

House District _____

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

Log No: _____

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: Best Buddies Hawaii, LLC

Dbas:

Street Address: 95 Mahalani St. #28-1A
Wailuku, HI 96793

Mailing Address:

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL MCCORMICK

Title State Director

Phone # (808) 242-6962

Fax # (808) 875-1638

e-mail michaelmccormick@bestbuddies.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

The Best Buddies Hawaii Intermediate and High School Project will create 16 inclusive school communities involving 400 student participants with and without intellectual and developmental disabilities on Maui and Oahu. Friendships formed through our programs combat isolation and bullying, and provide opportunities for leadership and social skills development which benefit youth as they transition to adulthood.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ \$125,000

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 \$ _____
FEDERAL \$ _____
COUNTY \$ 77,332 (MAUI COUNTY)
PRIVATE/OTHER \$ _____

MICHAEL MCCORMICK, STATE DIRECTOR
NAME & TITLE

1-16-2014
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;

The mission of Best Buddies, a 501(c)(3) nonprofit organization founded in 1989, is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities (IDD). Established in 2008, Best Buddies Hawaii LLC is a state affiliate of Best Buddies International based at the J.W. Cameron Center in Wailuku in Maui County.

2. The goals and objectives related to the request;

The Best Buddies Hawaii Intermediate and High School Project will create inclusive school communities on Oahu and on Maui, thereby affording students with IDD the opportunity to develop social skills, have friends, and become leaders. Funds from this request would support 16 school-based Best Buddies chapters – 10 in Honolulu County on Oahu and six on Maui. We anticipate 400 student participants in this project. These friendships promote social inclusion by combating isolation experienced by youth with IDD and provide opportunities for leadership and social skills development.

3. The public purpose and need to be served;

In the United States, about 15% of children with disabilities ages 6-21 spend more than half of each school day separated from their non-disabled peers. In Hawaii, nearly 32% - more than twice the national average - of students with IDD typically spend more than half of their time in school separated from peers (www.ideadata.org). This persistent physical divide further diminishes the likelihood of spontaneous social relationships between adolescents with and without IDD.

Despite efforts to improve outcomes for the 10% of Hawaii students in special education, social inclusion receives comparatively little attention by resource-limited school districts. The urgency is clear; a staggering 83% of adolescents with IDD between ages 12-21 have experienced bullying, which puts them at risk

for crushing loneliness and depression. (Reiter and Lapidot-Leftler, 2007) Studies show that social isolation is as bad for our health as addiction to cigarettes or alcohol, and does more damage than obesity; the chances of living to a healthy old age increase by 50% with a supporting social network. (Holt-Lunstad, Smith & Layton, 2010)

Lack of social skills will affect these students as they enter adulthood; researchers have found that social skills are essential for holding a job. (Holmes, 2003) Because they lack opportunities to learn about appropriate social interaction, it is often difficult for adults with IDD to mingle and network with their colleagues without IDD. This makes holding a job especially challenging for this population. “While these workers are generally able to handle well the tasks required of them at work, the social interaction which others manage with ease often presents unexpected hurdles.” (Holmes & Fillar, 2000) Best Buddies provides socialization opportunities so that Hawaiian youth with IDD can become more employable, more independent, and more included in their communities.

4. Describe the target population to be served; and

This project will directly serve 400 youth ages 10-22 with and without IDD attending 16 intermediate and high schools on Maui and Oahu. 76% of these students identify as Asian or other Pacific Islander. The remaining participants are 16% White, 4% Hispanic, 3% Black (not Hispanic), and 1% American Indian or Alaskan Native. Roughly 50% of Best Buddies participants with IDD in Hawaii receive free or reduced-price lunches.

5. Describe the geographic coverage.

Our project includes 10 Best Buddies chapters serving the communities of Aiea, Ewa Villages, Halawa, Honolulu, Kailua, Kaimuki, Kaneohe, Kapolei, Ko Olina, Makakilo, Mililani, Nanakuli, Pearl City, Wahiawa, Waimalu, Waipahu and Waipio on Oahu. On Maui, our project include 6 chapters serving the communities of Haiku, Hali'maile, Honokohau, Honokowai, Kaanapali, Kahakuloa, Kahana, Kahului, Kihei, Kuau, Kula, Lahaina, Launiupoko, Ma'alaea, Makawao, Makena, Napili, Olinda, Paia, Pa'uwela, Pukalani, Pu'unene, Spreckelsville, Ulupalakua, Waiehu, Waihe, Waikapu, and Wailuku.

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;

This funding, if awarded, would help support Best Buddies chapters at 16 intermediate schools and high schools throughout Maui and Oahu. This inclusion project will serve 400 youth and young adults with and without IDD through 16 school-based chapters built around one-to-one peer mentoring friendships. Best Buddies will recruit and train 72 student leaders with and without IDD representing 16 Hawaii middle and high schools at the local and/or international level. This grant will provide opportunities for 200 youth and young adults with IDD, ages 10 – 22, to develop critical social skills through regular interaction with their peers without IDD. Through a minimum of 64 inclusive group activities, this project will demonstrate successful inclusion to the greater community on each island.

Upon the award of this grant, State Director Mike McCormick will hire an Oahu-based area director who will be responsible for oversight of the staff and program initiatives on Oahu, along with advisory board development in the region. On both Maui and Oahu, Best Buddies program managers (PMs) will work directly with student leaders, faculty advisors and administrators at the schools as well as other local agencies providing services to people with IDD. This will require the PMs to travel throughout the area to recruit and manage volunteers at these schools, meet with chapter leadership, and attend chapter activities.

PMs will select dedicated professionals to serve as faculty advisors and special education advisors at the 16 schools we work with in Hawaii. They will also recruit, interview, and select students for the chapter president and buddy director positions for each chapter and those that will attend the annual Best Buddies International Leadership Conference, held each summer at Indiana University. The PMs provide training, feedback, support, and motivation to student volunteers on an ongoing basis, and they oversee all day-to-day operations of chapters in each region.

In addition, the PMs will compile information gained through consistent communication with chapter leaders and monthly site visits to write mid and end year reports, maintain organized chapter paperwork files, and submit all required documentation to Best Buddies International.

Outcomes for our participants with IDD include: 1) increased self-esteem, 2) increased confidence in social situations, 3) acquisition and improvement of social skills, 4) decreased feelings of loneliness, and 5) access to meaningful leadership opportunities.

Outcomes for our participants without IDD include: 1) changed attitudes about their peers with IDD, 2) reduced fears of interacting with their peers with IDD, 3) increased understanding of the needs and talents of people with IDD, and 4) access to meaningful leadership opportunities.

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

The Best Buddies Intermediate and High School Project will begin on July 1, 2014 and will be completed on June 30, 2015 according to the following timeline:

July - August 2014 – Best Buddies representatives from Hawaii attend the Best Buddies International Leadership Conference in Indiana, where they receive extensive training and preparation. Best Buddies staff meets with student leaders to assist in planning for the fall semester including volunteer recruitment, officer selection, activity planning, and establishing one-to-one matches.

September 2014 – With support from Best Buddies staff, Hawaii chapter presidents recruit student volunteers through teacher recommendations, school announcements, etc. Chapters hold organizational meetings, create one-to-one matches and hold match parties; 200 buddy pairs formed.

October 2014 – Best Buddies conducts Local Leadership Training Days on Maui and Oahu. Chapters hold parent/family events to provide information about Best Buddies, and host their first group activities. Buddy pairs submit friendship update #1.

November 2014 – Best Buddies conducts site visits and continues to monitor chapter progress, providing training as necessary. Buddy pairs submit friendship update #2. Chapters hold group activities.

December 2014 – Best Buddies staff meets with student leaders to evaluate each chapter's success and set goals for the spring. Student leaders submit mid-year reports; staff reviews and compiles data. Buddy pairs submit friendship update #3.

January 2015 – Chapters host group activities to kick off the new semester. Student leaders prepare spring calendars, including meetings and activities and distribute to chapter membership. Buddy pairs submit friendship update #4. Best Buddies staff conducts site visits.

February 2015 – Best Buddies staff works with student leaders to identify, interview and select incoming chapter presidents for each chapter, and register those students for the 2015 Best Buddies International Leadership Conference. Buddy pairs submit friendship update #5.

March 2015 - March is Best Buddies Month. Best Buddies hosts annual events for Maui and Oahu participants, their families, and community members. March 6, 2015 is *Spread the Word to End the Word Day*; chapters hold events that encourage respectful language and create awareness for the movement to cease

derogatory use of the word “retard” or “retarded.” Buddy pairs submit friendship update #6.

April 2015 – Best Buddies staff conducts annual survey of all participants in Hawaii. Chapters complete National Youth Service Day projects. Buddy pairs submit friendship update #7. Best Buddies staff conduct site visits.

May – June 2015 – Best Buddies Hawaii chapters hold end of year events and activities, including “step-up” events to facilitate transition from middle school to high school programs where applicable. Buddy pairs submit friendship update #8, and make plans for contact during the summer.

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

Best Buddies Hawaii is currently based in Wailuku, HI in Maui County. Establishing a field office on Oahu is critical to continuing and building on the high quality programs launched in Honolulu in the last three years. Our staff provides comprehensive oversight and support to each chapter through in person visits and targeted on-site training, along with continuous communication using email, telephone, text, and social media.

Our target population demonstrates the direct benefit of the expected outcomes through our four evaluative tools. Monthly friendship updates serve as a maintenance tool to log the progress of the buddy pairs, including contacts, one-to-one activities, and friendship successes and concerns. Friendship updates are used to help determine whether individual matches are successful or whether students should be re-matched, and are completed using our secure online database, Best Buddies Online, or our new friendship update cell phone app.

Mid and end year reports, filled out by student officers twice a year, detail chapter activities, number of matches, goals for the following semester, etc. Best Buddies' staff uses the information from these reports, along with observation during site visits and consistent communication with chapter leaders, to complete their own comprehensive mid and end-year reports for each chapter, which we use to monitor progress and to highlight areas that need improvement.

The final tool used for evidenced-based evaluation of program performance is our annual survey, developed by Michael Hardman, Ph.D., Dean of the College of Education at the University of Utah, to analyze factors such as whether participants enjoyed their experience, whether they would recommend it to others, and whether they gained a better understanding of the challenges faced by people with IDD through their participation.

Every year, our training curriculum for the Best Buddies International Leadership Conference addresses the successes and challenges illuminated through our

monitoring of worldwide chapters through the previous year. In Hawaii, our staff utilize and customize these curricular tools to fit the specific needs of our chapters here.

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.**

Best Buddies Hawaii seeks \$125,000 in funding to match students with IDD in one-to-one friendships with their typical peers by establishing and supporting 16 intermediate or high school chapters on Oahu and Maui.

Goals for the project include:

- *Friendship*: Promote leisure networking opportunities between students with and without IDD through one-to-one friendships;
- *Leadership*: Transform attitudes regarding the needs and abilities of people with IDD
- *Social Skills*: Enable students with IDD to develop social skills; and
- *Activities*: Provide recreational experiences that aid in community integration for people with IDD.

Through Best Buddies friendships, youth with IDD learn valuable social skills that give them confidence. Well-developed social skills can help youth with disabilities develop positive peer and familial relationships, succeed in school, and begin to successfully explore adult roles such as employee, co-worker, and community member. Studies have found that “adolescents who have strong social skills . . . are more likely to be accepted by peers, develop friendships, maintain stronger relationships with parents and peers, be viewed as effective problem solvers, cultivate greater interest in school, and perform better academically” (Hair, Jager, & Garrett, 2002). Our participants are also teaching their peers about what it means to be different at a time when conformity seems of paramount importance.

In working toward project goals, the Best Buddies Hawaii Intermediate and High School Project will demonstrate the following measures of effectiveness during the grant period:

- a. *Friendship*: Recruit and match 400 students with and without IDD in 200 one-to-one friendships statewide;
- b. *Leadership*: Recruit and train 72 Maui and Oahu student leaders who are dedicated to helping those with IDD throughout their lives;

c. Social Skills: Provide opportunities for the development of critical social skills in at least 200 Maui and Oahu students with IDD, through frequent contact with non-disabled peers; and

d. Activities: Execute at least 64 group activities that will engage participants in recreation, sports, community service, etc. (based on four activities per chapter). These activities will demonstrate successful inclusion to community members.

When Best Buddies participants spend time on their campuses doing what friends do—talking in the hallways, eating lunch together, attending school events—they send a powerful message to the student body that people with IDD can sustain relationships, build independence, and enrich other people’s lives. These friendships can change the lives of all individuals involved and revolutionize the way society views people with IDD.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$31,250	\$31,250	\$31,250	\$31,250	\$125,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

Maui County \$77,332, City and County of Honolulu \$125,000, NFL Charities Pro Bowl \$1,200, Friendship Jam Fundraiser \$15,000, Life Is Sweet Fundraiser \$20,000.

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.

N/A

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2013.

Applicants current assets = \$45,191.31

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.

Since 1989, Best Buddies has grown from one original chapter at Georgetown University to more than 1,700 nationwide, overseen by 23 self-supporting state affiliates. In 1995, Best Buddies launched our first high school program, followed in 1996 by our first middle school chapters. Our program model has been tested around the nation, allowing us develop best practices and update our programs when necessary. This year we will serve more than 700,000 individuals with and without IDD worldwide through programs in 35 states and 50 countries outside the U.S. In a recent national survey conducted by Michael Hardman, Ph.D., Dean of the College of Education at the University of Utah, 91% of special education professionals involved with Best Buddies reported that they think students with IDD benefit from their involvement in our programs. Best Buddies provides the only friendship-based one-to-one peer mentoring program for youth with and without IDD in Hawaii.

Best Buddies launched our inclusion programs in Maui County in 2008, establishing five chapters at Lokelani Intermediate School, Baldwin High School, King Kekaulike High School, Maui High School, and Seabury Hall School. Our newest Maui chapter, at Lahainaluna High School, opened in 2011. Lokelani Intermediate and King Kekaulike High School were named Outstanding Chapters by Best Buddies International in 2012 and 2013, selected from hundreds that apply annually for the honor.

Our Honolulu County programs are the fastest growing in the state, from one chapter at Kapolei High School in the spring of 2011 to 10 chapters today. Because of increasing demand for our services, we have focused on building our capacity to serve communities in Oahu. Some of our strongest advocates are school principals, who witness the positive impact Best Buddies has on school culture on a day to day basis.

Bringing Best Buddies into schools is a time-tested and cost-effective way to connect students with and without IDD for meaningful, positive, social

relationships, thereby creating more inclusive communities. Districts need not invest in creating their own social inclusion program; Best Buddies has proven effective for 25 years, and our highly-trained staff provides each school with the support and guidance necessary for effective programming. Best Buddies is student-driven, so students involved exhibit a personal investment in each chapter's success. There is no fee for students to participate and no cost to the school district itself.

Best Buddies Hawaii ensures that each child enrolled in our program reaps the greatest benefits possible through the implementation of a service delivery model grounded in time-tested standards developed by Best Buddies International and tailored to meet the specific needs of our local service population.

Since 2008, Best Buddies Hawaii has successfully partnered with the County of Maui to provide and expand our services each year. Best Buddies received two grants from the city of Honolulu previously, as well: \$25,000 for our Honolulu High Schools Project in 2011 and \$25,000 again in 2012. We met all goals for these grants and achieved the desired outcomes successfully in both cases. Best Buddies receives support from Best Buddies International in the areas of staff development and training, national program oversight, human resources, information technology, government relations, development, and finance. Our centralized administrative model promotes efficiency nationwide, and allows state staff to focus on program quality, along with building and sustaining local relationships.

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.

Our state office in Wailuku, HI in Maui County serves as our base of operations, however, our programs operate completely at the schools which host them. All of these schools are required to meet ADA requirements. When student leaders plan group activities outside of school, they take transportation and accessibility into account, and attend universally accessible events or events in ADA accessible venues, as needed.

We propose to better serve Oahu by establishing a base of operations in leased office space at the Filipino Community Center in Waipahu, HI.

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.

Our staff members are seasoned, dedicated, and savvy professionals. All chapters are supervised by a full-time program manager, who will maintain direct contact with the student leaders and advisors at the six Maui County school chapters via phone, email, and in-person visits, and will assist with problem-solving and leadership development, with support from the part-time Administrative Assistant, Sheri Cohen. Sheri has worked in the Best Buddies office in Wailuku 6-12 hours per week since February 2009, and will assist with program administration and delivery for this project.

Experienced Oahu Program Manager Elizabeth Torres has a Master's Degree in Social Work from Hawaii Pacific University. Prior to joining Best Buddies in 2012, Elizabeth worked with children with IDD at Easter Seals Hawaii. Elizabeth's position was specifically created to coordinate the Oahu programs. Elizabeth works full-time to supervise the Honolulu area chapters, and she maintains direct contact with the student leaders and advisors via phone, email, and in-person visits, assisting chapters with problem-solving and leadership development.

This funding will allow Best Buddies to hire an area director to oversee Oahu operations, support and supervise our Oahu staff, and work with our state director to further develop a local advisory board, cultivate new partnerships, and plan and oversee future program expansion. Additionally, this funding will allow us to hire an Oahu-based operations coordinator, who will manage day-to-day office operations including administrative tasks, record keeping, supply orders, mailing, budget tracking, and assist with grant writing.

Best Buddies State Director Mike McCormick is responsible for ensuring success of all state programs and managing all state and private grants, and has overseen all chapters since 2008 with help from a very small paid staff and countless dedicated volunteers. Mike has a brother with IDD and is personally invested in the Best Buddies mission. He will continue to oversee our expansion in Honolulu, supporting the staff working there, as well as the volunteer advisory board comprised of local community members and leaders.

Mike McCormick reports to Stephanie Moore, Senior Director, State Operations. Stephanie has been with Best Buddies for eight years, bringing 15 years of experience in non-profit management to her current senior leadership role. Stephanie was recruited to oversee one of our largest states, Best Buddies Florida, in 2006. She managed the successful implementation of the full menu of Best Buddies programs, developed new funding sources, expanded the state

volunteer base and directed over 30 staff in five field offices with an operating budget close to \$2 million. Stephanie was recognized as State Director of the year in 2008, and went on to become the Senior Director, State Operations in May of 2009, overseeing the operations, programs, and development efforts of the state offices in the region. Stephanie holds a Bachelor's degree in Communications from the University of North Florida.

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.

Please see attached organizational chart.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

State Director, [REDACTED] – Annual Salary \$32,148.36
Oahu Area Director, to be hired – Annual Salary \$45,000
Oahu Program Manager, [REDACTED] – Annual Salary \$34,900

VI. Other

A. Litigation

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

N/A

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.

N/A

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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, Hawaii'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, Hawaii'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, Hawaii'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, Hawaii'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.

Best Buddies Hawaii, LLC



(Signature)

(Date)

1-16-2014

Michael McCormick


(Typed Name)

State Director, Best Buddies Hawaii

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Best Buddies Hawaii

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	81,320	44,200	58,000	0
2. Payroll Taxes & Assessments	8,945	3,536	6,381	0
3. Fringe Benefits	8,945	3,537	6,381	0
TOTAL PERSONNEL COST	99,210	51,273	70,762	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	500	0	2,500	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	3,480	0
4. Lease/Rental of Space	3,000	5,400	11,000	0
5. Staff Training	0	1,000	5,340	0
6. Supplies	300	615	1,400	0
7. Telecommunication	240	0	3,110	0
8. Utilities	0	0	1,650	0
9. Postage	0	465	1,314	0
10. Public Awareness/Marketing	0	0	1,000	0
11. Volunteer recruitment/training	3,000	4,301	7,527	0
12. Agency support and training	18,750	9,278	20,418	0
13. Evaluation			500	0
14. Leadership Conference	0	5,000		0
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	25,790	26,059	59,239	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	125,000	77,332	130,001	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Best Buddies Hawaii (808) 242-6962		
(b) Maui County	77,332			
(c) Private Funding	130,001			
(d)				
TOTAL BUDGET	332,333	Michael McCormick, State Director Best Buddies Hawaii Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Best Buddies Hawaii

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Director	1	\$32,148.36	30%	\$ 9,644.51
Area Director	1	\$45,000.00	50%	\$ 22,500.00
Operations Coordinator	1	\$30,000.00	50%	\$ 15,000.00
Program Manager- Oahu	1	\$34,900.00	75%	\$ 26,175.00
Program Manager- Maui	1	\$32,000.00	25%	\$ 8,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				81,319.51
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Best Buddies Hawaii

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			0	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			0	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Best Buddies Hawaii

Period: July 1, 2014 to June 30, 2015

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: 2012-2013	FY: 2013-2014	FY: 2014-2015	FY: 2014-2015	FY: 2015-2016	FY: 2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0					
JUSTIFICATION/COMMENTS:						

Best Buddies Hawaii
Organizational Chart

