DATE	DESCRIPTION OF ACTIVITY

Itemized Budget (How will grant money be specifically used?)	
Amount Requested: (Please attach itemized budget)	\$
Evaluation: (Criteria for evaluation)	
Comments:	
This application is 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:
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