



CHARITABLE SERVICE GUIDELINES

DEAR PROSPECTIVE APPLICANT:

Thank you for your recent inquiry concerning KAHIAU, a tennis foundation's charitable services. The following provides background information, guidelines and an application for funding consideration.

BACKGROUND

Organized in 1966, KAHIAU is a not-for-profit charitable organization incorporated in the State of Hawaii. It is exempt from tax under Title 26, U.S.C., Section 510(c)(3).

KAHIAU is dedicated to:

- Promoting and developing the growth of tennis and increase tennis participation in the State of Hawaii and all other areas within the jurisdiction of the USTA-Hawaii Pacific Section;
- Planning, developing, managing, and administering tennis related programs and activities;
- Assisting or sponsoring charitable activities directly related to or in conjunction with the USTA-Hawaii Pacific Section.

APPLICATION

The applicants request for support should include how the program will offer components of tennis and education. Education is defined as preparing students/adults with life skills that focus on individual character development and the development of social skills, individual goal setting, physical fitness and self-discipline.

All applicants must complete the attached application. The signed application and supporting documentation should be mailed to:

***KAHIAU a tennis foundation
932 Ward Avenue, Suite 490
Honolulu, HI 96814***

GUIDELINES

All applications should present, in a clear and concise manner, a detailed description of the project for which funds are requested. Upon review, additional information may be requested to substantiate the funding request.

RECEIPT OF APPLICATIONS

Applications for funding should be made to Kahiau thirty (30) days prior to the program start. Applications are not acknowledged upon receipt. However, all applicants will be notified verbally or in writing as to the status of the application.

APPLICANT'S RESPONSIBILITIES

Funds must be expended solely for the purpose/project as approved by KAHIAU's board of directors. The board may request a written report outlining the services provided and the number of people with special needs, youth and adults receiving assistance.

ADDITIONAL INFORMATION

For additional information please contact the USTA-Hawaii Pacific Section office; 8:30 a.m. to 4:30 p.m. (Hawaiian Time), Monday through Friday.

USTA Hawaii Pacific Section
932 Ward Ave., Ste 490
Honolulu, HI 96814
www.hawaii.usta.com
(808) 585-9526

CHARITABLE SERVICE APPLICATION



Legal Name of Organization

Alternate or "dba" name, if operating under a name that differs from the legal name

Organization Address **City** **State** **Zip Code**

Name & Title of Organization's Representative **Email Address**
[for contact purposes]

Organization Telephone **Organization Fax** **Representative's Cell Phone Number**

Briefly describe your organization's mission & history
[please attach additional materials to this application as necessary]:

Total Amount Requesting: \$ _____ **Date needed:** _____

Please describe the purpose of requested funds. Please include all details such as the event date & location:

\$ _____ **\$** _____
Project Budget **Operating Budget**

Please list any prior history of funding from KAHIAU: A Tennis Foundation.

Please list any other funding that you have received to support the above project.

Estimate the tennis population that will benefit from funding.

If your organization is eligible, please list the name & address to send the contributions, if different from above.

I certify that all statements in this application are true to the best of my knowledge:

Signature of Authorized Official **Print Name** **Title** **Date**