

House District 7

Senate District 4

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:  
North Kohala Community Resource Center

Dbas: same as above

Street Address: 55-3393 Akoni Pule Hwy Hawi HI 96719

Mailing Address: P. O. Box 519 Hawi, HI 96719

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name CHRISTINE RICHARDSON

Title Executive Director

Phone # 808-889-5523

Fax # 808-889-5527

E-mail : info@northkohala.org



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1/20/2015 10:57

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:

OPERATIONAL/STAFF AND CAPACITY BUILDING SUPPORT FOR NKCRC, A FISCAL SPONSORSHIP, COMMUNITY SUPPORT ORGANIZATION LOCATED IN NORTH KOHALA

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

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 \$75,000 \_\_\_\_\_  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

CHRISTINE RICHARDSON, EXECUTIVE DIRECTOR  
NAME & TITLE

1-22-15  
DATE SIGNED

## 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 North Kohala Community Resource Center (NKCRC) is a 501(c)(3) nonprofit organization on the Big Island of Hawaii. Our mission is to increase the number of successful community projects in North Kohala. We do this by providing training, coaching, and a 501(c)(3) umbrella to a diverse group of community project organizers.

NKCRC opened in 2002 with six sponsored projects and has grown to 92 projects by the end of 2014. During this time we have trained over 150 volunteers to plan, organize, coordinate and fund their projects. When classified by their main area of focus, our projects fall under seven categories: Agriculture (18.4% of projects); Recreation (17.1%); Community (17.1%); Culture (15.8%); Wellness (13.2%); Education (9.2%) and Art (9.2%). Many projects touch more than one category. We have brought in more than \$10.1 million to fund these diverse projects and the resulting improvements in our community have been remarkable.

The work of the Center has been recognized by numerous organizations and publications; most notably we were awarded the national "Point of Light" designation in 2004, the 2008 Bank of Hawaii Monty Richards Award for "Innovation in Non-profits on the Big Island," and in 2011 we were named one of the "Six Great Small Non-profits in the State of Hawaii" by Hawaii Business Magazine. We list 84 foundations and government entities as funding partners, including the State of Hawaii Department of Civil Defense the Department of Land and Natural resources, and the U.S Department of Agriculture.

Our incredible growth represents not only an increase in the number of projects we sponsor, but also the growing sophistication of the projects, both in their scope and their funding strategies. Among these are North Kohala Radio, and one of our newest projects, the restoration of the historic Bond Memorial Library. Additionally, we are working with some of our agricultural and environmental conservation projects in securing more complex federal and private grants.

The steady growth of NKCRC projects has been extraordinarily beneficial to our community, but it has severely challenged our ability to serve our projects while maintaining a strong operational funding strategy. NKCRC has solid local support from our small community; our operations are supported through individual and business donations (from about 40% of the 2,200 households and almost all of the businesses in the community), annual fund development activities (special events and online auctions), sponsorship fees from grants and donations secured for our projects, as well as

sales of North Kohala-related books and CDs through the Kohala Welcome Center, an on-site visitor center we developed and opened in 2012.

In 2013 we implemented a staff development plan by hiring a part-time Associate Director to join our full-time Executive Director and part-time Office Manager. The Executive Director has trained the A.D. in all facets of program delivery and provided an introduction to managing the Center. This plan was executed through the support of a 2013 Hawaii Community Foundation Flex grant and a State of Hawaii Grant-In-Aid, which ended in November 2014. At the current level of 27 hours per week at \$22 per hour plus benefits, the A.D. position costs the Center \$44,051 per year. It will take at least one more year, possibly two, to develop strong enough income streams to support this staffing plan.

*2. The goals and objectives related to the request;*

The Resource Center's goal is to continue to provide the comprehensive services our project organizers need to accomplish successful community improvement projects by maintaining our staff hours and improving our program delivery infrastructure for major projects including North Kohala Radio, the Bond Library Restoration project, and others requiring us to manage large private and governmental grant funding.

Our specific objectives are to:

- Maintain hours and employee benefits to our three staff members;
- Improve training opportunities for our project organizers by adding a budget workshop to our current training series;
- Increase project funding from \$385,000 in 2014 to \$425,000 in 2015 and continued growth beyond.

*3. The public purpose and need to be served;*

The Resource Center's public purpose is to provide services in the form of coaching, training, planning and securing funding for a wide range of efforts, both small and large, that benefit the community. We designed our program based on the problems community volunteers faced and on our research with local organizers, so our program resonates with the local culture and addresses well-understood issues among local volunteers. Since no model existed for this approach in Hawaii we developed our program from scratch. It is a unique way to provide effective solutions to the needs of small, rural communities. The projects that we sponsor are diverse, fill many niches, and include youth education and after school activities, physical fitness, health care and wellness, agriculture, invasive species eradication, programs and education in the arts, civil defense, historical and cultural preservation, recreation, and economic development. The results of these efforts are evident throughout the community: when third graders are learning to swim and play tennis, or residents and visitors are attending the annual Kamehameha Day celebration, or low-income residents are able to use EBT to buy fresh produce at the Farmers Market, the results of our collective efforts are tangible and contribute to a more vibrant, healthy, engaged, and joyful community.

*4. Describe the target population to be served; and*

*5. Describe the geographic coverage.*

The population that will benefit from the North Kohala Community Resource Center's efforts are the residents of North Kohala. Located at the end of the road on the northernmost tip of the Big Island of Hawaii – our district is large in land area (133 square miles) and small in population (6,032 residents

in 1751 households in 2000, currently 6,322 and 2,200 respectively today). We are isolated (the nearest town is 21 miles away with minimal public transportation access), rural and agricultural (98% of our land is zoned for agricultural use), and, like most Hawaiian communities, we are a blend of seven diverse ethnic cultures: Hawaiian, Japanese, Filipino, Puerto Rican, Chinese, Portuguese, and Caucasians. Because the Resource Center projects address so many different community needs and our project organizers come from every facet of our community, our target population is, quite literally, the entire population of North Kohala.

Although our nonprofit charter focuses our work in North Kohala, our influence extends beyond our geographic region. Nonprofit organizers from across Hawaii Island have sought us for help and advice in their own nonprofit work and several have participated in our training series, including Five Mountains, Kokolulu Cancer Retreat and West Hawaii Mediation Center. We also are exploring opportunities to share our unique model of fiscal sponsorship with other small rural communities throughout the state of Hawaii.

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

The scope of this grant request for the Resource Center is to maintain sufficient staffing so that we can effectively meet the increasing demand for our program services. Funding support for staffing will enable us to increase the funding and capacity of community projects, expand our training series, and provide more sophisticated support for large community projects.

As the number of projects has increased, so has the competition for donations and grants. North Kohala is a small community with limited resources to fund so many beneficial community projects. As a result, NKCRC staff must continue to deepen our searches for funders and help organizers get creative with their funding plans. We use Foundation Search America, a sophisticated and highly effective search engine that provides both breadth and depth to our grant searches. NKCRC does more than research funders, we teach project organizers both through our training series and in individual conferences, how to plan and manage their project and write successful grant proposals. Our training series currently includes workshops on Finding Funders, Writing Successful Proposals and a forum for critiquing proposals. Based on needs we have seen manifested through our individual work with project organizers, we plan to implement a fourth workshop on building budgets, the foundation for any successful project plan.

As NKCRC has grown in its skills and experience, we have begun to sponsor projects that are more sophisticated in their scope and their funding needs. The needs of these projects require more staff time in researching funding opportunities and assisting organizers with budget building, writing proposals, and reporting. We have also expanded our services related to a current federal grant to include account management and bookkeeping services.

NKCRC's goals pertaining to this Grant-In-Aid request are to:

- 1) **Increase the Funding of Community Projects** by a minimum of 10%, from \$385,000 in 2014 to \$425,000 in 2015, thereby increasing their capacity. We will do this by effectively targeting the Associate Director position to work more intensively with project organizers and utilize the search engine software, Foundation Search America, a fully searchable, online database of foundations, containing vital information about the funding history, preferences and contacts of over 100,000 U.S. foundations. Increasing our capacity to fund more community projects will also directly increase our income stream of program fees. These gains in funding will occur by the end of 2015. For a complete description of our fees, see the attached NKCRC Program Service Fee document.
  - 2) **Expand our bi-annual training series** to include a workshop on budget building, an essential skill for successful project planning. We will continue to offer our training series for free to all our sponsored project organizers and to outside nonprofit organizations for \$200 per series. Scheduled series are held in March/April and October/November each year as well as on an "as needed" basis.
  - 3) **Provide more sophisticated support for large community projects**, including North Kohala Radio, a community radio project underway to provide emergency information, educational opportunities for youth, and community building in our isolated region; the historic Bond Memorial Library restoration (noted in Honolulu Magazine as one of eight historic buildings in the state worth saving) and conversion to a community museum – a project anticipated to cost several hundred thousand dollars; and two more agricultural based projects which have recently intensified their funding strategies to include federal USDA and large private foundation grants. We will assist organizers in building more complex multi-year budgets and project planning, and utilize Foundation Search America, a highly effective search engine for grants, to deepen our funding searches for large projects. For one project, this includes providing bookkeeping and account management services for a two-year USDA grant, requiring even more NKCRC staff time. This is a type of service we anticipate will be needed by more projects in the future. Our objective is to enable each of these large projects to fulfill their funding needs for project success during the January to December 2016 fiscal year.
3. *Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and*

As part of the Resource Center's procedures for quality assurance, we keep a database in which we track the status of submitted grant proposals, the amount of the request, the amount of the award (if given), due dates for reports, and the annual rate of success (85% in 2014). Additionally, we prepare and review a monthly financial report for our Board of Directors detailing income both for projects and the Center, as well as line-item expenses and variance from the budget. See attached NKCRC December 2014 Monthly Variance Report.

For our training series, we routinely track the number of workshop participants and their written evaluations of the effectiveness of the workshops. See attached NKCRC Finding Funders and Writing Successful Proposals Workshop Data.

Especially with large projects, we maintain at least monthly contact regarding the status of the project and, as funding is awarded, we re-evaluate funding plans to ensure that the project is sufficiently funded to reach its goals. North Kohala Radio provides monthly progress reports to the NKCRC Board of Directors.

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.*

The Resource Center measures its cost effectiveness with two metrics:

1. We prepare a detailed monthly analysis of income, line-item expenses and variance from the budget for our Directors;
2. We annually compare the amount of funding we have raised to the annual operating expenses.

Additionally, we collect data and measure our results on the following metrics monthly and/or semi-annually, and these results are reviewed by our Board monthly:

1. The number and status of projects we sponsor; each project is color-coded to show status: green=active, blue=working with NKCRC staff, yellow=challenges, orange=sunset (closed but not completed), red=major difficulties. (See our attached NKCRC Project Dashboard.)
2. The number of completed projects
3. The amount of money we bring into the community
4. The number of people who participate in our workshops
5. The average scores we receive on our workshop evaluations.
6. The number of funders/foundations that have funded the Center and our projects

With regard to the specific goals of this request, NKCRC will use these metrics to measure the increase in project funding, as well as the increase in our program service fees, as a part of routinely tracking our income streams on a monthly basis.

We will measure our training effectiveness by the number of participants and evaluation scores. We will measure our effectiveness with large projects, such as North Kohala Radio and the Bond Library, by the successful funding of these projects, at their various stages, in 2015-16.

### **III. Financial**

We are requesting \$75,000, which includes \$69,500 for staffing support and \$5,500 for a three-year subscription to a funding search engine for North Kohala Community Resource Center.

#### **Budget**

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

Request By Source of Funds is included herewith.

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
\$22,875	\$17,375	\$17,375	\$17,375	\$75,000

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

The Resource Center typically receives approximately 33% of its funding from donations from individuals and businesses, 22% from fundraising events, 20% from operating grants, 14% from program service fees, and 11% from related business sales and donations through Kohala Welcome Center.

*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.

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

The Resource Center received a USDA Farmers Market Promotion Program grant for 2014-2016; however these grant funds are restricted for use by one of our sponsored project's agriculture promotions; they cannot be used for NKCRC operational costs.

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

As of December 31, 2014, the Resource Center's balance of its unrestricted current assets was \$248,255.62. The 2014 Income and Expense Statement and Balance Sheet for North Kohala Community Resource Center is attached.

## **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.*

We have a 13-year proven track record of providing the services for which we are asking support. Our program model has worked with securing small and large grants from all sectors--private, county, state and federal. Our experience in our 13 years has been very rewarding. Over 155 organizers have participated in our 24 workshop cycles. The participants gave us high marks (average 4.9 out of 5.0) in their workshop evaluations. Sponsored project organizers attend our workshops for free with other nonprofit organizers who attend on a fee basis. This program provides education, bridges to funding and support for a wide range of community efforts. We currently sponsor 93 projects.

Our staff consists of a seasoned Executive Director, Christine Richardson, with deep ties to the community and an excellent track record over the past 12 years. She is assisted by an Associate Director, Megan Solís, and a part time Office Manager, Juanita Rivera. They have established an enviable grant proposal success rate of over 85% in 2014 with 27 different foundations including County, State and the Federal government. These women have successfully steered the Center through its growth and development with strong community skills and commitment to our mission

for the past 12 years. During that time, the Center has raised over \$10.1 million dollars for its sponsored projects. Please find attached the 2012-14 lists of all grant awards for projects and the Center.

## **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 Resource Center's office, along with the Kohala Welcome Center, is located in a beautiful and historic gateway building on the main highway as you enter the towns of Hawi and Kapa'au. Our building houses public restrooms, a meeting space, office cubicles, a small kitchen, and informative, museum-quality interpretive signs that effectively convey the history of our community. Our meeting space provides an excellent environment for our training series as well as individual meetings, coaching and strategic planning for our active project organizers. Additionally, this space is also utilized by projects for committee meetings and planning sessions in the evenings. Since its opening in January 2012, the Kohala Welcome Center has greeted more than 41,000 visitors, providing them with local information, clean public restrooms, and an introduction to the rich cultural heritage of our region.

## **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.*

#### **Position: Executive Director, Christine Richardson (FTE 1.0)**

**Qualifications and Experience:** Bachelor of Arts Degree from the University of Massachusetts in Human Service Advocacy and an Associate Degree of Science in Nursing. Associate Director for two years and Executive Director of the NKCRC for 10 years. Ability to supervise, train, and provide administrative direction relative to the request: The Executive Director will oversee all aspects of staff and project management. A portion of the funding will support the hours of the Executive Director.

#### **Position: Associate Director, Megan Solís (PTE .67)**

**Qualifications and Experience:** Bachelor of Arts, English-Language Studies; Master of Arts, English; 15 years' experience teaching English to second language learners; 10 years' experience as volunteer fundraiser for afterschool sports program including grant proposal writing; former newspaper editor.

A portion of the funding will support the hours of the Associate Director who will be responsible for working directly with project organizers in budget building and proposal writing. This individual will also become a trainer for all NKCRC project organizer workshops and is the lead funding researcher for NKCRC.



**Position: Office Manager, Juanita Rivera (PTE .67)**

**Qualifications and Experience:** Administrative and financial manager of a medical office, hospitality staff management at major hotel, eight years' work experience with the NKCRC including bookkeeping, data base management, major correspondence, administration of project data and files and oversight of staffing and inventory for the Kohala Welcome Center.

**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.*

Attached is an organization chart for NKCRC.

**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.*

NKCRC has three paid staff members. The salary totals below include fringe benefits, employer burdens and medical.

Executive Director (Full-time): \$83,446

Associate Director (.67 time): \$44,051

Office Manager: (.67 time): \$34,357

**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.*

No litigation is pending.

**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.*

The NKCRC Executive Director completed her Professional Certificate in Non Profit Management in October 2004 at Kapiolani Community College. Three of our Board of Directors completed the same Non-Profit Management Certificate program in 2006.

**C. Federal and County Grants**

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

NKCRC has not been awarded any county or federal grants since July 1, 2014.

**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.*

No portion of this grant award will be used to support or benefit a sectarian or non-sectarian private education institution.

**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.*

North Kohala Community Resource Center has historically received strong support from our small community. NKCR's goal is to increase the percentage of our income derived from program service fees, which are directly related to the funding we receive for projects, as well as to increase related product sales in our Welcome Center, and fundraising proceeds. NKCR 2015 Budget is attached.

**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.*

A current DCCA Vendor Compliance Certificate in Good Standing for the North Kohala Community Resource Center is attached.

**ATTACHMENTS**

NKCRC Program Service Fee Schedule  
NKCR December 2014 Monthly Variance Report  
NKCR Finding Funders and Writing Successful Proposals Workshop Data  
NKCR Project Dashboard  
NKCR Income and Expense 2014  
NKCR Balance Sheet 2014  
NKCR Grant awards lists 2012-14  
NKCR Organization Chart  
NKCR Budget FY 2015  
NKCR DCCA Compliance Certificate

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: North Kohala Community Resource Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)	Grand Total (e)
<b>A. PERSONNEL COST</b>					
1. Salaries	52,069	0	0	66,353	118,422
2. Payroll Taxes & Assessments	9,046	0	0	11,512	20,558
3. Fringe Benefits	8,385	0	0	13,683	22,068
<b>TOTAL PERSONNEL COST</b>	<b>69,503</b>	<b>0</b>	<b>0</b>	<b>91,548</b>	<b>161,051</b>
<b>B. OTHER CURRENT EXPENSES</b>					
1. Bank Charges	0	0		60	60
2. Education	0	0		200	200
3. Leased Employees	0	0		100,078	100,078
4. Insurance	0	0		1,800	1,800
5. Website	0	0		200	200
6. Merchant service fees	0	0		1,600	1,600
7. Occupancy	0	0		13,200	13,200
8. Postage and mailings	0	0		1,900	1,900
9. Printing and publications	0	0		4,600	4,600
10. Professional fees	0	0		900	900
11. Public relations	0	0		1,250	1,250
12. Supplies	0	0		1,600	1,600
13. Telephone, internet	0	0		3,396	3,396
14. Taxes	0	0		600	600
15. Travel	0	0		600	600
16. Grant search engine FSA 3 yrs	5,497	0		0	5,497
17. Grants and contributions to projects	0	0		300,000	300,000
18	0	0		0	0
19	0	0		0	0
20	0	0		0	0
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>5,497</b>	<b>0</b>		<b>431,984</b>	<b>437,481</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>			<b>0</b>
<b>E. CAPITAL</b>	<b>0</b>	<b>0</b>			<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>75,000</b>	<b>0</b>		<b>523,532</b>	<b>598,532</b>
<b>SOURCES OF FUNDING</b>			Budget Prepared By:		
(a) Total State Funds Requested	75,000		Christine Richardson	808 889-5523	
(b) Total Federal Funds Requested	0		Name (Please type or print)	Phone	
(c) Total County Funds Requested	0			<i>1-22-15</i>	
(d) Total Private/Other Funds Requested	523,532		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>598,532</b>		Christine Richardson, Executive Director		
			Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

North Kohala Community Resource Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$83,446.00	48.45%	\$ 40,429.59
Associate Director	0.7	\$44,051.00	66.00%	\$ 29,073.66
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>69,503.25</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Efficiently managing large project grants from the State, Federal and private sectors will require increased staff time, reducing the time staff can dedicate to our own fund development efforts.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: North Kohala Community Resource Ctr

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

North Kohala Community Resource Ctr

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						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENT N/A						

# GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: North Kohala Community Resource Center \_\_\_\_\_

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau )	CONTRACT VALUE
1.	N/A				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS 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 pursuant to Section 42F-103, Hawaii 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 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 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.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii 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 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 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 Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

North Kohala Community Resource Center  
(Typed Name of Individual or Organization)



(Signature)

1-22-15

(Date)

Christine Richardson, Executive Director  
(Typed Name) (Title)



## NKCRC SERVICES and FEES

The fees we collect compensate us for the many services we provide for our projects. Our fee percentages below are applied to the total grant or contribution amount. Our general categories of service and the related fees for 2015 are as follows:

### **Description of NKCRC services and fees:**

**1. Funding research, proposal work, advice, general assistance and administration:** This includes teaching, project planning, budgeting, use of our software, networking with funders, meetings with potential donors, edits, polish, rewrites, critiques and packaging of proposals as well as collecting and managing information for and preparing final reports. Administration includes thank you and tax deduction letters, interim and final reports, banking, check issuing, fee collections and data base management. **For grants which require one annual report: fee percentage 8%. For grants with additional reporting, a higher fee percentage may be required and will be determined at the time of grant submission.**

### **2. Use of non-profit mailing services:**

We charge a flat fee of \$25 to use our bulk mailing permit plus the actual cost which is approximately \$250-\$350 for a saturation mailing in North Kohala.

### **3. Travel:**

Costs for project related travel to Honolulu, Hilo, Kona, and Neighbor Islands will be determined on an individual basis.

### **How fees are applied:**

#### **Grants**

All grants of \$250 or greater generate a fee. The fees for services provided on grants are agreed upon prior to submittal, and then applied to the grant amount request. Occasionally some funders have their own fiscal percentage fee cap which we always honor.

#### **Contributions/Donations**

All contributions at or above \$250 generate an 8% fee. This also applies to cumulative contributions of amounts less than \$250 that total \$250 or greater during a calendar year.

Please note: All donations and grants that total less than \$250 during the calendar year do not generate fees.

This is the 2015 Board-approved fee schedule. **We reserve the right to adjust fees based on any special or unusual circumstances for grants and contributions during the year, which may cause fees to increase or decrease for that specific grant or contribution. Adjustments will be discussed prior to applying for funds that require a fee adjustment.**

#### **A New Donation Disbursement and Fee Collection Process**

Grant and Donation checks are issued once each month. **Exceptions to this may be made on a case by case basis based on immediate need.** All fees for contributions at or above \$250 are due at the time of receipt of funding and an invoice will be provided for your records. Project organizers will bring the project checkbook to the Center and fees will be collected when the check for the donation/grant is issued. This will also provide proof of a dedicated bank account for the project as specified in the Fiscal Sponsorship agreement. For cumulative contributions of amounts less than \$250 that total \$250 or greater during the year, invoices will be issued quarterly and will be due upon receipt. We cannot provide funding to projects without collecting this fee and proof of a dedicated bank account in the name of a project.

North Kohala Community Resource Center						
2014 Variance Report						
21-Jan-2015	December			Year-To-Date		
Income	Budget	Actual	Variance	Budget	Actual	Variance
<b>Project Income &amp; Expense</b>						
Donations for Projects	5,750.00	26,110.00	20,360.00	69,000.00	73,690.94	4,690.94
Grants for Projects	17,166.00	78,000.00	60,834.00	206,000.00	311,560.00	105,560.00
<b>Total Income for Projects</b>	<b>22,916.00</b>	<b>104,110.00</b>	<b>81,194.00</b>	<b>275,000.00</b>	<b>385,250.94</b>	<b>110,250.94</b>
Grants & Contributions to Project	22,916.00	104,110.00	81,194.00	275,000.00	385,250.94	110,250.94
<b>Net Income from Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Center's Operating Income</b>						
Operating Support Donations	17,203.00	41,204.77	24,001.77	141,000.00	176,232.00	35,232.00
Welcome Center Income	2,722.00	2,145.00	-577.00	26,000.00	21,938.50	-4,061.50
Online Auction/Special Events	0.00	430.00	430.00	40,000.00	43,905.68	3,905.68
Program Service Fees	1,834.00	6,742.80	4,908.80	22,000.00	29,551.28	7,551.28
Related Business Sales	0.00	0.00	0.00	0.00	5.00	5.00
Hawaii GE Tax Collected	0.00	0.00	0.00	880.00	0.00	-880.00
Interest	15.00	21.78	6.78	60.00	81.44	21.44
<b>Total Operating Support Income</b>	<b>21,774.00</b>	<b>50,544.35</b>	<b>28,770.35</b>	<b>229,940.00</b>	<b>271,713.90</b>	<b>41,773.90</b>
<b>Total Income</b>	<b>44,690.00</b>	<b>154,654.35</b>	<b>109,964.35</b>	<b>504,940.00</b>	<b>656,964.84</b>	<b>152,024.84</b>
% Increase Over Last Year		25.1%				
<b>Cost of Goods Sold</b>						
Total COGS (Kohala Aina, CD)	289.00	538.98	249.98	3,060.00	6,023.63	2,963.63
<b>Income for Operations</b>	<b>21,485.00</b>	<b>50,005.37</b>	<b>28,520.37</b>	<b>226,880.00</b>	<b>265,690.27</b>	<b>38,810.27</b>
<b>Operating Expense</b>						
Bank Charges & Fees	15.00	0.00	-15.00	60.00	61.17	1.17
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Education & Conferences	200.00	25.00	-175.00	400.00	250.00	-150.00
Leased Employee Expense	14,559.00	14,791.31	232.31	157,283.00	156,192.99	-1,090.01
Insurance	0.00	0.00	0.00	1,800.00	1,800.00	0.00
Website	0.00	3.98	3.98	250.00	628.95	378.95
Merchant Service Fees	201.00	454.77	253.77	1,400.00	2,007.17	607.17
Occup (Rnt, Alm, Cln, Mntc, Of	1,136.00	1,171.53	35.53	13,640.00	13,908.51	268.51
Postage	63.00	138.40	75.40	1,950.00	1,983.09	33.09
Printing & Publications	0.00	0.00	0.00	3,925.00	4,588.70	663.70
Prof. Fees (Service Contracts, A	0.00	220.00	220.00	4,500.00	1,248.58	-3,251.42
Public Relations, Adv, Marketing	230.00	1,210.80	980.80	2,753.00	2,115.51	-637.49
Shipping & Handling (Sold Produ	0.00	0.00	0.00	0.00	0.00	0.00
Special Event	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	167.00	-84.02	-251.02	2,000.00	1,382.07	-617.93
Telephone & Internet	283.00	281.64	-1.36	3,396.00	3,240.76	-155.24
Taxes Paid - Hawaii GE Tax	880.00	0.00	-880.00	880.00	48.62	-831.38
Travel (Airfare, Rental Car, Acco	300.00	0.00	-300.00	600.00	164.15	-435.85
<b>Total Operating Expenses</b>	<b>18,034.00</b>	<b>18,213.41</b>	<b>179.41</b>	<b>194,837.00</b>	<b>189,620.27</b>	<b>-5,216.73</b>
<b>Net Income</b>	<b>3,451.00</b>	<b>31,791.96</b>	<b>28,340.96</b>	<b>32,043.00</b>	<b>76,070.00</b>	<b>44,027.00</b>
<b>Statement of Financial Position</b>				<b>2014 Cash Gain or Loss</b>		
Cash	141,253.79	Accts Payable	525.00	End of Year 2014 Cash	75,474.65	
Inventory	5,011.37	02-14 Net Inc	171,660.62	End of Month Cash	141,253.79	
Accounts Recievable	2,625.12	4 Cum Net Inc	76,070.00	Gain or (Loss)	65,779.14	
Fixed Assets	99,365.34	Tot Liab & Eqty	248,255.62			
<b>Total Assets</b>	<b>248,255.62</b>					

**NORTH KOHALA COMMUNITY RESOURCE CENTER**

**Summary of Finding Funders Workshops**

Date (1)	# Of PARTICIPANTS	Total Score	Average Score	Cumulative Score	Cumulative Participants	Cumulative Average Score
10/1/2002	12	59	4.916666667	59	12	4.916666667
3/1/2003	10	50	5	109	22	4.954545455
10/1/2003	6	30	5	139	28	4.964285714
2/1/2004	5	19	3.8	158	33	4.787878788
9/1/2004	4	19	4.75	177	37	4.783783784
5 - Individual Tutorials, No Evaluations Given						
4/17/2010	10	49	4.9	226	47	4.808510638
12/13/2010	4	20	5	246	51	4.823529412
4/11/2011	4	19.8	4.95	265.8	55	4.832727273
10/22/2011	9	42.3	4.7	308.1	64	4.8140625
3/6/2012	2	10	5	318.1	66	4.81969697
9/15/2012	4	20	5	338.1	70	4.83
4/24/2013	5	24.3	4.86	362.4	75	4.832
9/19/2013	7	34.5	4.928571429	396.9	82	4.840243902
3/20/2014	7	34.6	4.942857143	431.5	89	4.848314607
9/17/2014	6	30	5	461	95	4.9

**NORTH KOHALA COMMUNITY RESOURCE CENTER**

**Summary of Writing Successful Proposals**

Date (1)	# Of PARTICIPANTS	Total Score	Average Score	Cumulative Score	Cumulative Participants	Cumulative Average Score
12/28/2003	6	30	5	30	6	5
5/17/2003	6	28	4.666666667	58	12	4.833333333
11/15/2003	5	24	4.8	82	17	4.823529412
12/6/2003	4	20	5	102	21	4.857142857
3/13/2004	4	20	5	122	25	4.88
10/2/2004	4	20	5	142	29	4.896551724
3/19/2005	5	25	5	167	34	4.911764706
9/16/2006	4	20	5	187	38	4.921052632
3/31/2008	7	34.5	4.928571429	221.5	45	4.922222222
11/1/2008	4	20	5	241.5	49	4.928571429
4/4/2009	8	40	5	281.5	57	4.938596491
12/7/2009	3	14.9	4.966666667	296.4	60	4.94
5/1/2010	3	15	5	311.4	63	4.942857143
11/13/2010	7	34.1	4.871428571	345.5	70	4.935714286
4/23/2011	5	25	5	370.5	75	4.94
11/15/2011	7	33.25	4.75	403.75	82	4.923780488
3/29/2012	3	15	5	418.75	85	4.926470588
3/25/2013	4	19.8	4.95	438.55	89	4.92752809
9/14/2013	4	19.8	4.95	458.35	93	4.928494624
9/21/2013	8	40	5	498.35	101	4.934158416
3/29/2014	6	30	5	528.35	107	4.937850467
9/27/2014	4	19.75	4.9375	548.1	111	4.937837838

(1) - where no day date given, 1 is used

NORTH KOHALA COMMUNITY RESOURCE CENTER			
<i>Providing local support, bridges to funding and education</i>			
<i>for ninety-one community improvement projects in North Kohala</i>			
			1/7/2015
Project	Comments	Project Organizer	Agreement Date
1 Aikido of Kohala		Forrest Arnold	6/2/2014
2 Angel Fund		Robin Woodley	1/27/2014
3 Art in Sight		Peter Kowalke	6/5/2008
4 Bond Library Restoration	DLNR app in	Rhoady Lee and Fred Cachola	11/17/2014
5 Camp Lokahi at Island Breeze Ministries		Jenna Vega and Eruera Kawe	1/12/2015
6 Community Newspaper		Tom Morse	1/8/2009
7 Engineering Resources		Jim Pedersen	3/19/2008
8 Exper Learning Abroad	2016	Jessica Brown	4/6/2011
9 Footprints for the Future		Jim Channon	1/5/2007
10 Friends of the Park-Kohala Tennis Courts		Azisa Mondri	7/20/2009
11 Friends of Kohala Pool	project staying open	Carol Geertsema	4/17/2013
12 Full Circle Cooperative		Michael McCullough	6/24/2013
13 Gavin Harrison: Teachings, Poetry		Gavin Harrison	8/26/2013
14 Halau Hula Mana'o Lana O' Kohala	writing proposal	Hope Keawe	9/23/2013
15 Hawaii Institue of Pacific Agriculture	building capacity	Dash Kuhr	9/16/08
16 Hawaii Music & Arts Conservatory	funded for KES winter	Adrienne Cherry	5/24/10
17 Hawi Farmers Market		Lehua Matsuda	3/31/09
18 Healing Musical		Nelson Denman	9/16/06
19 Hokupa'a Athletics		Nino Kaai	6/18/12
20 Honopueo Ag Water Line Coop		Forrest Arnold	12/10/08
21 Hula Halau O Kukui Aloha O Kohala		Leia Lawrence	10/28/13
22 Ka Lei O Kohala		Randie Golden	3/16/05
23 Kamehameha Day Committee	OHA awarded	Cicely Hoopai	9/4/09
24 Kamehameha Park Golf		John Mauro	9/20/04
25 Kamehameha Statue Maintenance	event March	Sharon Hayden	2/13/03
26 Kenji's Room	In storage	Catherine Morgan	3/13/08
27 KES Discovery Garden	EOY funding helping	Danny Garcia	3/24/14
28 KES FIRST Lego League Robotics Program	grant seeking	Danny Garcia	9/8/2014
29 KES Healthy Lifestyles Program		Danny Garcia	8/1/12
30 KHS Aquaculture Project	fund raising	Frank Cipriani	8/26/13
31 KHS College Tour Program		Tia-Michelle Ubilas	10/6/14
32 KHS Complex Capacity Building	funding secured	Janette Snelling	12/15/14
33 KHS Project Grad 2015	fundraising	Traci Figueroa	12/24/09
34 KHS Robotics Program	China trip completed	Eric DeLaCruz	10/1/2010
35 Kindy Sproat-A Gift to the Heart	possible re-start	Keith Nealy	11/20/07
36 Kohala Agricultural School Program	EOY donations	Adriel Robitaille	12/23/10
37 Kohala Archery Club		Lani Bowman, James Kawasaki	5/24/10
38 Kohala Ark		Isaac Haworth	2/11/13
39 Kohala Artists' Cooperative	"without walls"	Cathy Morgan	3/1/10
40 Kohala Baseball League		Elizabeth Karatti	5/23/08
41 Kohala Coalition Against Drugs	need members	Shiro Takata/Cicely Hoopai?	11/21/06
42 Kohala Community Ag Development		Donna Maltz	3/23/09
43 Kohala Community Athletic Assc	funded for 2014-15	Tom McCue	8/3/06
44 Kohala Coquil Coalition	fundraising	Kim Takata	11/22/03
45 Kohala Country Fair	SUCCESS	Nino Kaai	5/20/08
46 Kohala Equine Ed Center-KEEC		Beth Robinson	7/10/08
47 Kohala Fitness Center		Sue Sasaki	5/24/10
48 Kohala Food Forum	FMPP funded!	Andrea Dean	4/8/2009
49 Kohala Football Boosters Club		Reggie Tolentino Jr	7/29/03
50 Kohala Hawaiian Civic Club	writing proposal	Pua Akamu	2/20/04
51 Kohala JSA		Kristen Wohlschagel	3/26/12
52 Kohala Mission School		Chris Larson	7/26/12
53 Kohala Native Corridor Project		Sophia Bowart	8/11/14
54 Kohala Senior Citizen Club		Bobby Glory	3/2/04

55	Kohala Unupa'a	planning for 2015	Johnelle Kainoa	8/26/13
56	Kohala Yoga Community Center		Georgena Newman	3/25/08
57	Kohala Youth Ranch	proposals going out	Joe Vitorino	2/26/2012
58	K_WISH	SUNSET?	Delphina Dorrance	8/15/2011
59	Kokolulu Cancer Retreat		Karin Cooke/Lew Whitney	11/28/07
60	Kukui Garden Restoration	Site damage!!	Nani Svendsen	8/8/03
61	Lavaroots Performing Arts	funding	Michal Carrillo	3/11/13
62	Lio Lapa'au		Fern White	7/7/08
63	Living Journals	Monty Book delayed	Faye Mitchell	2/24/04
64	Malama Kohala Kahakai Coast Pres		Fred Cachola/Gail Byrne	11/22/04
65	Malama O' Kohala Cultural Resources		Fred Cachola	9/25/03
66	North Kohala Community Chorus		Kayoko Hanano	8/31/09
67	North Kohala CERT		John Winter, April Lee	4/6/2011
68	North Kohala Radio	funding for 2015	David Ebrahimi	12/16/2013
69	NKC Learning Center	peace game moved to H	Susan Lehner	8/31/09
70	NKC Reunion 2015	winter appeal	Kathy Matsuda	6/2/14
71	NoKo Theatre		Jack Boyle	4/4/11
72	NK Student Cultural Enrichment Program	helping w/ Kid Pan alley	Dixie Adams	6/26/08
73	NK Summer Fun		Rene Gonsalves	10/17/11
74	Nutrition Farming	collaborating w/ROAP	Jana Bogs	10/17/11
75	Ohua O Na Kia'I No Na Keiki O Ka'Aina	new funding w/ Oi'o	Sa'o Vaefaga	3/11/13
76	Planet Pioneers		Linda Lewandowski	8/16/11
77	Pop Warner-Kohala Chargers		Nohea Lee	9/10/12
78	Record the Culture		Ann DiLoreto	10/17/11
79	Regenerative Organic Agriculture	major donor 4%	Gail Byrne Baber/ Clarence Baber	9/23/13
80	Risely Farms	back to work	Peter Risely	10/17/11
81	Roots Skatepark	35K COH waiting	Richy Riggs	4/17/07
82	Rural Emergency Care Project		Giovanna Gherardi	2/28/11
83	Ryukyukoku Matsuri Daiko Kohala Chapter		Kathy Matsuda	5/21/08
84	Seibukan Academy of Hawaii		Maria Lineker	8/11/14
85	Sustainable Kohala		Deborah Winter	9/16/08
86	Taro Dreams	REC'd Patent!	Pamela Day	6/5/08
87	The Man in the Black Hat Film		Irma Ockerman	05/23/11
88	Ulu Mau Puanui		Kehaulani Marshall	06/25/13
89	Wai O'Li Cranial Sacral		Bonnie Stevenson	6/28/10
90	Wastestream Recy		Colleen Nevins	4/8/03
91	Wellness Through Movement		Catherine Rosasco-Mitchell	6/25/13
92	Yoga Ed	FUNDED for 2014-15	Robyn Skudlarek	9/13/06
	<b>Pending:</b>	<b>CURRENT Project PROPOSALS:</b>	<b>AWARDS</b>	
		HTA Cult Resources	Kukui Garden \$31,004	\$15,000
	<b>KEY:</b>	Young Brothers	4 projects \$4,000	\$2,300
	Working w/ staff=27	Kona Brewfest	Lava roots \$5,000	pending
	ACTIVE=43	Smiling Dog	Radio	\$2,000
	challenges=0	Smiling Dog	Yoga Ed.	\$1,000
	Sunset (closed but not completed):	Smiling Dog	Cult Enrich	\$1,000
	Major difficulties=0	Smiling Dog	KES Discovery	\$500
	QUIET=21	Smiling Dog	KHS Ag	\$500
	<b>77% active in community</b>			

8:15 AM  
01/16/15  
Accrual Basis

North Kohala Community Resource Center  
Statement of Financial Income and Expense  
January through December 2014

	Jan - Dec 14
Ordinary Income/Expense	
Income	
4000 · Corp. & Business Contributions	17,116.06
4100 · Individual Contributions	119,353.91
4150 · WC Contributions	4,297.00
4200 · Foundation Grants	328,469.75
4300 · Government grants	
4320 · State Grants	48,828.36
4330 · County Grants	47,714.86
Total 4300 · Government grants	96,543.22
4400 · Program Service Fees	
4430 · Mailing Fee	50.00
4410 · Fiscal Sponsor Professional Fee	29,101.28
4420 · Workshop Fees & Business Cou...	400.00
Total 4400 · Program Service Fees	29,551.28
4460 · Special Event Income	
4467 · Mystery Gift Bags	1,231.18
4461 · Ticket Sales	20,910.00
4462 · Silent Auction	4,420.00
4463 · Live Auction	9,989.58
4465 · E-Auction	13,259.00
4464 · Food, drink, shaved ice	1,162.00
4460 · Special Event Income - Other	5,900.00
Total 4460 · Special Event Income	56,871.76
4500 · Related Business Sales	
4510 · Kohala 'Aina Sales	960.00
4511 · Musicians of Kohala Sales	1,605.00
4512 · Kindy Sproat Book Sales	1,100.00
4514 · Kohala Keia Sales	360.00
4515 · Painted King sales	475.00
4516 · LINK Sales	920.00
4517 · Maps	3,824.00
4518 · Water	539.00
4519 · Xmas MOK	45.00
4520 · Shipping & Handling	5.00
4521 · Hats	1,500.00
4522 · T Shirts	5,250.00
4523 · Juice/Tea	237.00
4524 · Cards	253.00
4525 · ATM	448.50
4526 · Hawaiian Hawk Book	125.00
Total 4500 · Related Business Sales	17,646.50
4900 · Interest	81.44
Total Income	669,930.92
Cost of Goods Sold	
5000 · Cost of goods sold	
5100 · Kohala 'Aina COGS	207.68
5101 · Kindy Sproat Book COGS	0.00
5102 · Musicians of Kohala COGS	23.47
5104 · Kohala Keia Cost of Goods Sold	275.73
5105 · Painted King Cost of Goods	291.96
5106 · LINK Cost of Goods Sold	390.24
5107 · Maps	1,440.00
5108 · Water COGS	98.89
5109 · Xmas MOK	27.45
5110 · Hats	692.60
5111 · T Shirts COGS	2,411.29
5112 · Juice/Tea	120.57
5113 · Cards	0.00

	Jan - Dec 14
5115 · Hawaiian Hawk Book	44.00
5000 · Cost of goods sold - Other	-0.25
Total 5000 · Cost of goods sold	<u>6,023.63</u>
Total COGS	<u>6,023.63</u>
Gross Profit	663,907.29
Expense	
6000 · Bank Charges & Fees	61.17
6100 · Grants & Contrib to Projects	
6108 · Monetary Grant/Cont to Projects	385,250.94
Total 6100 · Grants & Contrib to Projects	<u>385,250.94</u>
6150 · Education & Conferences	
6151 · Meeting Expense	25.00
6152 · Education, Staff Development	225.00
Total 6150 · Education & Conferences	<u>250.00</u>
6200 · Leased Employee Expense	
6201 · Leased Ex Director Payroll	60,937.61
6202 · Leased Exec Dir Health Insuranc	6,938.00
6203 · Fixed Labor Fees-Payroll Taxes	17,337.52
6207 · Administrative Service Fees+GET	3,383.86
6208 · Leased Assc Director Payroll	30,800.00
6209 · Leased Admin Asst Payroll	22,920.00
6210 · Assc Dir Health Insurance	6,938.00
6211 · Admin Asst Health Insur	6,938.00
Total 6200 · Leased Employee Expense	<u>156,192.99</u>
6250 · Insurance	
6251 · Insurance-Fire, Theft, Liabilit	800.00
6252 · Directors & Officers	1,000.00
Total 6250 · Insurance	<u>1,800.00</u>
6300 · Website	628.95
6350 · Merchant Services Fees	
6351 · PayPal Merchant Service Fees	280.12
6350 · Merchant Services Fees - Other	1,727.05
Total 6350 · Merchant Services Fees	<u>2,007.17</u>
6400 · Occupancy expenses	
6401 · Rent	8,400.00
6402 · Utilities	2,032.39
6403 · Alarm System	671.20
6404 · Cleaning & Decorating	2,569.73
6405 · Maintenance	235.19
Total 6400 · Occupancy expenses	<u>13,908.51</u>
6450 · Postage and delivery	1,983.09
6500 · Printing & publications	
6501 · Printing & duplication	1,395.58
6502 · Newsletter & Annual Report	3,193.12
Total 6500 · Printing & publications	<u>4,588.70</u>
6550 · Professional fees	
6551 · Online Subscription Fees	746.08
6554 · Profession, Bus & Mbsh Fees	502.50
Total 6550 · Professional fees	<u>1,248.58</u>
6600 · Public Relations/Adv/Mktg	2,115.51



	Jan - Dec 14
6660 · Special Event Expense	
6675 · Entertainment	3,848.65
6661 · Food, Paper Goods	1,064.55
6662 · Beverages, Ice	941.67
6663 · Tents, Tables, Chairs, Linens	4,741.04
6666 · Decorations, Leis	500.03
6667 · Honorarium	100.00
6668 · Artwork, Printing	19.27
6669 · Advertising, Bulk Mailing, PR	678.96
6670 · Event Supplies	117.91
6674 · Facility Costs	429.00
Total 6660 · Special Event Expense	12,441.08
6680 · E-Auction Expense	
6683 · GE Taxes Paid	525.00
Total 6680 · E-Auction Expense	525.00
6700 · Supplies	
6701 · Program supplies	27.99
6702 · Office supplies	1,354.08
Total 6700 · Supplies	1,382.07
6750 · Telephone & Internet	
6752 · Internet	612.36
6751 · Telephone	2,628.40
Total 6750 · Telephone & Internet	3,240.76
6800 · Taxes Paid-General Excise	48.62
6850 · Travel	
6851 · Airfare/Rental Car	164.15
Total 6850 · Travel	164.15
Total Expense	587,837.29
Net Ordinary Income	76,070.00
Net Income	76,070.00

This Statement of Financial Income and Expense is true and correct to the best of my knowledge.

Alida Adamek  
NKCRG

# North Kohala Community Resource Center

As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1000 · Checking Account	52,891.38
1001 · BOH Savings Account	35,190.33
10011 · CU Savings Account	53,172.08
Total Checking/Savings	<u>141,253.79</u>
Accounts Receivable	
1010 · Accounts receivable	
Due from (to) NK Food Forum	100.00
Sponsorship Fees	2,432.40
1010 · Accounts receivable - Other	92.72
Total 1010 · Accounts receivable	<u>2,625.12</u>
Total Accounts Receivable	2,625.12
Other Current Assets	
1020 · Inventory Asset	5,011.37
Total Other Current Assets	<u>5,011.37</u>
<b>Total Current Assets</b>	<b>148,890.28</b>
<b>Fixed Assets</b>	
1040 · Fixed assets	
1044 · Computer Software	5,995.00
1041 · Office Equipment-Original Cost	13,596.12
1042 · Building Improvements-Orig ...	93,007.88
1043 · Accumulated Depreciation	-13,233.66
Total 1040 · Fixed assets	<u>99,365.34</u>
<b>Total Fixed Assets</b>	<b>99,365.34</b>
<b>TOTAL ASSETS</b>	<b><u>248,255.62</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2001 · Accounts payable	
2002 · GE Tax Payable	525.00
Total 2001 · Accounts payable	<u>525.00</u>
Total Accounts Payable	<u>525.00</u>
Total Current Liabilities	<u>525.00</u>
<b>Total Liabilities</b>	<b>525.00</b>
<b>Equity</b>	
3900 · Net Assets	171,660.62
Net Income	76,070.00
Total Equity	<u>247,730.62</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>248,255.62</u></b>

*This Balance Sheet is true and correct  
to the best of my knowledge.  
Alida Adamek  
NKRC,*

	Center proposals				
	Grantmaker	Date Sent	Requested	Awarded	Date
66	Dorrance	7/1/2012	\$10,000	\$7,000	12/20/2012
67	SOH GIA	1/24/2013	\$79,283	\$79,283	12/1/2013
68	COH NP	1/31/2013	\$21,000	\$0	
69	HCF flex grant	4/1/2013	\$28,600	\$10,000	6/17/2013
70	Dorrance	9/15/2013	\$10,000	\$5,000	12/30/2013
71	COH NP	1/29/2014	\$10,190	\$10,000	5/15/2014
72	HCF flex grant	7/7/2014	\$35,000	\$25,000	11/3/2014
73	Dorrance	7/15/2014	\$10,000	\$10,000	12/15/2014
74	SOH GIA	1/22/2015	\$75,000		
75					
76					
77					

Proposal summary for projects									
	Grantmaker	Project	Date Sent	Requested	Awarded	Date	Months	Cum Hit Rate	Final Rpt Due
177	Kukio	Malama Kahakai	1/28/2012	\$4,690	\$0	5/15/2012	3		
178	Kukio	NKCLC	2/1/2012	\$5,000	\$5,000	5/15/2012	3		5/1/2013D
179	COH R&D	Pumpkins	3/10/2012	\$6,000	\$5,000	6/20/2012	3		5/15/2013D
180	COH R&D	Food Forum	3/14/2012	\$10,000	\$3,000	6/20/2012	3		6/1/2013D
181	HAPA	Grad Night	3/9/2012	\$2,500	\$0	4/25/2012	2		
182	HAPA	Robotics	3/9/2012	\$2,500	\$2,500	4/25/2012	2		DONE
183	Musser	NKCLC	3/15/2012	\$7,500	\$0	6/2/2012	3		
184	Dorrance	Kukui	4/10/2012	\$15,000	\$15,000	12/21/2012	8		6/20/2013D
185	Redducs	Co-op	4/30/2012	\$5,000	\$5,000	6/2/2012	2		3/1/2013D
186	Rotary	Summer Fun	4/28/2012	\$1,000	\$1,000	6/2/2012	2		8/15/2012D
187	Rotary	KCAA	4/28/2012	\$500	\$500	6/2/2012	2	57%	9/20/12D
188	Rotary	Kohaia JSA	4/28/2012	\$994	\$0				
189	Rotary	Youth Ranch	4/28/2012	\$1,000	\$0				
190	Dorrance	HIP Ag	4/19/2012	\$10,875	\$9,066	6/7/2012	2	57%	6/10/2013D
191	Atherton	Kukui	5/29/2012	\$14,665	\$0	8/21/2012	3		
192	Dorrance	Yoga Ed.	7/10/2012	\$7,000	\$0	12/23/2012			
193	Wakerly	Youth Ranch	6/28/2012	\$18,000	\$18,000	8/5/2012	1	56%	8/1/13D
194	BOH/Monty	RECAP	6/21/2012	\$10,000	\$10,000	8/15/2012	2		5/22/13D
195	O'io	Hip Ag	6/28/2012	\$7,370	\$7,370	7/30/2012	1	57%	6/13/2013 D
196	HCF Innovation	Food Forum	7/2/2012	\$56,000	\$0		2		
197	Young Bros	Yoga Ed.	7/12/2012	\$1,000	\$0				
198	Young Bros	KCAA	7/12/2012	\$1,000	\$1,000	8/15/2012	1	57%	9/11/13D
199	Bill Healy	NKCLC	8/30/2012	\$2,500	\$5,000	10/15/2012	3		11/30/13D
200	HPF	Food Forum	8/23/2012	\$10,000	\$0				
201	HPF	HALE	8/23/2012	\$10,000	\$0				
202	West HI Fund	NKCLC	9/14/2012	\$4,000	\$0				
203	Target	Cult Enrich	9/20/2012	\$750	\$700	12/20/2012	3		9/1/2013D
204	RSF	Food Forum	9/18/2012	\$26,000	\$25,000	11/15/2012	2	57%	done per Andre
205	Dorrance	HIP Ag	9/26/2012	\$16,000	\$0	12/30/2012	4		
206	Changehappens	NKCLC	11/21/2012	\$4,000	\$0	1/20/2013	3		
207	Musser	Food Forum	11/7/2012	\$25,000	\$0	1/20/2013	3		
208	HK Castle	HIP Ag	11/29/2012	\$52,500	\$0	1/15/2013	2		
209	Change Happens	Coqui	1/1/2013	\$5,000	\$0	2/20/2013	2		
210	Change Happens	Robotics	1/1/2013	\$5,000	\$0	2/20/2013	2		
211	NP COH	Food Forum	1/30/2013	\$30,000	\$9,600	6/1/2013	5		8/30/14D
212	NFL	Yoga Ed.	1/3/2013	\$7,000	\$1,500	1/25/2013	1	56%	12/1/2013D
213	Stevens World Peace	NKCLC	2/11/2013	\$5,000	\$5,000	3/21/2013	2	56%	2/1/2014D
214	Cooke	RECAP	2/28/2013	\$20,000	\$0	4/25/2013	2		
215	Atherton	RECAP	3/21/2013	\$50,000	\$25,000	7/10/2013	4		6/1/2014 D
216	COH R&D	Food Forum	4/1/2013	\$14,350	\$7,000	6/21/2013	3		8/22/14D
217	COH R&D	Nutrition farming	4/1/2013	\$12,550	\$0	6/21/2013	3		
218	Redducs	Co-op	4/3/2013	\$5,000	\$5,000	6/30/2013	4		12/15/2013D
219	Dorrance	Pumpkins	4/5/2013	\$4,000	\$4,100	6/22/2013	3		12/1/2013D
220	Dorrance	NKCLC Peace	4/5/2013	\$4,000	\$3,000	6/22/2013	2		12/1/2013D
221	Charity walk	Cult Enrich	4/10/2013	\$3,200	\$5,926	7/24/2013	3		N/A
222	Charity walk	Cult Enrich	4/15/2013	\$2,500	\$5,926	7/24/2013	3		N/A
223	KKCC	Kam Cei	4/1/2013	\$4,000	\$4,000	6/1/2013	2		Not Required
224	Dorrance	Music Camp		not requested	\$2,000	6/22/2013	0		6/1/2013D
225	RussellFF	Music Camp	6/22/2013	\$5,000	\$5,000	7/15/2013	1	57%	Not Required
226	BOH Monty	Exp learning	6/27/2013	\$2,500	\$0				
227	Wakerly	Youth Ranch	7/10/2013	\$18,000	\$15,000	7/22/2013	1		6/25/2014D
228	Matson	Yoga Ed.	7/10/2013	\$2,000	\$0				
229	Stevens World Peace	NKCLC	7/8/2013	\$4,000	\$4,000	7/8/2013	1	57%	DONE
230	Dorrance	HIP Ag	7/24/2013	\$27,621	\$12,096	11/20/2014	4		10/15/2014D
231	Thom Long Fdn	RECAP	7/25/2013	\$25,000	\$0				
232	CPEP	Food Forum	9/5/2013	\$40,000	\$15,000	10/20/2013	2		1/15/15
233	Young Bros	KCAA	9/11/2013	\$1,000	\$500	11/20/2013	2		6/1/2014D
234	Young Bros	Yoga Ed.	9/15/2013	\$1,000	\$500	11/20/2013	2		6/1/2014D
235	O'io	HIP Ag	9/26/2013	\$10,748	\$9,952	11/22/2014	2	57%	12/1/2014D
236	O'io	Ohua Ioi	9/26/2013	\$10,990	\$7,960	12/20/2013	3		12/1/2014D
237	Atherton	KEEC	9/27/2013	\$37,500	\$10,000	12/15/2013	2		12/31/2014D
238	PHB	WTM	10/4/2013	\$5,000	\$2,500	4/18/2014	6		9/1/2014D
239	Betsy Gordon Fdn	Gavin Hamson	10/4/2013	\$15,000	\$15,000	10/15/2013	1		Not Required
240	HIA/HCF	Malama	10/28/2013	\$65,000	\$40,000	12/12/2013	1		7/31/15 7/15
241	CVS	WTM	10/20/2013	\$5,000	\$0				
242	Kona Brewer's Festival	Lavaroots	10/31/2013	\$2,000	\$2,000	1/22/2014	3		10/15/2014D
243	Musser	Food Forum	11/6/2013	\$25,000	\$0				
244	Dorrance	Food Forum	11/22/2013	\$15,000	\$15,000	12/20/2013	1		12/31/2014D
245	RussellFF	Ag/Robot/KEEC	11/22/2013	\$5,000	\$5,000	12/16/2013	1		Not Required
246	HMSA	WTM	12/31/2013	\$10,000	\$0				
247	NFL	Yoga Ed.	12/31/2013	\$5,000	\$1,500	1/10/2014	1		N/A
248	Dorrance	Malama Kahakai	1/1/2014	\$25,000	\$22,410	6/16/2014	5		6/1/2015
249	Russell FF	Music and Arts	1/15/2014	\$5,000	\$5,000	3/15/2014	2		not req
248	Friends of Hawaii	Unupa'a	1/29/2014	\$4,030	\$2,000	5/15/2014	4		1/30/2015
249	Walmart Fdn	Regenerative Org	1/30/2014	\$25,800	\$25,800	4/14/2014	3		1/31/2015
252	Matson	Unupa'a	2/12/2014	\$4,000	\$0				
253	Hapa Fund	Unupa'a	2/15/2014	\$2,500	\$2,500	3/4/2014	1		2/1/2015
251	Cooke	Youth Ranch	3/3/2014	\$7,500	\$0	5/3/2014	2		
254	Dorrance	Youth Ranch	3/10/2014	\$5,000	\$5,000	6/1/2014	3		6/1/2015
255	Rotary	Youth Ranch	3/27/2014	\$1,000	\$0				

256	Rotary	Yoga Ed.	3/27/2014	\$1,000	\$0				
257	Rotary	KCAA	3/27/2014	\$600	\$600	4/24/2014	1		3/1/2015
258	Rotary	Unupa'a	3/27/2014	\$1,000	\$1,000	4/24/2014	1		3/1/2015
259	Rotary	Healthy Lifestyles	3/27/2014	\$500	\$500	4/24/2014	1		3/1/2015
261	Wilcox	Unupa'a	3/27/2014	\$4,000	\$4,000	6/23/2014	3		TBA
260	Atherton	Malama Kahakai	3/31/2014	\$15,000	\$15,000	7/10/2014	3		6/1/2015
262	COH R&D Ec Dev	Food Forum	4/22/2014	\$7,927	\$4,000	6/27/2014	2		6/12/2015
263	Target	Music and Arts	4/29/2014	\$2,000	\$0	5/30/2014	1		
264	Kosasa	Radio	5/14/2014	\$5,000	\$5,000	6/25/2014	1		1/15/2015D
268	FMPP USDA	Food Forum	6/22/2014	\$99,490	\$83,530	9/29/2014	3		ongoing
270	FLEX	HIPAg	6/26/2014	\$10,000	\$12,500	11/3/2014	5		10/30/2015
271	StandUp Foundation	Youth Ranch	6/26/2014	\$5,000	\$0	7/30/2014	1		
267	Atherton	Radio	6/27/2014	\$25,000	\$10,000	9/23/2014	3		2/1/2015
268	HEI	Radio	6/27/2014	\$25,000	\$5,000	9/25/2014	3		2/1/2015
279	Wakerly	Youth Ranch	7/1/2014	\$15,000	\$15,000	8/1/2014	1		4/1/2015
272	BOH Monty Richards	Food Forum	7/7/2014	\$5,000	\$0	9/25/2014	2		
266	Cades	Radio	7/15/2014	\$7,000	\$0	never heard			
273	CC Contingency Funds	Coqui	8/14/2014	\$2,000	\$2,000	11/30/2014	3		Not REQ
274	CC Contingency Funds	Radio	8/19/2014	\$2,000	\$2,000	11/30/2014	3		Not REQ
275	Matson	Aquaculture	8/21/2014	\$3,000	\$1,000	11/7/2014	2		Required?
276	CC Contingency Funds	Kohala Unupa'a	8/22/2014	\$2,000	\$2,000	12/10/2014	3		Not REQ
292	OHA Ahahui	Kamehameha Day	8/28/2014	\$8,000	\$5,000	11/18/2014	3		7/1/2015
277	HCF Comm.Restoration	Malama Kahakai	8/29/2014	\$21,650	\$21,650	12/1/2014	3		8/1/2015
282	Dorrance	Yoga Ed.	9/12/2014	\$2,000	\$1,500	11/21/2014	3		6/30/2015
278	Bill Healy	Music and Arts	9/15/2014	\$5,000	\$5,000	11/5/2014	2		9/15/2015
280	CPEP	Food Forum	9/18/2014	\$40,000	\$0	10/25/2014	1		
283	Lowe's Toolbox for Educ	Aquaculture	9/22/2014	\$3,240	\$0				
284	Target	Cult Enrich	9/22/2014	\$700	\$0	12/10/2014			
281	HTA Cultural Resources	Kukui	9/26/2014	\$31,004	\$15,000	12/15/2014	3		7/31/15&1/30/16
291	Dorrance	Radio	10/15/2014	\$10,000	\$5,000	12/15/2014	2		6/30/2015
286	Hapa	Robotics	10/17/2014	\$2,500	\$2,500	11/20/2014	1		2/15/2015
285	HTA Natl Resources	Malama Kahakai	10/17/2014	\$68,800	\$0	12/15/2014	3		
287	Kaiser Comm Fund	Yoga Ed.	10/17/2014	\$3,000	\$3,000	12/1/2014			
288	Russell FF	Robotics	10/22/2014	\$5,000	\$5,000	11/10/2014	1		Not REQ
290	Dorrance	Aquaculture	10/30/2014	\$3,000	\$3,000	12/15/2014	2		6/30/2015
289	Bill Healy/Kona Brewers	Lavaroots	11/20/2014	\$5,000	\$2,000	1/15/2015	2		12/30/2015
293	Young Bros	Yoga Ed.	12/12/2014	\$1,000	\$600	12/29/2014	1		8/1/2015
294	Young Bros	Aquaculture	12/12/2014	\$1,000	\$500	12/29/2014	1		8/1/2015
295	Young Bros	Youth Ranch	12/12/2014	\$1,000	\$600	12/29/2014	1		8/1/2015
296	Young Bros	KCAA	12/12/2014	\$1,000	\$600	12/29/2014	1		8/1/2015
297	Dorrance	KHS complex	12/16/2014	\$60,000	\$60,000	12/20/2014	1		NA by NKCR
298	NFL	Yoga Ed.	12/29/2014	\$3,000					
299	Smiling Dog	Radio	12/30/2014	\$2,000	\$2,000	12/30/2014	1		NA
300	Smiling Dog	Yoga Ed.	12/30/2014	\$1,000	\$1,000	12/30/2014	1		NA
301	Smiling Dog	Cult Enrich	12/30/2014	\$1,000	\$1,000	12/30/2014	1		NA
302	Smiling Dog	KES Discovery	12/30/2014	\$500	\$500	12/30/2014	1		NA
303	Smiling Dog	KHS Ag	12/30/2014	\$500	\$500	12/13/2014	1	85%!!	NA

Organizational Chart  
North Kohala Community Resource Center  
North Kohala, Big Island of Hawaii

President, Board of Directors

Board of Directors

Executive Director

Office Manager

Associate Director

Volunteers

Project Organizers

<b>NKCRC</b>	<b>2015</b>	<b>Rationale</b>
<b>Revenues &amp; Other Support</b>		
Grants and Donations for sponsored project	300,000	Grants and contributions to projects
Operating Support Donations	65,000	Donations from Individuals and Businesses
Capacity Operating Grants	40,000	Dorrance 5-7K,HCF Flex grant 10-20K , additional new Fdn's
Special Event	30,000	special donor event
<b>Visitors Center:</b>		
Related sales	18,000	Increased product line and ATM
Visitor Donations	5,000	Donation sites throughout Welcome Center
On Line Auction	15,000	annual biz auction November
Program Service Fees	27,000	8% on project income plus 3k for Food Forum services
Interest	100	Interest on savings
<b>Total Income</b>	<b>500,100</b>	
Cost of Sales for Related Business Sales	6,300	Estimate 35% on new products
<b>Gross Margin</b>	<b>493,800</b>	
<b>Expense</b>		
Grants and Contributions to Projects	300,000	Grants and Contributions to Projects
Bank Charges	60	Misc fees
Education	200	Workshops for ED, Board
Leased Employees-Salary, Employer Exp, M	161,854	E.D, A.D.,Admin Asst,admin,medical
Insurance	1,800	Commercial Fire, Theft, General Liability & D&O
Website	200	Hosting and domain \$196 annual
Merchant Service Fees	1,600	Merchant Svc Fees and PayPal Fees
Occupancy	13,200	12 months rent @1,115 incl util, alarm, plus mtn and repairs, cleaning, TP
Postage and mailings	1,900	stamps, permit and bulk mailings
Printing and Publications	4,600	AR, NL (donor envelopes \$680,stationery and 2 printing jobs@\$1350 each)
Professional fees	900	Merchants Assoc, SOH AG,KCF, GS,DCCA, 32 auctions
Public relations, marketing	1,250	KMN ad (\$1,116), PR lunches, Createsend 10X/yr(\$120)
Supplies	1,600	Paper, ink, stationery,office equip
Telephone and Internet	3,396	\$198/mon for Internet/phone/fax system+cell phone allowance(\$85/mon)
Taxes	600	4% auction sales
Travel (airfare, car rental)	600	1 trip for 3 staff for HANO, HNL
<b>Total Expense</b>	<b>493,760</b>	
<b>Total Operating Expense</b>	<b>193,760</b>	Total expense-operations and Welcome Center
<b>Net Income</b>	<b>40</b>	



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name: NORTH KOHALA COMMUNITY RESOURCE CENTER\***

**DBA/Trade Name: NORTH KOHALA COMMUNITY RESOURCE CENTER\***

**Issue Date: 01/20/2015**

**Status: Compliant**

Hawaii Tax#: [REDACTED]  
 FEIN/SSN#: XX-XXX3251  
 UI#: No record  
 DCCA FILE#: 124778

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information