



Thank you for your interest in applying for a Public Health Fund grant. Attached please find our grant application packet that includes background information, instructions, and the application forms.

The application deadline is December 19, 2025. All applications should be prepared with an **original and one (1) copy, for a total of two (2), and mailed or delivered to:**

Public Health Fund Committee  
Chamber of Commerce Hawaii  
733 Bishop Street, Suite 1200  
Honolulu, Hawaii 96813  
Attn: Kawena Haugh

**IN ADDITION TO THE HARD COPY APPLICATION, PLEASE COMPLETE AND SUBMIT AN ELECTRONIC COPY OF YOUR APPLICATION VIA EMAIL TO [phf@cochawaii.org](mailto:phf@cochawaii.org).**

Applications must be postmarked by the deadline in order to be considered. Please remember to complete all of the forms in the application. Your application will not be considered if any form is missing or incomplete.

Please review the enclosed materials and contact me via email at [phf@cochawaii.org](mailto:phf@cochawaii.org) should you have any questions.

Sincerely,  
Kawena Haugh  
Administrator  
Public Health Fund

Enclosure



## **THE PUBLIC HEALTH FUND**

Qualified organizations are encouraged to submit grant applications to the Public Health Fund Committee of the Chamber of Commerce Hawaii for project proposals that address health care issues on the island of Oahu.

### **BRIEF HISTORY OF THE PUBLIC HEALTH FUND**

An epidemic of bubonic plague closed Honolulu Harbor and quarantined part of Honolulu in 1899. In an effort to exterminate rats from the wharves and prevent future epidemics, a committee of shipping company representatives and importers assessed themselves ten cents per ton of imports for rat control.

In 1914, the Public Health Committee of the Chamber of Commerce of Honolulu accepted responsibility for collecting the voluntary assessments and disbursing funds for public health programs. In 1923, the Equity Court formally appointed the Chamber trustee of the Public Health Fund and directed the Chamber to limit grants to public health activities within the City and County of Honolulu.

As Hawaii's economy expanded in the 1940s, the collections and the fund balance increased substantially. Assessments were discontinued in 1950. Since then, grant awards have been limited to the amount of interest and dividends received from investment of principal.

The Chamber of Commerce of Honolulu merged with the Hawaii State Chamber of Commerce on January 1, 1967 and became the Chamber of Commerce Hawaii.

### **GRANT AWARD PROCEDURES**

The Chamber's Public Health Fund Committee reviews all requests for grants and submits its recommendations for awards to the Chamber's Board of Directors in accordance with the following policies adopted by the Board.

**Purpose and scope:** The Public Health Fund shall be used to promote the general benefit and welfare of the business community [commercial and shipping community] of the **City and County of Honolulu** by the protection and maintenance of the health of the City and County of Honolulu, including the aiding and encouraging or contributing to the science and art of disease prevention through organized community efforts. (Source: Court Order creating trust June 24, 1957)

**Project Criteria:** Public Health Funds should be used for worthwhile projects involving public health education, research and legislation for which funds are not available from other sources. Priority is to be given to projects which will bring visible results and can be readily identified as Chamber initiated. Funds will normally be used as "seed money" to help start-up worthwhile programs.

**Project Review:** Grant applications for projects other than bona-fide public health emergencies will be accepted only during the month of December. Requests shall be submitted on an application form provided by the Chamber's Public Health Fund Committee. Project applications will be reviewed by the committee with respect to the following evaluation factors:

- (1) Public health education or research
- (2) Non-availability of funds from other sources
- (3) One-time requirement for start up
- (4) Technical chances of success
- (5) The number of people affected (population at risk)
- (6) Present and potential danger
- (7) Community benefits (cost/benefit ratio)
- (8) Benefits for underprivileged
- (9) Concern and interest of the business community
- (10) Collaboration with other agencies to achieve the proposal goal

Affirming and using these objectives the Public Health Fund Committee may give higher priority to projects that focus on improving community health, including those that address the social determinants of health or seek improved health outcomes by proactively altering behaviors. In addition, proposals for funding start-up projects may be prioritized over those for existing programs.

### **GRANT APPLICATION PROCEDURES**

1. An original and one copy of the completed application form and a detailed description of the proposed project should be filed with the Chamber. A complete copy of the application must also be emailed to [phf@cochawaii.org](mailto:phf@cochawaii.org). The description should include (at a minimum) the following items:
  - (a) A brief, one-page summary of the project;
  - (b) A detailed description of how the project will address each of the criteria listed above;
  - (c) A brief project timetable of key events;
  - (d) A brief description of the method of evaluation that will be used to determine the success of the project;
  - (e) The absolute deadline, if any, by which full or partial funds must be received if the project is to proceed and an explanation of this urgency; and

- (f) The amount of money that has been applied for or received from other sources and the names of the sources.

You may attach any other appropriate support documents you wish.

- 2. Submit an application by the deadline of December 19. Note: No application will be accepted for review unless the entire application is completed, including the budget sheet and the Evaluation of Project Objectives forms.
- 3. Awards are announced approximately six months after closing dates and funds are made available about one month later.
- 4. The size of each grant ranges from about \$1,000 to \$25,000. Larger and smaller grant requests may be considered. Grants may be for partial funding.

### **GUIDELINES FOR PROPOSAL AND BUDGET**

The following are suggested guidelines for the scope of a proposal and its budget. Exceptions to these guidelines are rarely considered:

- 1. Multiyear funding is generally discouraged and the project should be capable of completion within one year, as one of the Public Health Fund's criteria is that the grant be used as seed money. Occasionally, funding is given to a previously funded project to begin a new phase of work. Consideration may also be given to continue funding for unique public health issues.
- 2. The purchase of equipment that can be used for purposes other than the specific grant project is discouraged.
- 3. Salary and benefit payments for staff not assigned exclusively to the project are discouraged.
- 4. The Public Health Fund does not usually provide capital funding for the development of new projects or new facilities.
- 5. Build into the project ways to share medical information, where appropriate, with regular medical providers; collaboration with other community organizations and/or health care providers may receive preference.
- 6. Travel expenses are not usually funded.

**Please attach a list of your Board of Directors and confirmation of non-profit status.**

## VIII. AGREEMENT

It is understood and agreed by the undersigned that any grant received as a result of this application is subject to the following terms:

1. Funds granted as a result of this request are to be expended only for the purposes set forth herein as governed by the Public Health Fund Committee and grantee institution policies.
2. Funds not expended during the project period are to be returned to the Chamber of Commerce Hawaii. Funds not requested and used within one year of notification of grant award will be revoked. If an extension is requested in writing and approved, an interim project status report must be submitted.
3. If the funds requested for this project are received from another source, the Chamber of Commerce Hawaii is to be informed immediately.
4. The Summary Report of Accomplishments must be received within thirty (30) days of the end of the funding period.
5. The grant may be revoked in whole or in part at any time if the applicant is not using the funds solely for the purposes set forth in this application.
6. It is the expectation that by accepting this grant, your organization will give public credit whenever possible to the Chamber of Commerce Hawaii.

## VIII. PERSONAL SIGNATURES:

1. \_\_\_\_\_  
Program Director Date

2. \_\_\_\_\_  
Authorized Official of Applicant  
Institution/Agency Date

**CHAMBER OF COMMERCE HAWAII  
PUBLIC HEALTH FUND  
BUDGET FOR PROPOSED PROJECT**

	<b>Total Estimated Expenditures</b>	<b>Amount Requested from Public Health Fund</b>	<b>Requested Amount From Other Sources [Be specific]</b>
<b>PERSONNEL:</b>			
<b>PERMANENT EQUIPMENT:</b>			
<b>SUPPLIES:</b>			
<b>OTHER EXPENSES:</b>			
<b>TOTAL BUDGET</b>			

THIS FORM MUST BE COMPLETED (ALL THREE COLUMNS) OR THE PROJECT APPLICATION WILL NOT BE CONSIDERED.

## **INSTRUCTIONS FOR COMPLETING THE SUMMARY REPORT OF ACCOMPLISHMENTS**

Outline the “Measurable Project Objectives” of your grant proposal by using either the form on the following page or a document of the same format.

If you receive a grant, the completion of columns two and three will be required. If you have more objectives than what will fit on the form, you may add either additional rows or you may attach another copy of this form.

If you receive a grant, your final summary report must include a brief narrative on your project that is suitable for publication or for posting on the Chamber’s web site.

If you receive a grant, the completion of columns two and three and the above brief narrative will be required **WITHIN 30 DAYS OF THE END OF THE FUNDING PERIOD**. Future grants to be awarded based on past performance and satisfactory completion of all criteria.

*Examples of measurable project objectives:*

1. Within one year of funding, \$5,000 worth of medications will be provided to patients who have no ability to pay for those medications.
2. Within one year of funding, at least 400 clients will have completed the Health and Financial Management Seminar.
3. 12 – 16 weeks after completing the Health and Financial Management Seminar, at least 60% of clients will report the regular completion of at least 20 minutes of aerobic exercise at least 3 times/week.
4. Within one year of funding, at least 20 offenders will have completed the *Conferencing* reconciliation process.
5. Within one year of funding, at least two elementary and two intermediate schools will have piloted the “Word of Mouth” smoking education curriculum.



Project Name: \_\_\_\_\_

Project Dates \_\_\_\_\_

**EVALUATION OF PROJECT OBJECTIVES**

**Measurable Project Objectives**

**Was the  
objective  
met? Yes/No**

**Comment if objective was not met**


**EVALUATION OF PROJECT EXPENDITURES**

1. Were the awarded Public Health Grant funds used in accordance with the grant application?	Circle your answer. YES NO	If "NO" please comment.
2. Has your organization received/Will your organization receive an independent financial audit that covered/covers the time period when expenditures were made from this Grant?	Circle your answer  YES NO	If "NO" please comment.
3. Briefly describe the results of any independent financial audit the organization has had within the last year or attach a copy of the audit summary documentation. Check one below. <input type="checkbox"/> The organization has NOT had an audit within the last year. <input type="checkbox"/> The organization HAS had an audit within the last year.	Comments.	

I verify that the information I have provided above is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date