Honda USA Foundation 2024-2025 Funding Cycle Application Submission Guide

Submission Guide Purpose and Disclaimer

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.

Submission Guide Content

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

Submission Guide Content

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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/

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.

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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**

Returning User Instructions

Login using your credentials

To reset your credentials, click "Forgot your password"

If you need further technical assistance with your login

Contact System Support at service@sponsor.com

New User Instructions

Step 1: Access the link and click on "Register"

Step 4: Return to the welcome page to login

Step 2: Register in the portal

Step 3: Check your email for the verification email

Please click on the link below to confirm your email address and complete the registration process.

https://csrhonda--proposals.sponsor.com/confirmRegistration?k=6b304176584f4244655a2b587a39637448376d49&tqid=6213&sdid=

Note : This link will expire in 7 days

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Application Overview

Access your saved or submitted applications through "My Account".

Preview the entire application in advance by clicking on the "Printable Form".

The left-hand column shows the application sections.

My Account Sign out

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The Power of Dreams

Printable Form

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Honda USA Foundation

Eligibility

Contact Information

Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

Terms of Agreement

Review & Submit

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

◯ No

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

[Previous] [Save and Continue]

Navigate the application with the "Previous" or the "Save and Continue" buttons at the bottom of the pages.

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.

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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

○ No

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.

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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?

○ Yes

○ 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 non-discrimination requirements?

○ Yes

○ No

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

Application Walkthrough

Section: Contact Information

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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	
*Last Name	
*Title	
*Address ⑦	
*City ⑦	
*State	--Select a value--
*Zip Code ⑦	
*Email	
*Telephone	

Please list the information of the person submitting the proposal and who will be the primary contact on all correspondence regarding the proposal.

Secondary Organization Contact

Prefix	--Select a value--
*First Name	
*Last Name	
*Title	
*Email	
*Telephone	

Please also provide a secondary organization contact in the event that we cannot reach the primary contact.

[Previous] [Save and Continue]

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Section: Organization Information

Eligibility

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Organization Information

Program Details & Impact

Community Served

Financial Information

Attachments

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Review & Submit

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Organization Information

*Legal Name of Organization

Name of the organization as registered with the IRS

*Doing Business As (DBA) ⑦

If submitting multiple applications, please use a consistent name.

*Tax ID/Employer Identification Number (EIN)

*Organization Address ⑦

*Organization City ⑦

*Organization State

--Select a value-- ▾

*Organization Zip Code ⑦

*Is the billing address the same as the mailing address?

◯ Yes

◯ No

*Organization Website

*In what year was your organization established? ⑦

Doing Business As (DBA): This name will be referenced in Honda USA Foundation documents and records. Please include the full organization name and/or the acronym, if applicable. Example: Honda USA Foundation (HUSAF).

Please list your organization's main office address (aka "Billing Address").

If you want to receive physical mail at a different address than what is listed above, please select "no" and provide the best mailing address.

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

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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?

○ Environment
○ Mobility
○ Traffic Safety

Confirm that you are applying under the correct pillar award category as previously selected in the Eligibility section of the application.

*What is the title of the proposed program for which funding is being sought? ⑦

150 character limit

[   ]

*Program start date

[   ]

*Program end date ⑦

[   ]

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

*Grant amount requested

[   ]

*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

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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
○ 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 respective field.)

*African American / Black _____ %

*Asian American _____ %

*Caucasian _____ %

*Hispanic / Latinx _____ %

*Native American _____ %

*Pacific Islander _____ %

*Other _____ %

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

Total   0 %

*Does the program serve 51% or greater of female and/or non-binary populations?

○ Yes
○ No
○ Information Not Collected

Please provide projected/estimated gender identification percentage breakdown served by this program:

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

*Identify as Male _____ %

*Identify as Female _____ %

*Non-binary _____ %

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

Total   0 %

*Does the program serve 51% or greater of youth (children and young adults) and/or senior populations?

○ Yes
○ No
○ Information Not Collected

Please provide projected/estimated age group percentage breakdown served by this program:

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

*Children (0-16 years) _____ %

*Young Adults (17-26 years) _____ %

*Adults (27-64 years) _____ %

*Seniors (65+ years) _____ %

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

Total   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.

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?

- ◯ Yes
- ◯ 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%.

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Section: Program Budget

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Financial Information

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

*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

*Personnel Cost Ratio

Program Budget

*Total Budget Amount

Please enter the total cost of running the program overall

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

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.

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

How to upload attachments:
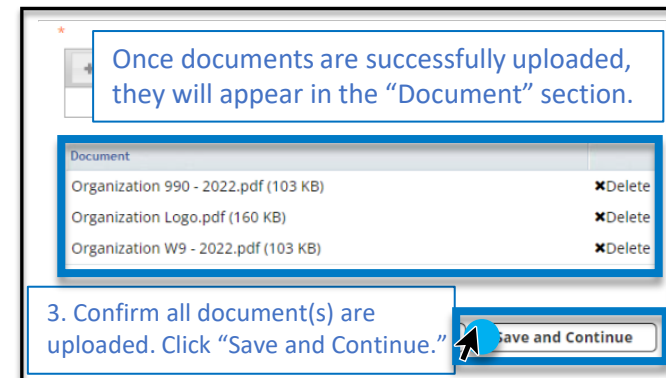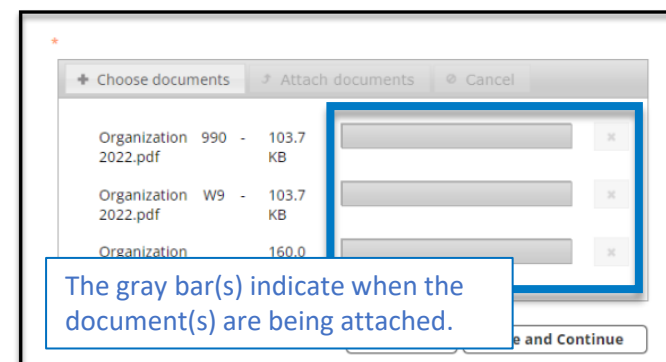
1. Click "Choose documents" and select the document(s) you want to upload.

2. Once the file(s) are selected, they will appear under the upload bar. Click "Attach documents."

The gray bar(s) indicate when the document(s) are being attached.

Once documents are successfully uploaded, they will appear in the "Document" section.

3. Confirm all document(s) are uploaded. Click "Save and Continue."

Attachment file formats:
Document formats accepted are either images (JPEG or PNG), PDF, Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
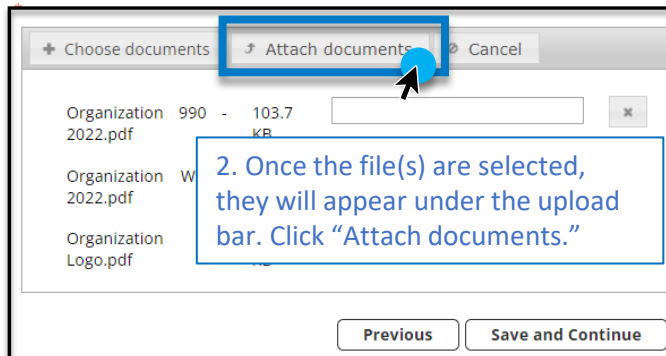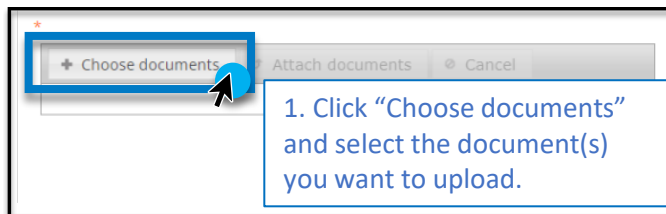
Maximum # of files:
A maximum of 10 files can be uploaded in this section.

Maximum file size:
The total combined size for all attachments cannot exceed 10mb

Section: Terms of Agreement

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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
○ No

*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 organization — test

*Type signer's name — test

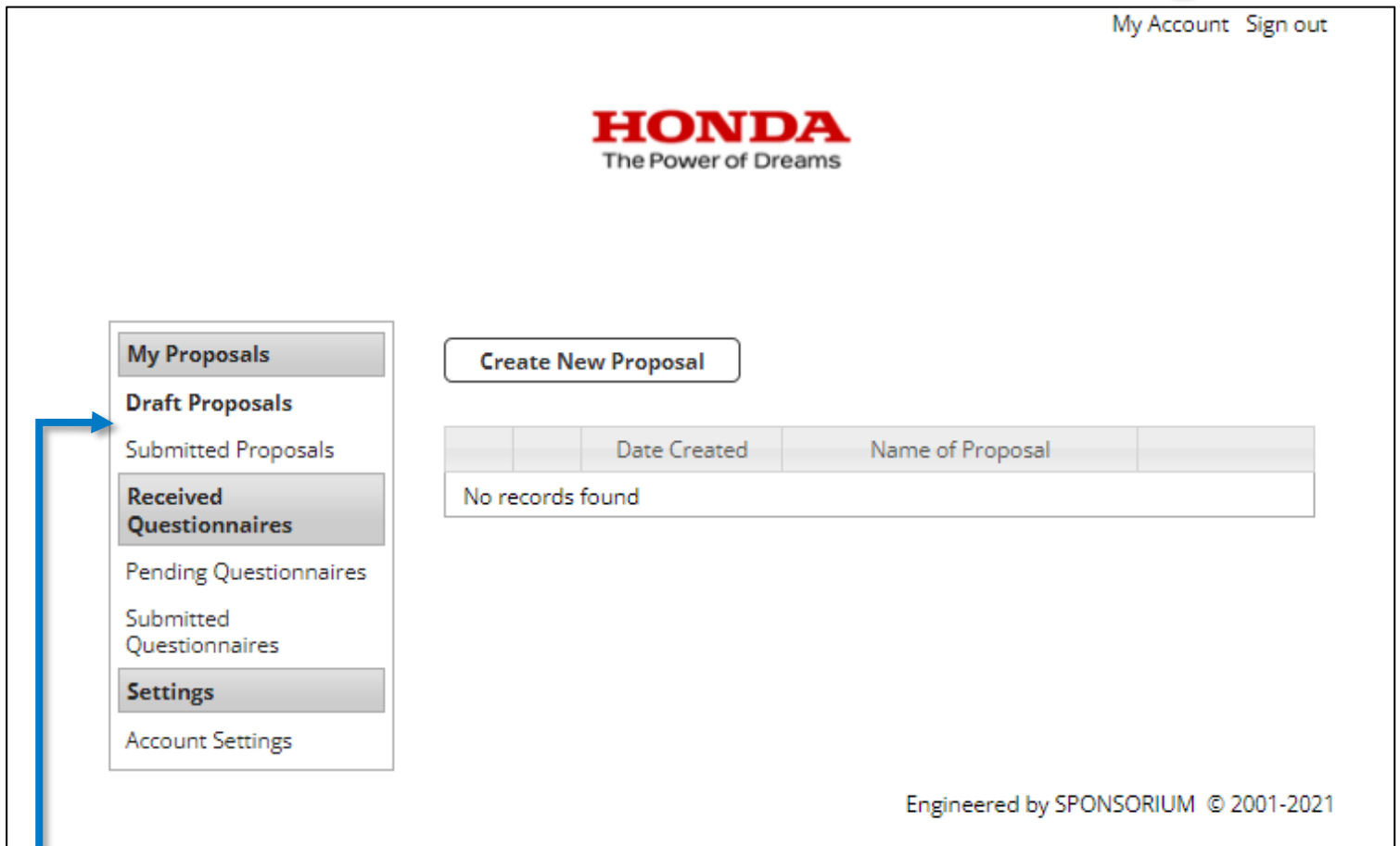*Official capacity of signer with reporting organization

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.

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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.

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

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Confirmation of Submission

- 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).

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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: HondaUSAFDN@na.honda.com