

# **Cooke Foundation, Limited**

## **Beautification Award for Public Schools**

### **2025 Funding Opportunity Guidelines**

#### **Purpose**

Children deserve to be surrounded by beauty. A beautiful environment at school is conducive to learning and encourages respect for one's school, respect for others and respect for oneself. Participation in maintaining such an environment nurtures a sense of community and develops school pride. Seeing the transformation of an environment through one's own efforts creates a sense of personal accomplishment and empowerment.

#### **Eligibility and priorities**

- Nominees must be Hawaii public elementary, middle or high schools, including charter schools.
- The Cooke Foundation plans to award \$5,000 in 2025 to one elementary school, one middle school and one high school that have completed projects that add significantly to the overall appearance and ambiance of the school. A total of \$15,000 will be awarded.
- Participation by outside organizations, including businesses, is permitted. However, no appearance of advertising will be allowed.
- Please note: The Beautification Awards recognize previously completed projects. Nominations that request support for future activities will not be considered.

#### **Criteria**

Nominations should demonstrate a significant improvement in a school's appearance through landscaping and/or other improvements in the appearance of a school's buildings and property, including such things as student artwork. The planning and execution of the beautification project should engage students in a meaningful way. Parents, faculty/staff and community members should also be involved. A plan for maintaining the beautification project must also be developed. Maintenance of the improvements must involve participation by the school family and may also involve participation by outside organizations.

In the event that nominations in a particular school level category do not meet the above criteria, the Trustees may consider nominations in that category from previous years which have not received an award.

#### **Application Process**

Nominations must be submitted online through Hawai'i Community Foundation's [Grants Portal](#). To submit a nomination, your school must first establish an online account with the Hawai'i Community Foundation to access the online application. Registered users may log in to their account to submit an application. Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements.

#### **Instructions**

- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
- The online application accepts diacritical markings in written 'Ōlelo Hawai'i (Hawaiian language).

## **Organization Profile**

As part of the online application your organization profile must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization's profile includes, but is not limited to, the following:

- *IRS 501(c)(3) determination letter\**
- Number of full-time, part-time, or regular volunteer staff
- Organization Mission
- Service Location(s)
- Types of services provided – including age, gender, and target populations served
- *Financials – including, income statement (or profit/loss statement) and balance sheet for the most recently completed fiscal year, and annual operating budget for the current year\**
- *Board of Directors List\**

\* These documents are not required for the Cooke Beautification Award application; in each section, please upload a brief statement *"For units of government, churches, or public schools - These documents might not be required for units of government, churches, or public schools."*

## **Application**

The application consists of 4 tabs. Information needed to complete your application includes, but is not limited to the following:

### **Program Overview:**

- Provide general information and characteristics about the program including program title, duration, area of interest, program location(s), ages and genders served, and the CHANGE sector(s) your program most closely aligns with.
- For more information about the CHANGE framework, please visit our website <https://www.hawaiicommunityfoundation.org/change>.

### **Program Information:**

- Organization Description: Describe the history and mission of the organization/program. What is the organization's experience implementing this program and staff capabilities to conduct the proposed work? (Maximum 2,500 characters)
- Executive Summary: Describe the goals of the beautification project. (Maximum 2,500 character count)
- Problem or Opportunity: Describe why the particular project was selected. (Maximum 3,000 character count)
- Program Activities: Describe what students, parents, faculty, staff and others did to plan and complete the beautification project. (Maximum 3,500 character count)
- Expected Results: Describe how the beautification project will be maintained over the long-term. (Maximum 3,500 character count)

**Budget:**

- Please upload a document stating, “No budget is required, per application guidelines.”

**Supporting Documents & Certification:**

- Please upload “Before” and “After” photographs of the project site (preferably in PDF format). Images should clearly show the project site on the school campus.

**Deadlines**

For nominations to be considered, they must be submitted online by clicking the "Submit" button on the final page of the application. Applications submitted by **4:00 pm (HST) on February 3, 2025**, will be considered at the Board of Trustees meeting in May; decisions will be announced in June 2025.

**Contact Information**

For more information, contact Elizabeth Lentz-Hill via email at [elentzhill@hcf-hawaii.org](mailto:elentzhill@hcf-hawaii.org) or call (808) 566-5543.

For technical assistance with the online application process, please submit a support ticket at <http://hawaiicommunityfoundation.org/ticket>.