



## HAWAI'I COUNTY COUNCIL - DISTRICT 2

25 Aupuni Street • Hilo, Hawai'i 96720

Aloha and mahalo for your interest in applying for Contingency Relief Funds (CRF) from District 2.

CRFs may only be used for a public purpose. Funds disbursed to any non-profit must demonstrate a benefit to the people of Hawai'i County and be consistent with county-related services. The following items are required for our office and coordinating County agency/department to process your application:

- IRS Determination Letter noting 501(c)(3) (or that of a willing non-profit fiscal sponsor)
- Non-Profit Conflict Disclosure Form (print, sign, and scan as PDF or image file)  
<https://www.hawaiicounty.gov/home/showpublisheddocument/302913/637472659487430000>
- Please provide the following information in a Word document or PDF:
  - Non-Profit mission
  - Description and location (if applicable) of your project to be funded (can be a brief, 1 paragraph summary)
  - Requested amount, including breakdown of how funds would be utilized, as well as deadlines if applicable (reimbursements cannot be issued, these funds must be applied to on-going projects or those with specific future events with enough advance notice).
  - Please also include your non-profits other sources of funding, including if you have submitted or plan to submit CRF requests to other Council Members.

Please send all of the above items in one complete email to shannon.matson@hawaiicounty.gov with subject line "CRF Request." If your request is approved, the turnaround time is approximately three months. The check is typically issued six weeks after the final resolution is voted on by the Council. Please do not hesitate to contact me at any time if I can be of assistance.

Mahalo,

**Shannon Matson**

Legislative Assistant, Office of Council Member Jennifer Kagiwada  
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