

House District 2

Senate District 1

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

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
Oba:

Street Address: 100 Kamakahonu St., Hilo, HI 96720

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Kekai Irwin

Title Grants and Programs Manager

Phone # (808) 961-5536

Fax # (808) 961-5534

E-mail kekai@bqcbi.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

HUA OLA HILO PROJECT



RECEIVED

1/27/15 10:09am

4. FEDERAL TAX ID #

5. STATE TAX ID #

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 75,000

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 \$ _____
 PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

BONNIE GEIGER, CHIEF VOLUNTEER OFFICER

NAME & TITLE

DATE SIGNED

1/20/2015

Application for Grants

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. Please include the following:

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

The Boys & Girls Club of the Big Island (BGCBI) has served Hawai'i Island youth for over 60 years. Founded as the Boys Club of Hilo in 1952, the Club has served more than 50,000 young people in East Hawai'i through its Hilo clubhouse. In 2002 the organization was reincorporated as a 501(c)(3) non-profit organization, secured a new charter with Boys and Girls Club of America, and began to reach out to the other rural communities on Hawai'i Island. As a result, BGCBI now serves 4 additional communities in Pāhala, Pāhoa, Kea'au, and Pa'auilo, which along with the Hilo Club span nearly a third of the geography of the Big Island and several of the island's most low-income areas. Collectively these Clubs serve a total membership of 794 youth, 385 of whom are Native Hawaiian. More than 250 members ages 6 to 18 participate at BGCBI Clubs every day after school, during school intersessions, and in summer programs. BGCBI is dedicated to ensuring that the children and teens of these communities have greater access to quality programs and caring adults who will enhance their lives and shape positive futures.

BGCBI's vision is to provide a world-class club experience that assures that success is within reach of every young person who enters 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. Its mission is to inspire and enable Big Island youth to be productive and responsible citizens, through quality programs in a safe and caring environment.

BGCBI's goals are embedded in its Formula for Impact. This formula involves serving the young people who need us most—as measured by financial, social, health and academic indices of need—through an outcome-driven Club experience focused on three priority outcomes. These targeted outcomes are: (1) academic success, (2) good character and citizenship, and (3) healthy lifestyles. The proposed *Hua Ola Hilo* project aims to build BGCBI's capacity to more effectively address the healthy lifestyles outcome.



2. The goals and objectives related to the request;

Hua Ola Hilo is an out-of-school physical activity and seed-to-table capacity building initial implementation project to serve the youth of BGCBI’s Hilo Club. Meaning both “Seeds of Health” and “Wellness Results,” *Hua Ola* is designed to build the knowledge, skills, attitudes, and habits leading to lifelong health for young project participants in Hilo . The focus of the project is squarely on prevention, which is the clear long-term and comprehensive solution to the current obesity epidemic in Hawai‘i. The goal of the project is to increase BGCBI’s capacity to successfully fulfill its healthy lifestyles outcome. This will be evident when participating youth adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness. These outcomes will be realized through the following 4 project objectives.

Objective 1: Establish an enhanced afterschool fitness program at the Hilo Clubs to serve 70 Club members daily and ensure that participants engage in at least 1 hour of daily moderate to vigorous physical activity (DMVPA) at the Club. BGCBI has identified the SPARK (Sports, Play, and Active Recreation for Kids) afterschool enhanced fitness program for this project. SPARK was identified by the Center for Disease Control as a national model for programs designed to increase physical activity and address childhood obesity. SPARK is an extensively evidence-based intervention that has the explicit goal of promoting the generalization of physical activity beyond classes to become a component of an active lifestyle. Randomized controlled trials of the SPARK program have demonstrated success with the following variables: significantly increased DMVPA of participants, improved physical fitness and academic achievement, reduced adiposity, participant enjoyment of the program (fun), and program maintenance and institutionalization. The program has demonstrated success with youth of all backgrounds, not just those who are talented at sports and naturally drawn to fitness activities, thus removing an important barrier to participation for those who need it most. SPARK includes an extensive curriculum designed specifically for afterschool programs

with lessons for each day of the year and a robust professional training component to help ensure fidelity of implementation.

Objective 2: Establish an enhanced healthy nutrition education program with a hands- and minds-on gardening and seed-to-table component. While BGCBI currently offers nutrition education to members, this aspect of *Hua Ola Hilo* will actively integrate garden experiences, food preparation, nutritional awareness, and family participation. A highly experienced Gardening Education Specialist (GES) was recently hired at BGCBI to provide garden development services to all Clubs. The GES will play a lead role for this objective.

Objective 3: Incorporate a family component in the Hua Ola Project through quarterly family nights at the Hilo Club that include healthy seed-to-table meals and fitness activities while highlighting project learning experiences and extending the project impact to the family. Family involvement is essential to the progress of youth as they develop new healthy lifestyle habits. “Wellness Results” (*Hua Ola*) will be propagated to families of members at the Hilo Club.

Objective 4: Measure and evaluate project progress and success through regular formative and summative assessment processes. Objective information will drive the *Hua Ola Hilo* project. Multiple qualitative and quantitative; individual, Club-level, and program-wide assessments will be used to analyze the implementation success of the project and make changes when necessary for continual improvement focused on the goal of reducing the rate of obesity and overweight for Native Hawaiian and other Club members.

Each of these objectives are *hua* (seeds) to grow the fruit of health (*ola*) unfettered by obesity and diet-related diseases for Club members and families. Multiple barriers for individuals and families to increased daily moderate to vigorous physical activity and better nutrition are addressed through the comprehensive *Hua Ola Hilo* project that focuses on disease prevention and fosters lifelong healthy lifestyles.

3. The public purpose and need to be served;

Data for the counties of Hawai‘i show that the island of Hawai‘i is second only to Maui in terms of the percentage of obese adults – 26.3% in 2010. This obesity epidemic is especially acute for Native Hawaiians (NHs). In 2011, the obesity rate for NHs in Hawai‘i was 40% (Hawai‘i DOH), nearly double the state average of 21%. An even more alarming statistic is that in 2010, on the Island of Hawai‘i, the combined overweight and obesity rate was 80% or more (DOH). Nationally, from 1976 to 2008, obesity prevalence increased from 6.5% to 19.6% for ages 6-11, and from 5% to 18% for adolescents aged 12-19.

The increase in childhood obesity noted above comes at a time when physical activity opportunities for youth in Hawai‘i are decreasing, and the commercial food environment is increasingly unhealthy. Most Hawai‘i island children get little or no regular physical activity while in school. Nationally, enrollment rates in P.E. classes have declined from 41.6% in 1991 to 28.4% in 2002 (U.S. Centers for Disease Control and Prevention). According to the executive summary of the Hawai‘i Physical Activity and Nutrition Plan, 2013-2020 (HPANP), more than 75% of Hawai‘i high school students and 80% of middle school students do not get the recommended amount of physical activity for youth (60 or more minutes per day).

Compounding the problem, studies have shown that individuals in families of lower social economic status are more likely to purchase and ingest foods with very high caloric density, but with substandard nutritional density. BGCBI provides an affordable (\$10 per year) alternative to serve this under-resourced demographic. Youth spend more time in front of TV sets, computers and smart phones. Recess activities have been reduced or eliminated in many schools. The practice of riding bicycles or walking to and from school has also been greatly curtailed in recent years. PE classes and effective nutrition education programs in schools, including elementary schools, are severely limited or completely absent. HPANP calls for afterschool youth programs to promote physical activity and healthy foods while limiting screen time. *Hua Ola Hilo* answers this call. While programs such as Kaho'omiki have increased healthy lifestyles education through third party capacity building at afterschool program such as A+, most of the members of the Boys & Girls Club of the Big Island come from families that cannot afford to pay the monthly fees of approximately \$80 to attend such afterschool programs. BGCBI provides an affordable (\$10 per year) alternative to serve this low-income demographic.

A majority of the families of children served by BGCBI are Native Hawaiian. Many are financially stressed, and headed by overworked low-income disproportionately female single parents. Recommended servings of fresh fruits and vegetables are unlikely to be consumed. Extended moderate to vigorous physical activity and sit-down family meals are also unlikely to occur on a daily basis. This project, in the fun out-of-school environment of the club, will help to remove barriers to a healthier lifestyle by fostering positive approaches to healthy eating and physical activity. It will help vulnerable youth develop lifelong habits while fostering family support to prevent obesity and chronic diet-related diseases.

4. Describe the target population to be served; and

Hua Ola Hilo will serve the 329 members, aged 6-14, of the Hilo Club of BGCBI. According to BGCBI's internal database, 34% of these Club members are female. 44% are Native Hawaiian and other Pacific islanders. 43% come from single parent homes, 84% of which are headed by females. 14.2% of members of these Clubs are from families with a combined annual income of less than \$5,000; another 33% are from families with annual incomes of between \$10,000 and \$30,000. Clearly a large proportion of youth at the Hilo Club is exposed to extreme poverty.

5. Describe the geographic coverage.

Hua Ola Hilo will serve youth of Hilo and their families. These youth represent the feeder communities of Hilo Union, Intermediate and High schools and several other schools in the Hilo area.

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;

Hua Ola Hilo will be managed at the Club level by a Club Director (CD) who will oversee 5 Youth Development Specialists (YDSs). The YDSs will work directly with youth Club members to implement the work described below. Project support is provided by BGCBI's Director of Operations (DO) who will help to coordinate training, evaluation, and facilitate program improvement and fidelity of implementation. Support services are also provided by a Gardening Education Specialist (GES), Fiscal Officer (FO) and Grants & Programs Manager (GPM). While the YDSs report to the CD, all other staff report directly to BGCBI's Chief Professional Officer (CPO) who will ensure the project is implemented successfully, on time, and within budget.

Objective 1 builds the capacity of the Hilo Club by providing inputs (with the help of the DO) of curriculum, supplies, staffing, and professional development training to create a strongly evidence-based enhanced physical activity program. The SPARK Program is designed to promote healthy habits for a lifetime. Some of the transformative facets of the program include the following: building physical competence and cognitive understanding about physical activity (as opposed to simply teaching skills and rules to play team games); small group activities and sufficient equipment for active participation by all (as opposed to large groups with limited equipment leading to excessive wait time); a "health related" as opposed to a "skill related" focus; the teacher/adult leader serves as a coach and guide (as opposed to teacher-directed programs); emphasis on cooperation and working together (not on competition); evaluation is based on self-improvement, self-evaluation and skills rubrics (not meaningless teacher-centric evaluation); the emphasis is on participation and getting everyone active. There is a tremendous need for this type of enhanced afterschool fitness program, because the status quo P.E. class remains myopically focused on skills and competition instead of long-term health. The SPARK enhanced fitness program teaches youth about activities that can help them become active for a lifetime. This has the potential not only to prevent childhood obesity, but to prevent adult-onset obesity as well. Enhanced fitness programming is "strongly recommended" by the U.S. Centers for Disease Control and Prevention's Guide to Community Preventive Services.

Objective 2, supported by the GES who has a strong background in garden and participatory healthy food education, provides a hands- and minds- on nutrition education component that includes member gardening and culinary experiences from seed to fork. A majority of Hawaii's children do not eat the recommended 5 (or more) servings of fruits and vegetables per day. Educational gardening and food education programs are known to increase children's nutrition knowledge and preferences for vegetables and fruits grown in gardens as they become increasingly familiar through the garden education and food preparation process. Sullivan and Birch (Pediatrics, 1994) found that it takes 5 to 10 exposures to a new food for children to become comfortable and familiar with its taste and texture. With repeated opportunities to grow, prepare, and taste new fruits and vegetables, children often change their food reactions from rejection to acceptance. A study published in the Hawai'i Medical Journal in 2011 about a Hawai'i Island middle school gardening program concluded that such programs—when they make healthy food more easily available and affordable, model healthy eating behaviors, and increase parent involvement—can help to increase children's intake of healthy foods. The *Hua Ola Hilo* gardening program will include each of these facets, and will have the

added benefit of helping members from acutely under-resourced families where food security and hunger are real issues.

Objective 3—coordinated by the CD with support from the YDSs, DO, and GES—includes the family in the effective implementation of the *Hua Ola Hilo* project. Thus, the project will extend benefits beyond the Club to the family. Each of these objectives is geared towards “real life” and personal relevance and the need to ensure that the benefits of the enhanced fitness, gardening, and healthy food education components extend beyond the project period and beyond a member’s years as an active Club member to have ramifications for health over the course of a lifetime. Once developed, obesity is difficult to treat due to the “set point theory” (James Bray, Handbook of Obesity, 1998). Thus, the family component is designed to meet the focus of this project and the pressing societal need to prevent obesity at the outset, and maintain these preventative benefits throughout the life of the participant.

Finally, **Objective 4** addresses the need to monitor project progress through the collection of reliable objective data and the utilization of qualitative measures to understand participant responses to the program. This process is essential to determine that the project is on track to meet all of the measures outlined in Section II.4, and to guide project implementation as adjustments are indicated by formative assessment feedback tools.

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

July – September 2015: *Provide inputs of curriculum, supplies, training, and staff coaching to launch Hua Ola Hilo*

- Meet with staff of the Hilo Club to plan and organize *Hua Ola Hilo* .
- Promote the project through the BGCBI newsletter, social media, and website posts.
- Coordinate and conduct training in the SPARK afterschool physical activity program.
- Purchase the SPARK curriculum (including the web subscription) and supplies to facilitate full implementation of the afterschool physical activity program.
- The DO provides consistent assessment feedback and implementation supports to Hilo staff as SPARK is implemented with Club members.
- The GES meets with the CD to plan seed-to-table activities related to other Club learning themes, integrating gardening and planned harvests with food literacy and culinary experiences tied to ‘ono healthy food choices.
- The first quarterly family night is hosted to share project successes and learning experiences with families.

September – December 2015: *Implement SPARK / develop the Seed-to-Table program*

- Conduct a formal Seed-to-Table training for the Hilo staff.
- Develop garden plots, composting and vermiculture systems for soil augmentation, and implement a garden schedule designed to support the seed-to-table program.

- Continue to implement the SPARK program on a daily basis with the objective of increasing the DMVPA of members through fun fitness activities.
- Feature the seed-to-table project at the quarterly family night, including a family/community garden work day.

December 2015 – February 2016: *Share project discoveries with other BGCBI Clubs*

- Conduct and report on a mid-project evaluation.
- Share project findings, procedural knowledge, and insights with other Club Directors to disseminate project successes to other Big Island Club communities.
- Host a quarterly family night with Club member participation in planning the event.

February – April 2016: *Coordinate Spring 2016 training*

- Based on needs evident through the mid-project evaluation, staff feedback, and DO observations, plan and conduct a staff training to bolster project success, focusing on the outcome objectives for the project.
- Continue to plan and implement the seed-to-table and SPARK programs.
- Share project successes and Club member reflections through social media, newsletter stories, and website postings.

May – June 2016: *Summative Evaluation and Reporting*

- Plan integration of afterschool physical activity and gardening/culinary programs with ongoing club programming.
- Host a celebratory project-end family night spotlighting Club improvements, favorite activities, and favorite garden-based recipes.
- Conduct the project-end evaluation to gauge impact on members, staff, families, and Club capacities.
- Report on project findings to the State agency and other BGCBI Clubs.

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

The System for Observing Fitness Instruction Time (SOFIT) instrument will be utilized to measure the effectiveness of enhanced after school fitness classes taught through the SPARK curriculum. This will be used by the Director of Operations (DO) and Club Director (CD) following extensive professional development for all staff delivered by qualified professionals. The SOFIT provides a valid and reliable means to quantify the percentage of time that physical education participants are actually engaged in physical activity during a particular session. If the minimum guideline of at least 1 hour of moderate to vigorous physical activity (MVPA) is not being met, then the DO and CD will work with that youth development specialist to improve the quality of his or her physical activity planning and implementation. This protocol will facilitate a process of continual improvement and self-reflection on the part of all project staff, including the DO and CD who will continue to improve professional development workshops for staff focused on increasing member DMVPA.

The PD and CD will also utilize each of the measures presented in the evaluation section above as formative assessments of project implementation success. For example, if feedback from individual 7 day diet recalls and family and member feedback forms indicate that the seed-to-table and nutrition education components are not leading to projected improvements in student and family dietary choices, then the PD assisted by CD and the Garden Education Specialist will use suggestions from the feedback forms and focus group meetings to guide the strengthening and possible redesign of that component to better meet the needs and interests of the participants while continuing to pursue the goal of helping members and their families to consume more healthy vegetables and fruits.

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.**

Success for the *Hua Ola Hilo* Project will be evident when the indicators in the bullet points below have been realized. This means that Club members from the Hilo Club community will be engaged in increased fitness activities where they are active more often and for longer periods of time. Youth participants will also show improvements in dietary choices and habits as measured by increasing numbers of servings of fruits and vegetables in their diets. Body weight and BMI will, when appropriate and healthy, remain stable or trend down towards the healthy zone for overweight and obese participants. Finally, families will be involved and generally supportive of the healthy lifestyle changes being made by youth Club members. Measurements for these outcomes include: pedometers for all participants, biometric measurements (including weight, height and BMI), the 3-Day Physical Activity Recall (3DPAR), a 7 day diet recall, and feedback forms from families and members following quarterly family nights. Credible fitness measurement technology such as pedometers and heart rate monitors will be used to collect objective data for each project participant.

Measures of project success include the following:

- BMI of youth participants will remain the healthy region or trend downward for overweight/obese participants.
- SPARK physical activity sessions at the Hilo Club will result in consistent achievement of 1 hour of daily moderate to vigorous physical activity (DMVPA) as measured by the SOFIT and 3DPAR.
- 75% of participants will demonstrate increased fruit and vegetable consumption as measured by a pre- / post- survey.
- 90% of participants will demonstrate improved knowledge of the importance of physical activity and diet in achieving lifelong health.
- 90% will demonstrate DMVPA and healthy eating self-efficacy as measured by the 3DPAR and 7 day diet recall instruments.

The project will decrease the incidence and severity of obesity and other chronic disease in youth by fostering a generation with the knowledge and habits to lead healthy

lifestyles. *Hua Ola Hilo* will also help to increase the number of Hilo families who are actively improving lifestyle choices by engaging in the family component of the project. Research shows that healthy habits established during an individual’s youth, such as dietary choices, are more likely to extend into adulthood and reduce chronic disease risk. *Hua Ola Hilo* is designed to foster healthy lifestyles in youth from an early age. The project, thus, strikes at the very roots of the current obesity epidemic.

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 2016.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$18,750	\$18,750	\$18,750	\$18,750	\$75,000

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.**

In addition to this request, BGCBI, which includes Clubs in 5 communities serving nearly 800 youth, is seeking funding support in fiscal year 2016 from the following entities:

- ❖ Change Happens Foundation – \$60,000
- ❖ Atherton Family Foundation – \$40,000
- ❖ Hawaiian Electric Industries Foundation – \$50,000
- ❖ Office of Hawaiian Affairs – \$200,000
- ❖ OAK Foundation – \$150,000
- ❖ Shell Foundation – \$25,000
- ❖ Office of Justice Juvenile Program – \$251,000
- ❖ South Hilo Rotary – \$10,000
- ❖ County of Hawai‘i Community Grants – \$240,000

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.**

Not applicable

5. **The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.**

Not applicable: this is a new program.

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.**

The balance of unrestricted assets as of December 31, 2014 is \$345,300:

- ❖ Cash in Bank \$134,846
- ❖ Receivables \$45,454
- ❖ Investments \$165,000

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.

With six decades of experience in providing quality youth development programming to youth in Hawai'i County with sound program and fiscal management, BGCBI has a well-established track record of effective grant management, evaluation and reporting. The organization provides a broad range of quality programs to the communities it serves while receiving funding from multiple federal, state, and private funders and meeting all state, federal, and program specific requirements. BGCBI holds monthly board meetings as well as regular whole-organization and program-specific staff meetings to monitor the progress of all programs and evaluation plans, to discuss recent implementation activities, plan for upcoming activities, and problem solve and brainstorm using evaluation data for continual improvement of BGCBI programs. Input from beneficiaries and stakeholders is sought actively and often to ensure that the community is served as effectively as possible. A planning document prepared by the BGCBI staff and board—Boys & Girls Club of the Big Island Strategic Plan, 2013-2017—includes strategies to enhance operational and program capabilities, efficiencies and effectiveness. The document is available upon request.

Relevant experience from the past three years includes the ongoing implementation of Boys & Girls Club of America's signature physical activity and health lifestyles program, Triple Play. Triple Play includes physical activity, nutrition, and healthy relationship skill building components as part of a holistic approach to fostering healthy lifestyles for Club members. Triple Play will be greatly enhanced by the proposed SPARK, seed-to-table, and family involvement components. Additionally, BGCBI has successfully administered contracts from the County of Hawai'i for the past 2 years to develop STEM-related gardening projects at 6 Club sites. As such, the foundation for the proposed seed-to-table program has been laid, and the initial capacity has been developed. The recently hired Gardening Education Specialist who will support all 5 of the currently operational Club sites, brings a breadth and depth of experience to BGCBI, including many years of experience as a garden educator and food service/culinary educator. Thus, BGCBI is uniquely poised at present to implement the *Hua Ola Hilo* project.

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.

Boys & Girls Club of the Big Island has Club units in 5 communities: Pāhala, Pāhoa, Kea‘au, Hilo, and Hāmākua. The administrative office is centrally located on the 15 acre campus of the Hilo Club. The Director of Operations and Gardening Education Specialist travel regularly to provide services to the staff and members of each Club.

The Hilo Club includes 15 acres of grassy playing fields, a gym, game room, classrooms, and a large garden area. Construction of a certified kitchen will commence early in 2015 with an anticipated completion in May 2015.

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.

BGCBI’s Chief Professional Officer (CPO) will assume ultimate responsibility for the timely implementation of the *Hua Ola Hilo* project. As the chief executive of the organization, the CPO oversees the operations of Clubs and programs with primary concern for program development and implementation, and supervision of Club Directors and other staff.

A Director of Operations (DO) will serve as the Project Director. Reporting directly to the CPO, the DO will assure that all objectives and timelines of the project are fulfilled on time and within budget, providing supervision, training, and support to the Club Director. The DO will coordinate evaluation activities with the Club Director and the Gardening Education Specialist.

The Hilo Club Director (CD) directs and manages the daily operations of the Clubs, and works directly with Club members. The CD, assisted by the DO, is responsible for program and service delivery, Club staff supervision and training, facilities management, community relations, and membership administration.

A Grants & Programs Manager (GPM) provides assistance to the DO for grant coordination and reporting and contributes to the planning and implementation of training modules. BGCBI’s Fiscal Officer supports the DO, GPM and CD through accounting and cost allocation services and the preparation of timely financial reports for grant programs. An Office Manager is responsible for the operations of the administrative office and fundraising efforts for the organization.

A Gardening Education Specialist will assist and serve as a resource for the Hilo Club, playing a key role in developing gardening and seed-to-table resources, working with the CD, mentoring YDSs and Club members to build gardening and food education capacity, and supporting seed-to-table connections for the quarterly family nights.

Five Youth Development Specialists (YDSs) will work directly with youth to implement the *Hua Ola Hilo* project. The YDSs prepare Club members for success by:

creating an environment that facilitates the achievement of targeted outcomes; promoting and stimulating program participation; providing guidance and role modeling to members; participating in training; working closely with the CD to support and implement programs and ensure compliance with grant deliverables.

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 organization chart that illustrates the placement of this request.

Please see the attached organization chart showing the placement of the *Hua Ola Hilo* project within the Boys & Girls Club of the Big Island structure.

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.

Chief Professional Officer	\$70,000
Fiscal Officer	\$55,000
Director of Operations	\$45,000

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.

Not applicable

B. Licensure or Accreditation

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

Not applicable

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

County Grants-in-Aid for STEM gardening projects at all BGCBI Clubs total \$108,000. \$13,000 of this funding is allocated for the Hilo Club.

D. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but**
- (2) Not received by the applicant thereafter.**

The Boys & Girls Club of the Big Island has a paid staff of 26 and 30 steady volunteers in addition to 17 volunteers from the Big Island community who serve on BGCBI's board of directors. The staff members are as diverse as the youth members, leading to strong mentoring relationships and the capacity for deep impact on the lives of members. BGCBI has the staffing, infrastructure and partnerships in place to be able to deliver the services described in this proposal. Members participating in the program are expected to remain with the Clubs past the term of the grant. Trained staff and volunteers will also remain involved in the program and community, enhancing the sustainability of and continuing the impacts of this capacity-building initiative.

F. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

BGCBI's Certificate of Good Standing dated December 10, 2014 is attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: Boys & Girls Club of the Big Island - PUNA & PĀHALA

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Other State (OHA) Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	63,949		69,200	56,295
2. Payroll Taxes & Assessments	11,127		12,040	9,796
3. Fringe Benefits	11,970		12,056	8,694
TOTAL PERSONNEL COST	87,046		93,296	74,785
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	10,000		8,000	4,665
3. Lease/Rental of Equipment	2,000		2,200	600
4. Lease/Rental of Space	12,000		1,500	300
5. Staff Training	6,000			4,020
6. Supplies	9,754		16,004	22,810
7. Telecommunication	2,000		2,200	1,000
8. Utilities	5,000			
9. Audit Services	5,000		6,000	
10. Contractual Services - Administrative	5,700		6,500	5,520
11. Mileage	1,500		1,500	900
12. Repair & Maintenance	4,000		2,800	400
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	62,954		46,704	40,215
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000	0	140,000	115,000
SOURCES OF FUNDING		Budget Prepared By: Lita Lumalu, Fiscal Officer 808-961-5536 (a) Total State Funds Requested 150,000 (b) Total Federal Funds Requested 0 (c) Total County Funds Requested 140,000 (d) Total Other State (OHA) Funds Requested 115,000		
		Name (Please type or print) Phone _____ 1/26/15 Signature of Authorized Official Date		
TOTAL BUDGET	405,000	Zavi Brees-Saunders, CPO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Boys & Girls Club of the Big Island - HILO

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Operations	100.00%	\$45,000.00	7.50%	\$ 3,375.00
Fiscal Officer	100.00%	\$55,000.00	5.00%	\$ 2,750.00
Grants & Program Manager	100.00%	\$45,000.00	5.00%	\$ 2,250.00
Garden Specialist	42.50%	\$14,000.00	20.00%	\$ 2,800.00
Hilo Club Director	100.00%	\$36,000.00	20.00%	\$ 7,200.00
Hilo Youth Development Specialist	62.50%	\$14,040.00	25.00%	\$ 3,510.00
Hilo Youth Development Specialist	62.50%	\$14,040.00	25.00%	\$ 3,510.00
Hilo Youth Development Specialist	47.50%	\$13,000.00	25.00%	\$ 3,250.00
Hilo Youth Development Specialist	47.50%	\$13,000.00	25.00%	\$ 3,250.00
TOTAL:				31,895.00

JUSTIFICATION/COMMENTS:

Staffing allocations are determined based on staff time needed to accomplish program needs and administrative support. FTE percentages are based on a 12-month budget.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Boys & Girls Club of the Big Island HILO

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
none budgeted for this period			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
none budgeted for this period			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: Boys & Girls Club of the Big Island **HILO**

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS	-	-	-	-	-	-
LAND ACQUISITION	-	-	-	-	-	-
DESIGN	-	-	-	-	-	-
CONSTRUCTION	-	-	-	-	-	-
EQUIPMENT	-	-	-	-	-	-
TOTAL:	none budgeted for these periods					
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Boys & Girls Club of the Big Island – HILO

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	Alcohol & Drug Abuse prevention for 6 Clubs	July 2014-June 2015	Dept. of Health	State	\$205,585 ***
2.	Mentoring Youth-at-Risk Hilo Club	January –Dec. 2015	Dept. Of Justice	U.S.	\$46,000
3.	STEM –Gardening Hilo	July 2015-June 2015	County of Hawaii	Hawaii	\$13,000
4.	Teen Outreach Program	Dec 2014-Aug 2015	County of Hawaii	Hawaii	\$16,600
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	\$281,185

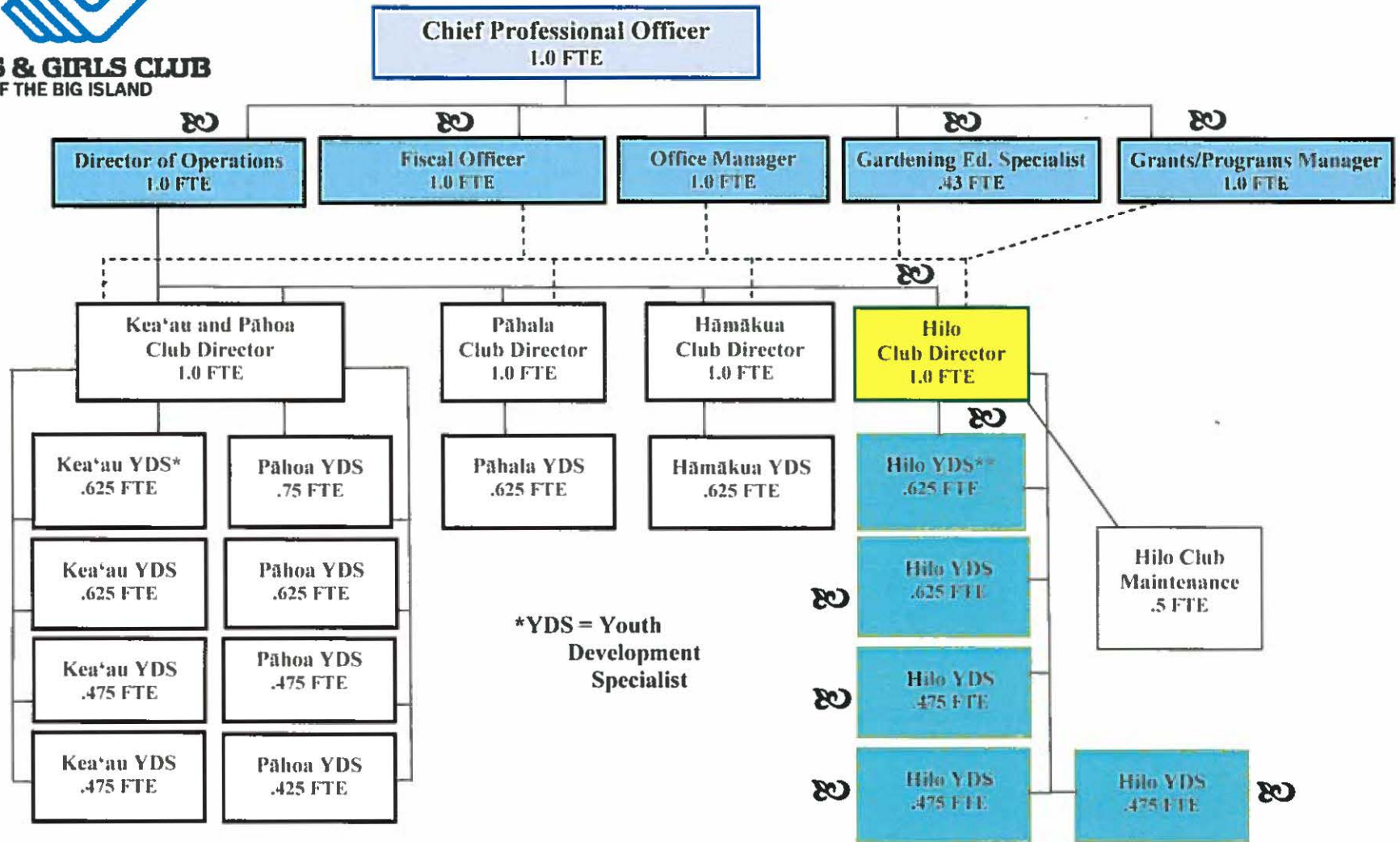
*** Please note this grant amount covers all contracted programs for all of our 6 Club locations.

Boys & Girls Club of the Big Island Organization Chart

(26 Paid Employees, 30 consistent community volunteers, 17 Board volunteers)

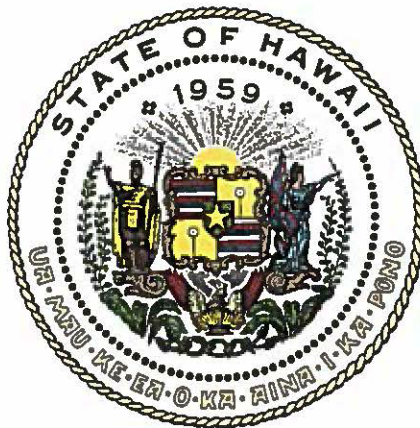


BOYS & GIRLS CLUB
OF THE BIG ISLAND



The Hua Ola Hilo project staffing structure is represented by the colored boxes.

⌘ = positions to be partially funded by the requested project funds



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

BOYS AND GIRLS CLUB OF THE BIG ISLAND

was incorporated under the laws of Hawaii on 05/30/2002 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 10, 2014



Director of Commerce and Consumer Affairs