



January 29, 2013

Aloha,

The Boys & Girls Club of the Big Island is applying for Grant In Aid funds to continue much needed out of school services to Big Island youth. In this tough economy resources are becoming tighter and tighter for organizations like ours and for the families we serve. We are seeing more and more youth needing a safe and positive place to be and are coming to the Boys & Girls Clubs where they learn and play and grow into their full potential. Please help us keep our 6 clubs open for the youth who need them.

Mahalo,

[Redacted Signature]
Zavi Brees-Saunders
Chief Professional Officer

100 Kamakahonu Street
Hilo, Hawaii 96720

Ph: 808-961-5536
Fax: 808-961-5534

Visit the Club's Website at
www.bgcbi.com

Chief Professional Officer
Zavi Brees-Saunders

Chief Volunteer Officer
Toby Taniguchi

Chief Volunteer Officer Elect
Donn Mende

Vice-President
Mitch Roth

Treasurer
Ivan Nakano

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Julia Neal
Kiyoko Ota
Mike Tulang
Randy Kurohara
Rhea Lee
Russell Chin
Russell Hayashi
Ryan Kadota
Tom Brown
Warren Lee
Wayne Yamauchi



Member Agency

House District 2 (and 1, 3, 4, 5)
Senate District 1 (and 2, 3)

THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Boys & Girls Club of the Big Island

Dbas:

Street Address: **100 Kamakahonu Street, Hilo HI 96720**

Mailing Address: **100 Kamakahonu Street, Hilo 96720**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Zavi Brees-Saunders

Title Chief Professional Officer

Phone # (808)961-5536

Fax # (808)961-5534

e-mail zavi@bgcbi.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Mentoring Big Island Youth through quality out of school programs that build character, integrity and most importantly life champions

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$ 200,000.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
 EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ 210,000
FEDERAL \$ 31,250
COUNTY \$ _____
PRIVATE/OTHER \$ 200,000

Toby Taniguchi, Chief Volunteer Officer

NAME & TITLE

January 25, 2013

DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A brief description of the applicant's background;

For over 50 years, Boys and Girls Club of the Big Island (BGCBI) has been in the forefront of youth development, working with young people from disadvantaged economic, social and family circumstances. Founded as the Boys Club of Hilo in 1952, the organization has served well over 50,000 youth in East Hawaii. On May 30, 2002 the organization was re-incorporated as a 501(c)(3) non-profit organization. Also in 2002, the organization was issued a new charter with Boys and Girls Club of America and became the Boys & Girls Club of the Big Island. With this new charter came a new vision to reach out to rural communities on Hawaii Island, resulting in the formation of 5 new Clubs. In 2003, the Pahoa and Keaau Boys & Girls Clubs opened their doors and in 2007 the Ocean View, Pahala and Hamakua Boys & Girls Clubs opened their doors.

As an organization, BGCBI embodies the mission statement: *"To inspire and enable all Big Island youth to become responsible and productive citizens, through quality programming, in a safe and caring environment."* BGCBI is dedicated to ensuring that the community's youth have greater access to quality programs and services provided by caring adults that will enhance their lives and shape their futures.

The Boys & Girls Club of the Big Island is part of a nationwide movement of community-based, autonomous organizations and the Boys & Girls Clubs of America (BGCA), working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders. The organization offers daily access to a broad range of programs in five core program areas (Character and Leadership Development; Education and Career Development; Health and Life Skills; Arts & Crafts; and Sports, Fitness and Recreation) and several specialized initiatives. All programs are designed to drive positive outcomes for youth and reinforce necessary life skills.

The BGCBI serves well over 1,000 youth per year across the 2 club sites. Most days after school around 400 youth attend club programming or organized sports activities. While some clubs have seen fairly steady membership, some have seen dramatic growth. The Hilo Club for example has seen a 41% increase in membership in the past year; from 85 at the end of the last school year to over 120 this year.

2. The goals and objectives related to the request;

Goal;

All members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

The objectives are:

- 1.) *1,000 youth will participate in BGCBI core programming.*
- 2.) *75% of participating youth will demonstrate an increase in confidence regarding their academic ability.*
- 3.) *75% of participating youth will demonstrate an improved attitude in their approach to education.*
- 4.) *75% of participating youth will demonstrate improved academic success.*
- 5.) *75% of participants will demonstrate improved understanding of healthy choices*
- 6.) *75% of participating youth will make healthy choices*
- 7.) *75% of participating youth will be involved in community service projects*

3. The public purpose and need to be served;

The Boys & Girls Club of the Big Island's (BGCBI) members and surrounding communities have a great need for mentoring and safe, positive places to spend their out of school time. In 2012 BGCBI conducted a series of community assessments at each club site and among staff and board. These were in the form of assessment of strengths, weaknesses, opportunities and threat both for the organization and for youth in the communities. One of the consistent subjects that crossed all communities and areas of assessment were the benefits of youth having positive supporting relationships with adults and the need for continuous and increased mentoring opportunities for youth. Stakeholders attending the community assessments agree, priority needs for Big Island youth included;

Positive Role Models (Mentors) / Age appropriate and free or low cost activities / Place to hang out and be safe and to learn about forming sustainable living / Opportunities of all kinds, sports, leadership ect. / Constructive, healthy and safe activities to do /Part time jobs / Feeling of security / Hunting and fishing skills / Academic assistance, involvement in community, goals, better communication skills, positive mentors /Exercise /Variety of experiences /Loving care / Safe, accepting place

The data from various sources tracking youth and community statistics support this need. The youth in the organizations 6 rural clubs are at a great risk for dropping out of school. In addition, Big Island youth are faced with risk factors such as early initiation of problem behaviors w/alcohol and drug use, favorable attitude towards ATOD use, low perceived ATOD use risk and peer approval of ATOD use. Community, school, and family risk factors include exposure of youth to alcohol and drugs, low school commitment, poor academic performance, lack of family supervision/involvement, lack of parental sanctions for antisocial behaviors, and factors affecting

family socioeconomic struggles, such as unemployment and substance abuse. Between 2005 and 2007, the Big Island saw a 20% increase in the juvenile arrest rate including a 28% increase in the violent crime index arrest rate. All these risk factors affect our youth's ability to make a successful transition to adulthood and this powerful data points to the overwhelming need Big Island youth have for establishing relationships with adults who care enough to assist them in developing positive personal qualities and support them in connecting with their schools, families and communities.

The following data for the youth of the Hilo community was gathered from the University of Hawaii, Center on the Family, the Hawaii Department of Education (<http://doe.k12.hi.us>), the 2003 Hawaii Student Alcohol, Tobacco, and Other Drug Study <http://hawaii.gov/health>), the County of Hawaii Department of Research and Development (http://www.hawaii-county.com/directory/dir_research.htm) and the County of Hawaii Office of the Prosecuting Attorney (Special Projects Unit Data Collection 2010 Report):

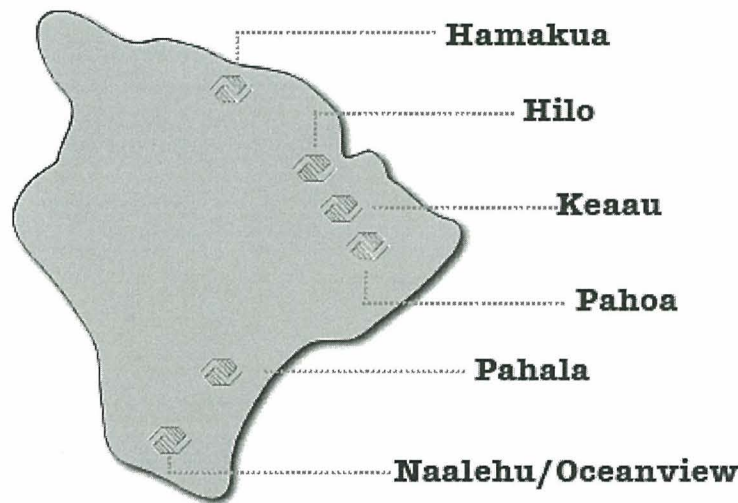
- Hawaii County has the lowest percentage in the State of families with children that are headed by a married couple
- Over 25% of the children live in poverty and participation in the Food Stamp and Temporary Assistance to Needy Families (TANF) programs in the Hilo Community is more than double the State average
- Per capita income averages at \$17,600 which is 19% below the State of Hawaii per capita income level.
- The average percentage of 18 to 24 year olds without a high school diploma is reported at 20.5%.
- The Complex Schools show an average daily attendance of 92.9%, below the State of Hawaii standard of 95%. The average daily absence rate is reported at 13 days as compared to the state standard of 9 days.
- Percentage of adolescents report feeling unsafe in their neighborhoods is 39.9%
- Percentage of teens (16-19) not in school and not working is at 12%.
- Community domain risk factors include: 43.3% of 8th grade students reporting community disorganization, 47.3% perceive laws and norms favorable to drug use, and 37.4% of adolescents have reported exposure to illicit drug use in school and community.
- Family domain risk factors include: 35.6% of 8th grade students reporting poor family supervision and 65.9% having exposure to family ATOD use.
- School domain risk factors include: 37% of 8th grade students reporting low school commitment and 47.8% report poor academic performance.
- Peer-individual domain risk factors include: 35.2% of 8th grade students reporting early initiation of problem behaviors, 41.6% reporting a low perceived risk of ATOD use, and 37.9% reporting friends' reward for antisocial involvement.
- drop-out rate and 82.7% of students graduating on time.
- In 2008 the County of Hawaii saw 2,011 juvenile arrests – a 22% increase since 2003.
- In 2008 there were 472 youth arrested as runaways in Hawaii County. Those 472 youth accounted for 899 arrests.

4. Describe the target population to be served; and

The target population is Big Island youth ages 6 to 17 who need a safe, fun, supportive place to be during out of school hours including after school and intercession. The Clubs are open to any youth for an annual membership fee of \$10 which is waived if needed.

5. Describe the geographic coverage.

The Boys & Girls Club of the Big Island provides out of school programming in the Big Island communities of Paauilo, Hilo, Keaau, Pahoa, Pahala and Naalehu. Ocean View youth are also provided easy access to the Naalehu club through transportation from Naalehu to Ocean View at the end of the day. BGCBI Staff also supervise an organized walk from key elementary schools to club sites so as have the sites be safely accessible for younger youth.



II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

The Boys & Girls Club of the Big Island seeks to obtain support to continue core programming at all 6 existing Club locations. As funding becomes tighter and community needs bigger, BGCBI is struggling to continue to offer quality programs and services to an ever increasing number of youth. The demand for services is increasing continuously, especially in the Hilo, Keaau and Pahoa communities, as demonstrated by ever increasing numbers of youth coming to the clubs.

BGCBI is requesting Grant in Aid funding to continue core programming as described below, in all 6 club sites.

Boys & Girls Club of the Big Island's vision is to provide a world-class club experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle. Our *mission "to inspire and enable all Big Island youth, to become productive and responsible citizens by offering quality programs in a safe and caring environment"* defines our passion to ensure that our Island community's disadvantaged youth have greater access to quality programs and services that will enhance their lives and shape their futures.

More than 1000 young people each year, many at risk for negative behaviors and in need of positive role models and activities, are taking advantage of the programs, activities, and services provided by Boys & Girls Club of the Big Island at Clubs in the Hilo, Keaau, Pahoa, Hamakua, Pahala, and Naalehu Communities.

BGCBI's programs and services are aimed at instilling a positive sense of self, increasing self-esteem, self-confidence, and teaching the skills necessary to make good, sound decisions. Through fun and engaging activities, BGCBI provides a positive atmosphere for youth to explore their interests so that they can reach their full potential and contribute to their communities as productive, responsible citizens.

BGCBI's programs are developed in accordance with the **Boys & Girls Club of America's five core programs areas:**

- 1. Health & Life Skills Development:** develops our youth's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Activities and programs include: Project TNT (Toward No Tobacco) and Too Good For Drugs & Violence are both SAMSHA approved evidenced-based prevention programs that gives youth the information and skills needed to stay drug, alcohol, tobacco and violence free. **Triple Play** - is a fitness program that develops a connection of mind, body and soul that will be incorporated on a daily basis during the after school program.

Although many youth participate to some degree in sports and fitness activities, they are not always physically fit – and they often lack the basic knowledge they need to make positive food choices. BGCA developed **Triple Play** in collaboration with the U.S. Department of Health & Human Services. The program demonstrates how eating smart, keeping fit and forming positive relationships add up to a healthy lifestyle.

Through Triple Play (*MIND, BODY, AND SOUL*), youth learn about good nutrition and how to make smart meal and snack choices. Members receive coaching in sports leagues and fun activities, developing their coordination and leadership skills. Organized social

recreation activities strengthen character, increase confidence and enhance the ability to relate well to others.

Triple Play was developed to increase the following among Club members: Their knowledge of healthy habits, good nutrition and physical fitness; number of hours per day participating in physical activities; ability to interact positively with all youth and engage in healthy relationships; and increased participation at the Club, including recruiting new members.

Program Components of Triple Play

Mind

According to the U.S. Department of Health & Human Services, young people who spend no time in extracurricular activities are 49 percent more likely to have used drugs and 37 percent more likely to become teen parents than those who spend one to four hours per week in extracurricular activities. Healthy Habits, the “Mind” component of Triple Play, is a Club-wide strategy to promote health and well-being in young people. The approach incorporates healthy living and active learning into every part of the Club Experience, from the gym to the learning center to the arts and crafts room.

Mind Objectives

- Build awareness of eating a variety of nutritious foods
- Increase likelihood of making healthy and smart food choices

Healthy Habits utilizes informational and experiential learning activities in a small-group setting, allowing members to develop healthy attitudes and behaviors about nutritional eating and physical fitness. The program supports Club members in making positive decisions about their well-being. Participants will build skills related to fitness and positive lifestyle changes.

Body

Taking a systematic approach, this component boosts Clubs’ traditional physical activities to a higher level by providing sports and fitness activities for all youth – boys and girls, athletically gifted and those talented in other areas. Daily fitness challenges give youth at every age the chance to play longer and harder at different games – from jumping rope to basketball and creating games of their own. Sports Clubs and inter-Club competitions in multiple team sports can help keep interest high among Club members.

Body Objectives

- Increase time each day members participate in physical activities
- Increase members’ knowledge of physical fitness

Body Components

These elements promote fun with a purpose, physical fitness and skill acquisition year-round in a non-competitive yet challenging environment. Daily Fitness Challenges

consist of: Jump Rope Challenge; Walk/Run Challenge; Basketball Skills Challenge; Invent-a-Sport Challenge; Get Fit Challenge; Keiki Zumba; Dance Dance Revolution.

Soul

The Soul component of Triple Play provides an opportunity to strengthen and build a comprehensive social recreation program. By having a strong social recreation program, there will be an increase in the number of youth and existing members who participate in the Club program.

Soul Objectives

- Increase members' ability to interact positively with all youth and adults and engage in healthy relationships

The Soul component utilizes the Club Gamesroom to teach age-appropriate positive social skills. As boys and girls learn to value and respect Club professionals and fellow members, they also learn to feel good about themselves and their surroundings. This aspect of the program will create an opportunity to strengthen the Gamesroom, a visible area of the Club. Club professionals will design and implement a diversified program that fosters individual growth as well as interpersonal communication. From the Gamesroom to field trips and other informal social recreation activities, Club staff will develop creative options that meet the interests and needs of their members.

- 2. Sports, Fitness and Recreation Development:** develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills. Activities and programs include: game room, indoor/outdoor activities, table tournaments, and inter-club leagues.
- 3. The Arts:** enables youth to develop their creativity and cultural awareness through knowledge and an appreciation of the visual arts, crafts, performing arts and creative writing. Activities and programs include: arts & crafts, fine art, photography, dance, and music.
- 4. Education and Career Development:** enables our youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career. Activities and programs include: Power Hour homework assistance, Project Learn comprehensive education based activities with high-yield learning opportunities, science based environmental programs, Club Tech computer technology program, Goals for Graduation and Career Launch career preparatory program. BGCBI is also in the process of starting a STEM Gardening program to teach science to youth through hand of project based learning in the garden.
- 5. Character & Leadership Development:** empowers our youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities. Activities and programs include: Keystone Club for 13-17 year

olds, Torch Club for 10-12 year olds, Youth of the Year - local, state, regional and national youth recognition program, public speaking opportunities, community service clubs and Welcome Patrol - youth program introducing the Club program and environment to guests and new members. Youth for Unity is a Boys and Girls Club of America national diversity initiative that cultivates individuality, builds cultural identity and an appreciation of diversity.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The Boys & Girls Club of the Big Island will implement the core programming outlined above from July 1, 2013 to June 30, 2014.

Continuous progress will be seen in meeting the program objectives with quarterly and end of year progress check ins.

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;

Quality Assurance Plan

- Weekly staff meetings at each club to review status of work plans and achievement of performance targets and milestones, and develop corrective action plans.
- Monthly Leadership Team meetings to review overall status of each community sites and to provide updates and progress reports to Administration.
- Random review of active youth files provided prevention services, and review of youth registers and attendance logs by the Director of Programming to assess appropriateness of services provided.
- Submission of monthly and quarterly reports by staff, including numbers served, performance targets and milestones achieved, and problems encountered.
- Regular site visits by the Director of Programming to review services provided to youth and families.
- Pre and post-tests to all participants of the proposed programs to measures skills and knowledge acquired through this training.
- Monitoring and site visits by funding agencies at least once a year for contract compliance on such areas as program service documentation; flow of services; program/facility accessibility; personnel records, observations and recommendations.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the

measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

See attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$50,000	\$50,000	\$50,000	\$200,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

Office of Juvenile Justice
 First Hawaiian Bank
 Hawaii Island United Way
 County Of Hawaii Community Grants
 Department of Health Alcohol and Drug Abuse Division
 Boys and Girls Club of America
 Hawaii Community Foundation (multiple funds)
 Office of Youth Services
 Private contributions
 Event base fundraising
 Other TBD

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

None

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The Boys and Girls Club is uniquely positioned to provide long-term impactful youth programming due to the organization's history of service within the community. BGCBI has been providing youth mentorship and providing a safe place for the development of healthy relationships between youth and adults since it began as the Boys Club of Hilo in 1952. Since then BGCBI has served over 50,000 youth and expanded to six club sites in East Hawaii. During this time, the services offered may have expanded—tech programming, photography, videography, STEM Gardening—but the underlying mission of inspiring and enabling Big Island youth to be productive and responsible citizens has not.

In addition to its history, the Boys and Girls Club of the Big Island is the largest youth organization on the Island of Hawaii. By serving 400 youth daily afterschool, and an annual membership of over 1,000 youth, the Boys and Girls Club is positioned to deliver highly impactful and consistent mentorship to youth by providing engaging and diverse programming on a daily basis. The Boys and Girls Club can provide youth with programming that appeals to a wide variety of skills and interests. 75% of participants in BGCBI's afterschool programming attend the club three or more times a week and it is this level of consistency that allows BGCBI to build long term mentoring relationships and see long term positive outcomes with youth.

Due to this proven track record of sustainability, the Boys and Girls Club of the Big Island is poised not only to maintain its high level of services, but to expand its impact by continuing to develop relationships with community organizations. BGCBI understands that the continual success of the organization is reliant upon the development of stronger relationships with the community.

The BGCBI also has the administrative capacity to administer large and small County, State and Federal grants in addition to foundation grants and in fact successfully completed an A-133 Audit for FY 11-12.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

The Hilo Club facility is a traditional Clubhouse. There is a reception/check-in counter area, game room, computer tech center, a teen center and teen outdoor patio area, and a multipurpose program room where art, homework assistance and group meeting are held. The facility has an outdoor front patio area and a full size gymnasium. The detached Butler building is designated as a fitness/boxing center. Baseball fields are used year round by hundreds of youth involved in open league play. The garden is located behind the Hilo Clubhouse and is where youth participate in the environmental sustainability/ nutrition and healthy habits program. A certified kitchen is being planned to offer culinary arts training and health snacks and meals to youth. The Hilo Club is fully ADA compliant.

The Keaau Club is located at Holy Rosary Church, next to the Keaau Middle School gymnasium. Youth development programming is implemented in three modified shipping containers and a covered patio area. Sports and fitness activities are conducted on the outdoor grassy portions of the property. The facility meets ADA requirements.

The Pahoa Club is located at the YBA Hall. This facility is located in downtown Pahoa and consists of a certified kitchen and a large recreation hall that is used for program implementation. The facility meets ADA requirements. The facility is also located across the street and from the County of Hawaii Parks and Recreation's outdoor play fields, swimming pool and classrooms which are also all ADA Compliant.

The Pahala Club is located at the County of Hawaii Parks and Recreation's Pahala Community Center. The Community Center consists of a kitchen, a large multi purpose room and an outdoor grassy area and playground for sports and fitness activities. The facility is ADA compliant.

The Ocean View/Naalehu Club also partners with the County of Hawaii Parks & Recreation Community Center and is located at the Community Center. The Club has use of the Community Center's kitchen, multi purpose room, tennis courts and outdoor play fields. The center meets ADA compliance regulations. Additionally, Ocean View youth are served at the Naalehu Community Center and transported to Ocean View at the end of the day.

The Paauilo Club is located at the Paauilo Hongwanji Church Hall. This hall is a large room facility that is capable of conducting several programs simultaneously when strategically planned and laid out. The Club has a kitchen and small room that houses the tech center and stores equipment. The outdoor concrete and grassy areas are used for outdoor fitness and sports activities. The hall meets ADA requirements.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The Boys & Girls Club of the Big Island maintains a youth to staff ration of no more than 20 youth per staff. An administrative team provides administrative oversight of the clubs. Supervision and training within BGCBI evidenced-based youth development and prevention programs/services as well as overall direction of program implementation is the responsibility of the Director of Programming with the support of the Chief Professional Officer. Each specific Club is managed by a Club Director who also supervises a team of Youth Development Specialists who implement programming.

Skills/Knowledge Required: Club Directors

Four year degree from an accredited college or university, or equivalent experience. A minimum of two years work experience in the Boys and Girls Club or similar organization planning and supervising activities based on the development needs of young people. Strong communication skills, both oral and written. At least 2 years supervisory experience

The Club Directors effectively oversee the delivery of program services and data collection through weekly monitoring, monthly site visits, staff meetings at program and management level.

BGCBI Club Directors are responsible for the direct supervision of all Youth Development Specialists who deliver programs and services within their specific Club.

Skills/Knowledge Required: Youth Development Specialist

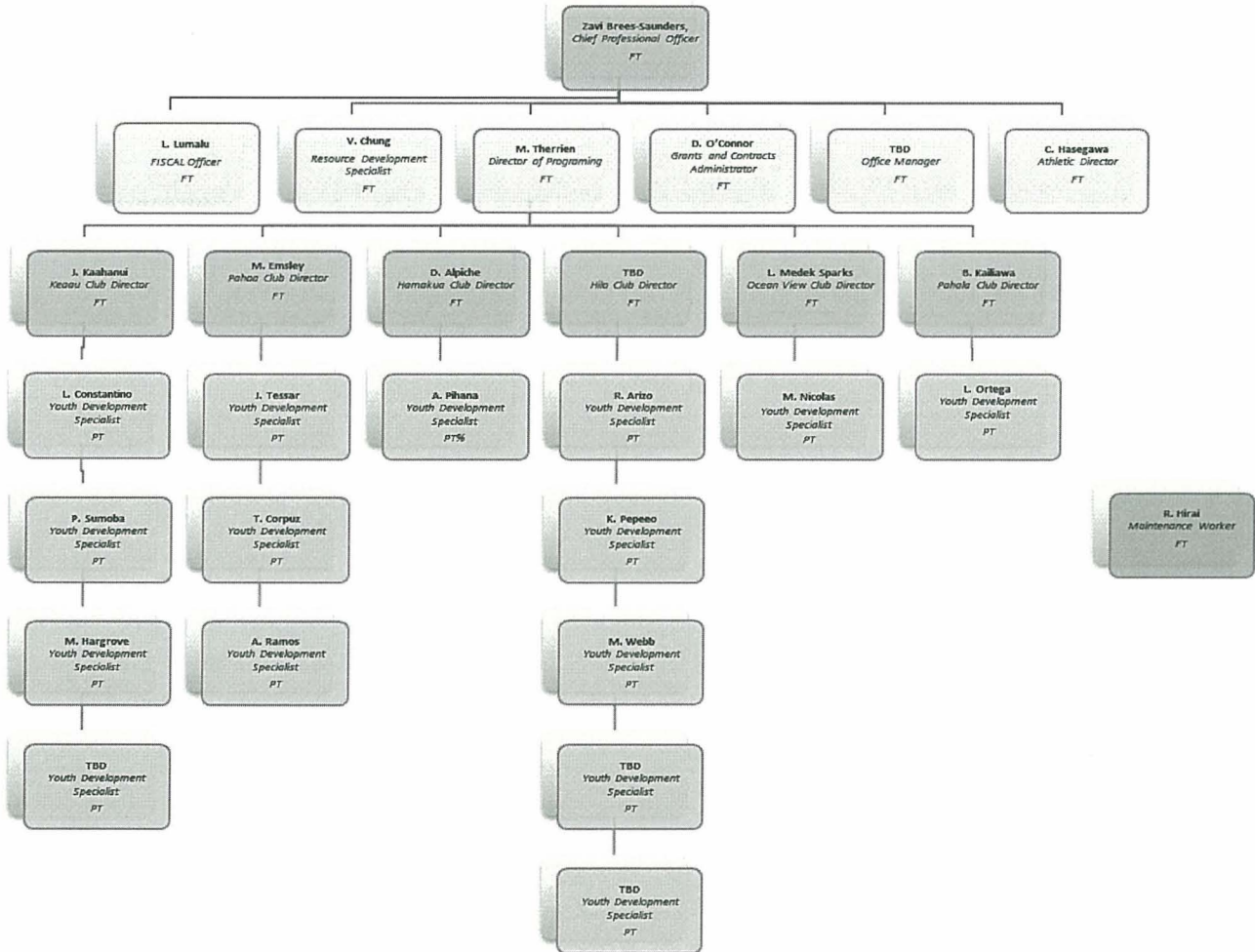
High school diploma or equivalent. 1 – 2 year experience in the Boys and Girls Club or similar organization working directly with youth. Ability to work effectively as a “team-member” with staff, community and organizations.

BGCBI program delivery personnel are required, as determined necessary, to enhance their skills and personal growth by participation in in-service trainings or by attending workshops and training programs offered in the community.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

**Boys & Girls Club of the Big Island
Organizational Chart
January 2013**



VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

None

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

None

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

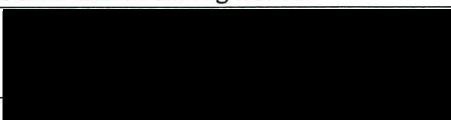
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Boys & Girls Club of the Big Island



January 25, 2013
(Date)

Toby Taniguchi,
(Typed Name)

Chief Volunteer Officer
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

App **Boys & Girls Club of the Big Island**

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	117,638			
2. Payroll Taxes & Assessments	20,528			
3. Fringe Benefits	19,110			
TOTAL PERSONNEL COST	157,275			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	12,000			
3. Lease/Rental of Equipment	1,080			
4. Lease/Rental of Space	10,024			
5. Staff Training	0			
6. Supplies	2,541			
7. Telecommunication	4,800			
8. Utilities	4,800			
9. Repair and Maintenance	3,300			
10. Contracted Services	4,180			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	42,725			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Lita Lumalu	(808)961-5536	
(b)		Name (Please type or print)	Phone	
(c)			January 28, 2013	
(d)			Date	
TOTAL BUDGET		Zavi Brees-Saunders, Chief Professional Officer		
		Name and Title (Please type or print)		

Applicant: Boys & Girls Club of the Big Island

BUDGET JUSTIFICATION
PERSONNEL SALARIES AND WAGES

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Chief Professional Officer	100.00%	66,000	5.00%	\$ 3,300.00
Director of Programming	100.00%	36,750	15.00%	\$ 5,512.50
Grants and Contracts Administrator	100.00%	40,000	10.00%	\$ 4,000.00
Fiscal Officer	100.00%	45,000	15.00%	\$ 6,750.00
Office Manager	100.00%	36,000	10.00%	\$ 3,600.00
Athletic Director	100.00%	39,000	25.00%	\$ 9,750.00
Hilo Club Director	100.00%	33,000	25.00%	\$ 8,250.00
Youth Development Specialist - Hilo	60.00%	18,720	25.00%	\$ 4,680.00
Youth Development Specialist - Hilo	60.00%	18,720	25.00%	\$ 4,680.00
Keaau Club Director	100.00%	31,000	25.00%	\$ 7,750.00
Youth Development Specialist - Keaau	60.00%	18,720	25.00%	\$ 4,680.00
Youth Development Specialist -Keaau	60.00%	18,720	25.00%	\$ 4,680.00
Pahoa Club Director	100.00%	32,000	25.00%	\$ 8,000.00
Youth Development Specialist - Pahoa	60.00%	22,880	25.00%	\$ 5,720.00
Youth Development Specialist -Pahoa	60.00%	18,720	25.00%	\$ 4,680.00
Pahala Club Director	100.00%	25,500	25.00%	\$ 6,375.00
Youth Development Specialist - Pahala	60.00%	18,720	25.00%	\$ 4,680.00
Ocean View	100.00%	25,500	25.00%	\$ 6,375.00
Youth Development Specialist - Ocean View	60.00%	18,720	25.00%	\$ 4,680.00
Hamakua Club Director	100.00%	25,500	25.00%	\$ 6,375.00
Youth Development Specialist -Hamakua	60.00%	12,480	25.00%	\$ 3,120.00
TOTAL:				117,637.50

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: Boys & Girls Club of the Big Island

Period: July 1, 2013 to June 30, 2014

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL	
PAYROLL TAXES & ASSESSMENTS:				
Social Security	117,638	as required by law	7,294	6.20%
Unemployment Insurance (Federal)	117,638	as required by law	1,706	1.45%
Unemployment Insurance (State)	117,638	as required by law	5,176	4.40%
Worker's Compensation	117,638	as required by law	5,882	5.00%
Temporary Disability Insurance	117,638	as required by law	471	0.40%
SUBTOTAL:			20,528	
FRINGE BENEFITS:				
Health Insurance	(see attached spreadsheet)	(see attached spreadsheet)	19,110	
Retirement				
SUBTOTAL:			19,110	
TOTAL:			39,638	
JUSTIFICATION/COMMENTS:				

BOYS GIRLS CLUB OF THE BIG ISLAND
HEALTH BENEFIT WORKSHEET

POSITION TITLE	AMOUNT OF MONTHLY PREMIUM	# OF MONTHS INCLUDED IN CONTRACT	% OF PREMIUM BUDGETED TO THE CONTRACT	TOTAL AMOUNT BUDGETED TO CONTRACT
Chief Professional Officer	350.00	12	5.00%	210
Director of Programming	350.00	12	15.00%	630
Grants and Contracts Administrator	350.00	12	10.00%	420
Fiscal Officer	350.00	12	15.00%	630
Office Manager	350.00	12	10.00%	420
Athletic Director	350.00	12	25.00%	1,050
Hilo Club Director	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Keaau Unit Director	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Pahoa Club Director	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Pahala Club Director	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Ocean View	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
Pahala Club Director	350.00	12	25.00%	1,050
Youth Development Specialist	350.00	12	25.00%	1,050
				-

19,110

attachment to spoh 206B fringe benefit breakdown

**BUDGET JUSTIFICATION
CONTRACTUAL SERVICES - ADMINISTRATIVE**

Applicant/Provider: Boys & Girls Club of the Big Island

Period: July 1, 2013 to June 30, 2

NAME OF BUSINESS OR INDIVIDUAL	TOTAL BUDGETED	SERVICES PROVIDED	JUSTIFICATION/COMMENTS
HAWAII BUSINESS SERVICES	720	trash & disposal services	15% of annual budget of \$4,800
INTELLICORPS	40	Staff and Volunteer Background checks	10 staff and volunteers
SIMPLICITY HR	3,420	Outsourced Human Resources Administrative Services	15% of annual budget of
TOTAL:	4,180		

**BUDGET JUSTIFICATION
PROGRAM ACTIVITIES**

Applicant/Provider: Boys & Girls Club of the Big Island

Period: July 1, 2013 to June 30.

DESCRIPTION	AMOUNT	JUSTIFICATION/COMMENTS
Audit services	2,100	Annual financial audit 15% allocation to ADAD
Insurance	12,000	annual budget \$80,000 allocating 15% to ADAD
Equipment Lease	1,080	150% of annual lease for allocated to ADAD
Lease Rental Space	10,024	15% of annual budget allocated for each clubs (Keaau, Pahoa & Hilo) share of facilities
Repair & Maintenance	3,300	Annual budget \$22000, allowing 15% to this program
Supplies	2,541	Program supplies and office supplies
Telecommunication	4,800	15% of annual budget allocated to ADAD
Utilities	4,800	15% of annual budget allocated for each clubs (Keaau, Pahoa & Hilo) share of facilities
Total:	40,645	

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Boys & Girls Club of the Big Island

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS: Not Applicable				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Boys & Girls Club of the Big Island

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:	Not Applicable					