Honda USA Foundation 2024-2025 Funding Cycle Application Submission Guide



The following Application Submission Guide contains helpful tips and contextual information to aid in completing the Honda USA Foundation application. This guide reflects only a portion of the application and is for example purposes only.

Following this guide and/or submitting an application does not guarantee funding.

- 1. Honda USA Foundation Funding Opportunities
- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

1. Honda USA Foundation Funding Opportunities

- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

Honda USA Foundation Funding Opportunities

Starting September 1, 2023, funding opportunities can be found on the Honda CSR Website at csr.honda.com/community/honda-giving/



Honda and the Honda USA Foundation provide funding to eligible organizations that support communities located near our major operations and align with our strategic CSR pillars of education, environment, mobility, traffic safety and community. We award funding through both corporate and foundation giving. View award criteria.



Honda Corporate Funding Honda supports the community by strategically collaborating with organizations and engaging our associates to drive sustainable change where we live and work. Priority will be given to programs that support marginalized communities and have the potential for the participation of Honda associates a wilkineses.



Honda USA Foundation The Honda USA Foundation supports society in the areas of education, mobility, the environment, and traffic safety by strategically collaborating with like-minded organizations to drive sustainable change in marginalized communities throughout the nation where Honda operations are located.

Honda Canada Foundation The Honda Canada Foundation was created to provide support to the registered charities and organizations that make valuable contributions to Canadians. Launched in 2005, the Foundation's mission is to enhance the social well being of Canadian communities through responsible investment in organizations that share our vision, values and focus on youth. The Honda Canada Foundation values education, environment, engineering an safety. Click "View award criteria" to review Honda USA Foundation's funding guidelines and eligibility.

By clicking "GO" in the box above, you will be led to the Honda USA Foundation funding cycle details, pillar award descriptions, and a link to the application.

- 1. Honda USA Foundation Funding Opportunities
- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

Application Access and Registration/Sign-in

> Once you access the application portal, you'll be prompted to sign in

- If you already have an account, please sign-in using your credentials
- New users must create an account, follow the 4 easy steps below to register
- > Each applicant needs to register only once in the system

Step 1: Access the link and click on "Register"
Register Sign in HONDA The Power of Dreams
Welcome to the Honda corporate application form You are now submitting a Honda corporate application. If you would like to submit a request to the Honda USA Foundation, please click here. Portal Account Instructions You will need to log in using your existing portal account or create a new portal account by selecting 'Register' below. Signing in will allow you to save your proposal and come back later to finish it and submit it.
Email address Password Password? Sign in Don't have an account? Register
Engineered by SPONSORIUM @ 2001-2021 Step 2: Register in the portal Register HONDA
Create an account Please fill in the form below to create your PerforMind Portal account. *First Name *Last Name *Email address *Password *Re-enter Password
Submit Already have an account? Sign in

Note : This link will expire in 7 days

- 1. Honda USA Foundation Funding Opportunities
- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

Application Overview

The left-hand column shows the application sections.	Access your saved or submitted applications through "My Account". My Account Sign out	Preview the entire application in advance by clicking on the "Printable Form".
Eligibility	HONDA	
Contact Information	Honda USA Foundation	
Organization Information	Eligibility	
Program Details & Impact	*Honda USA Foundation (the "Foundation") has provided award guidelines on	
Community Served	CSR.Honda.com detailing the types of programs we support. Have you read our guidelines to make sure your proposal meets our funding priorities?	
Financial Information	Yes	
Attachments	No	
Terms of Agreement Review & Submit	The Honda USA Foundation is currently accepting applications for programs that align with the following pillar award categories:	Navigate the application
	Environment: Awards will be given to programs that educate youth and communities on how to build a sustainable future through environmental education and conservation initiatives with an emphasis on water, air, and land.	with the "Previous"
	Mobility: Awards will be given to programs that provide the joy of mobility by removing barriers and expanding access for youth with disabilities and/or critical illnesses.	or the "Save
	Traffic Safety: Awards will be given to programs that ensure youth feel safe on and off the road through awareness programs that promote bicycle, automobile, motorsports, and/or pedestrian safety.	Continue" buttons at
	*Which Honda USA Foundation pillar award category are you applying for?	the bottom
	Environment	of the
	Mobility	pages.
	Traffic Safety Previous Save and Continue	I

Click "Save and Continue" on each page before navigating backward or forward as your responses will not save automatically.

*

?

The red asterisk indicates the question is required and must be answered to proceed in the application.

The question mark icon indicates there is additional information available to help answer the question. Simply hover over the icon and a pop-up text box will appear.

Section: Eligibility

Eligibility

Contact Information

Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

HONDA

Honda USA Foundation

Eligibility

Honda USA Foundation (the "Foundation") has provided award guidelines on CSR.Honda.com detailing the types of programs we support. Have you read our guidelines to make sure your proposal meets our funding priorities?

Yes

The Honda USA Foundation is currently accepting applications for programs that align with the following pillar award categories:

Environment: Awards will be given to programs that educate youth and communities on how to build a sustainable future through environmental education and conservation initiatives with an emphasis on water, air, and land.

Mobility: Awards will be given to programs that provide the joy of mobility by removing barriers and expanding access for youth with disabilities and/or critical illnesses.

Traffic Safety: Awards will be given to programs that ensure youth feel safe on and off the road through awareness programs that promote bicycle, automobile, motorsports, and/or pedestrian safety.

*Which Honda USA Foundation pillar award category are you applying for?

- Environment
- Mobility
- Traffic Safety
- Not applicable

*Does/will this proposal serve a geographic location where Honda operates?

Ver
. re:

No No

[®]Organization Type

- 501(c)(3) Nonprofit
- 501(c)(3) University Foundation
- Accredited schools (K-12) as listed by the U.S. Department of Education's National Center for Education Statistics (NCES)
- None of the above

If your organization receives a grant from the Honda USA Foundation, does your organization, in consideration thereof, (i) warrant and represent that your organization has adopted and adheres to a written policy that prohibits discrimination against on the basis of race, color, ethnicity, age, religion, gender, sexual orientation, gender identity, disability, national origin, ancestry, veteran status, marital status, family status, or genetic information and complies with all local, state, and federal nondiscrimination requirements? Please ensure you've thoroughly reviewed the eligibility guidelines and pillar award category descriptions for the Honda USA Foundation.

Later in the application, you will be required to complete additional questions regarding your selection.

Please visit <u>honda.com/operations</u> and scroll to the bottom of the page. You will find a list of states where Honda operates.

Yes
No

Section: Contact Information

Eligibility

Contact Information

Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

HONDA

Honda USA Foundation

Contact Information

Proposal Primary Contact

The person listed below is submitting this proposal and would be the primary contact on all correspondences in regards to this proposal.

Prefix	Select a value	
*First Name		Please list the
*Last Name		information of
*Title		the person submitting the
*Address ③		proposal and
*City ⑦		who will be the primary contact
[*] State	Select a value	on all
*Zip Code		correspondence regarding the
*Email		proposal.
*Telephone		
Secondary Organization Co	ntact	
Prefix	Select a value	
*First Name		Please also provide a
[*] Last Name		secondary
*Title		organization
*Email		contact in the event that we
*Telephone		cannot reach
		the primary
	Previous Save and Continue	contact.

Section: Organization Information

HONDA

Eligibility

Contact Information

Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

Honda USA Foundation	
Organization Information	
*Legal Name of Organization Name of the organization as registered with the IRS	Doing Business As (DBA): This name will be referenced in Honda
*Doing Business As (DBA) ③ If submitting multiple applications, please use a consistent name.	USA Foundation documents and records. Please include
*Tax ID/Employer Identification Number (EIN)	the full organization name and/or the acronym, if applicable.
*Organization Address ⑦	Example: Honda USA Foundation (HUSAF).
*Organization City ⑦	Please list your
*Organization StateSelect a value	 organization's main office address (aka "Billing Address").
*Organization Zip Code ⑦	
*Is the billing address the same as the mailing address? Yes No	If you want to receive physical mail at a different address than
*Organization Website	what is listed above, please select "no" and provide the best mailing address.
*In what year was your organization established? ⑦	

The remainder of this section will ask a series of questions to gain a deeper understanding about your organization. The more pertinent information you provide, the more insight we will have on your organization.

Section: Program Details & Impact

Eligibility

Contact Information

Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

HONDA

Honda USA Foundation

Program Details & Impact

The Honda USA Foundation is currently accepting applications for programs that align with the following pillar award categories:

Environment: Awards will be given to programs that educate youth and communities on how to build a sustainable future through environmental education and conservation initiatives with an emphasis on water, air, and land.

Mobility: Awards will be given to programs that provide the joy of mobility by removing barriers and expanding access for youth with disabilities and/or critical illnesses.

Traffic Safety: Awards will be given to programs that ensure youth feel safe on and off the road through awareness programs that promote bicycle, automobile, motorsports, and/or pedestrian safety.

*Which Honda USA Foundation pillar award category are you applying for?

\bigcirc	Environment
	Mobility

Traffic Safety

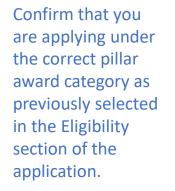
150 character limit

Program start date

Program end date ⑦

Grant amount requested

^{*}What is the title of the proposed program for which funding is being sought?

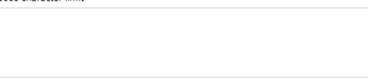


Please provide the program dates between the April 2024 – April 2025 funding cycle for which funding is being sought in this application.

2

Please provide a description of the proposed program for which funding is being sought.

5000 character limit



The remainder of this section will ask a series of questions to gain a deeper understanding about your **program**. The more pertinent information you provide, the more insight we will have on your program.

Section: Community Served

Eligibility

Contact Information

Organization Information

-

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

HONDA Honda USA Foundation

unity Comercia

Community Served

For the questions below, please share the projected/estimated information on the population served by this program.

If this program is funded, your organization will be asked to report on the actual population served.

Does the program serve 51% or greater of ethnic minority populations? (i.e. African American, Asian American, Pacific Islander, Hispanic/Latinx, Native American, Mixed Race)

Yes

No No

Information Not Collected

Please share the projected/estimated ethnic breakdown by percentage on the population primarily served by this program:

(All fields must have a numeric response, if the percentage is 0, please enter 0 in the $% \left({{{\rm{A}}} \right)$

*African American / Black	96
*Asian American	96
*Caucasian	96
*Hispanic / Latinx	96
*Native American	96
*Pacific Islander	96
*Other	
Information Not Collected (If the organization does not collect this data, mark this field as 100%)	96
Total	O 96
Yes No Information Not Collected	
Please provide projected/estimated gender breakdown served by this program:	identification percentage
(All fields must have a numeric response, if th respective field.)	e percentage is 0, please ente 0
[*] ldentify as Male	96
[*] Identify as Female	96
*Non-binary	96
Information Not Collected (If the organization does not collect this data,	96
mark this field as 100%)	
	O 96
mark this field as 100%)	O 96
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations?	O 96
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No	O 96
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No Information Not Collected	0 %
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No	0 %
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No Information Not Collected Please provide projected/estimated age gro	0 % routh (children and young adul up percentage breakdown ser
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No Information Not Collected Please provide projected/estimated age gro by this program: (All fields must have a numeric response, if th	0 % routh (children and young adul up percentage breakdown ser
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No Information Not Collected Please provide projected/estimated age gro by this program: (All fields must have a numeric response, if th respective field.)	0 % routh (children and young adul pup percentage breakdown ser e percentage is 0, please enter 0
mark this field as 100%) Total Does the program serve 51% or greater of y and/or senior populations? Yes No Information Not Collected Please provide projected/estimated age gro by this program: (All fields must have a numeric response, if th respective field.) "Children (0-16 years)	0 % routh (children and young adul pup percentage breakdown ser e percentage is 0, please enter 0

We are interested in learning more about our potential community partners and their data collection. If you select "Information Not Collected," you'll be asked to describe why. We appreciate any insight you can provide.

All fields are required. If the projected/estimated percentage is 0, please enter the number "0".

Note: The percentages entered in this section should reflect the population served **specifically by the program for which funding is being sought**, NOT the population served by your organization overall.

Please provide the **projected/estimated information, to the best of your ability,** on the population served by this program. If funded, your organization will be asked to report on the actual population served later in the funding cycle.

Information Not Collected (If the organization does not collect this data, mark this field as 100%)

0.96

Section: Community Served (continued)

Note: The percentages entered in this section should reflect the population served **specifically by the program for which funding is being sought**, NOT the population served by your organization overall.

Please provide the **projected/estimated information, to the best of your ability,** on the population served by this program. If funded, your organization will be asked to report on the actual population served later in the funding cycle.

^{*}Does the program serve 51%+ of at least one of these demographic groups: LGBTQ+, veterans/military, ability/disability, and/or individuals and/or families at or below the Federal Poverty Guidelines?

	Y	0	s
		_	-

No

Information Not Collected

Please provide projected/estimated demographic percentage breakdown served by this program (please note, the percentages below do not need to equal 100%):

(All fields must have a numeric response, if the percentage is 0, please enter 0 in the respective field.)

*LGBTQ+ (%)

Veterans/Military (%)

^{*}Ability/Disability (%)

^{*}Individuals and/or families at or below the Federal Poverty Guidelines (FPG) (%)

Information Not Collected (If the organization does not collect this data, mark this field as 100%)

All fields are required. If the projected/estimated percentage is zero, please enter the number "0".

As program beneficiaries may identify with multiple demographics here, the percentage total does not need to equal 100%.

Section: Program Budget

Eligibility

Contact Information

Community Served

Terms of Agreement

Review & Submit

Attachments

Organization Information

Honda USA Foundation

Financial Information

Please provide your organization's financial information, based on your last fiscal year end:

HONDA

*Fiscal Year Start date that this data reflects?	
*Fiscal Year End date that this data reflects?	
*Current Assets	
*Current Liabilities	
*Total Assets	
*Total Liabilities	
*Total Revenue	
*Total Expenses	
*Total yearly amount spent on fundraising	

Please provide a breakdown of the **Total Budget Amount** (the cost of running the program overall) and the **Total Grant Request Amount** (the amount you are requesting in this proposal) based on the expense categories.

Program Budget

*Total Budget Amount

Personnel Cost Ratio

Please	enter	the	total	cost	of
running	the pr	ograr	n over	all	

Please provide a breakdown of the Total Budget Amount (listed above) and the Total Grant Request Amount (the amount you are requesting as part of this proposal) based on the expense categories listed below.

Personnel and Benefits

Examples: Salaries and benefits of applicable program staff

Sub-total Budget Amount

^{*}Sub-total Grant Request Amount

Training and Professional Development

Examples: Expenses incurred to train program staff, volunteers and/or others responsible for delivering program activities, travel and fees to attend conferences or offsite training sessions.

Sub-total Budget Amount Sub-total Grant Request Amount The sub-total Budget Amounts for each category should add up to the Total Budget Amount.

The sub-total Grant Request Amounts for each category should add up to the Total Grant Request Amount.

Section: Attachments

Eligibility	HONDA	
Contact Information	Honda USA Foundation	
Organization Information	Attachments	
Program Details & Impact	Please attach the following (3) REQUIRED documents for 501(c)(3) organizations:	
Community Served	Copy of your tax exemption letter from the Internal Revenue Service (Section	How to upload attachments:
Financial Information	501 (c) (3)) (Required) Most Recent Audit - If not available, please provide the last 2 years Balance	
Attachments	Sheet and Income Statement. (Required) Most Recent Form 990 filed with the IRS (Required)	*
Terms of Agreement	 Detailed program budget (Optional) Supplemental information that supports the proposal: photos, letters of 	+ Choose documents Attach documents Cancel
Review & Submit	 support, testimonials, etc. (Maximum 4 for internal use only) (Optional) Logo - Please attach if the Foundation has permission to use your logo for promotional purposes related to the grant. (Optional) 	1. Click "Choose documents" and select the document(s) you want to upload.
	Please ensure each required document is attached separately. Please attach the following (2) REQUIRED documents for accredited schools (K-	
	 12) as listed by the U.S. Department of Education's National Center for Education Statistics (NCES): Copy of your W-9 signed within the last two years (Required) Most Recent Audit - If not available, please provide the last 2 years Balance Sheet and Income Statement. (Required) Detailed program budget (Optional) Supplemental information that supports the proposal: photos, letters of support, testimonials, etc. (Maximum 4 for internal use only) (Optional) 	Choose documents Attach documents Cancel Organization 990 - 103.7 KB Organization W Conce the file(s) are selected,
	 Logo - Please attach if the Foundation has permission to use your logo for promotional purposes related to the grant. (Optional) Please ensure each required document is attached separately. 	2022.pdfthey will appear under the uploadOrganization Logo.pdfbar. Click "Attach documents."
	To upload the required documents, please follow these two steps:	
	1. Click on "Choose document" 2. Click on "Attach document "	Previous Save and Continue
	* + Choose documents	* * Choose documents * Attach documents @ Cancel Organization 990 - 103.7 2022.pdf KB Organization W9 - 103.7 2022.pdf KB Organization 160.0 ×
Document fo	file formats: ormats accepted are either images (JPEG F, Microsoft Word, Microsoft Excel and owerPoint.	The gray bar(s) indicate when the document(s) are being attached.
Maximum #	of files:	Once documents are successfully uploaded, they will appear in the "Document" section.

Organization 990 - 2022.pdf (103 KB)

Organization W9 - 2022.pdf (103 KB)

3. Confirm all document(s) are

uploaded. Click "Save and Continue."

Organization Logo.pdf (160 KB)

A maximum of 10 files can be uploaded in this section.

Maximum file size:

The total combined size for all attachments cannot exceed 10mb

×Delet

×Delete

×Delete

ave and Continue

Section: Terms of Agreement

Eligibility

Contact Information

Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

HONDA

Honda USA Foundation

Terms of Agreement

BY ELECTRONICALLY SUBMITTING THE FOLLOWING TERMS OF AGREEMENT, YOU ARE AGREEING TO COMPLY WITH THE TERMS OF AGREEMENT AND YOUR ORGANIZATION WILL BE BOUND BY THEM.

If your organization receives a grant or award from the Honda USA Foundation, does your organization, in consideration thereof, (i) warrant and represent that any amounts received from the Foundation will be used solely for the purposes outlined in this grant application, and (ii) hereby agree to submit, upon request, independent audits showing how your organization used any such grant or award from the Honda USA Foundation?

Yes

If your organization receives a grant from the Honda USA Foundation, does your organization, in consideration thereof, (i) warrant and represent that your organization has adopted and adheres to a written policy that prohibits discrimination against on the basis of race, color, ethnicity, age, religion, gender, sexual orientation, gender identity, disability, national origin, ancestry, veteran status, marital status, family status, or genetic information and complies with all local, state and federal non-discrimination requirements?

	Yes
	No

^{*}If the proposed grant is made, the grantee agrees to provide any information and make any reports that the Honda USA Foundation may require.

Agree
Disagree

At the complete and sole discretion of the Honda USA Foundation if any of the following events occurs, the grantee agrees to repay, upon demand, to the Foundation, the full amount of said grant: (i) A determination (preliminary or otherwise) by the Internal Revenue Service that such a grant is inappropriate for the Honda USA Foundation, (i.e., that it constitutes a "taxable expenditure" or does not constitute a "qualifying distribution), (ii) failure of the grantee to properly conform to the aforementioned reporting procedures, (iii) a change in the activities of the grantee which affects the nature of its exempt status, (iv) failure to spend the grant as indicated in this application, or (v) this grant application or any required report to the Honda USA Foundation is found to be inaccurate in any material respect.

Agree
Disagree

The foregoing information is certified to be true to the best of our knowledge, information, and belief.

[*] Date	
*Name of requesting	test
organization	
*Type signer's name	test
*Official capacity of signer	
with reporting organization	-

Please read the terms of agreement carefully. By electronically submitting the terms of agreement, you are agreeing to comply with the terms of agreement and your organization will be bound by them.

- 1. Honda USA Foundation Funding Opportunities
- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

How to Access Your Application(s)

To access your application(s), login through the respective application using your credentials and click on "**My Account**" in the top right corner.

	HOND The Power of Dre	
My Proposals Draft Proposals	Create New Proposal	
Submitted Proposals	Date Created	Name of Proposal
Received Questionnaires	No records found	
Pending Questionnaires		
Submitted Questionnaires		
	A T	
Settings		
Settings Account Settings		

You can access any draft application(s) in progress by clicking "Draft Proposals". Submitted application(s) can be viewed by clicking "Submitted Proposals".

- 1. Honda USA Foundation Funding Opportunities
- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

Confirmation of Submission

	My Account Sign out
	The Power of Dreams Printable Form
Eligibility	
Contact Information	HONDA Honda USA Foundation
Organization Information	Review & Submit
Program Details & Impact	Your proposal is now ready. You may review or print it before submitting by clicking on
Community Served	the "Printable Form" link above. To edit your document, please use the Previous button on this page.
Financial Information	Please ensure that you have reviewed your application and that all required
Attachments	documents are attached, as you will not be able to make any changes once you submit your request. Do not forget to click on the Submit button below.
Terms of Agreement	
Review & Submit	Previous Submit

- At the end of the application, we highly encourage you to click on the "Printable Form" to review your answers prior to submitting your application. If you need to make edits, please use the "Previous" button to navigate to the necessary sections.
- Once you have reviewed your application, confirmed that all required documents are attached, and have no other edits, please click "Submit" to finish your application.
- Please note, you will <u>not</u> be able to make any changes once you submit your application.
- Once submitted, you will receive an email confirmation from the application portal.
 - If you do not see the confirmation email, please check your spam/junk folder. Please mark the sender as "safe" to ensure you receive all future email correspondences regarding your proposal(s).

- 1. Honda USA Foundation Funding Opportunities
- 2. Application Access and Registration/Sign-in
- 3. Application Overview and Walkthrough
- 4. How to Access Your Application(s)
- 5. Confirmation of Submission
- 6. Timeline/Important Dates

Timeline / Important Dates

September 1, 2023

➢Application Window Opens

October 31, 2023 (11:59 PM PST)

Application Window Closes

Review Process

Additional Information May Be Requested

Spring 2024

Award Decision Notifications (Tentatively April 2024)

If you have any questions regarding the application and/or application process, please contact: <u>HondaUSAFDN@na.honda.com</u>