

House District 15

Senate District 8

THE TWENTY-NINTH 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:
Malama Kauai

Dba:

Street Address:
PO Box 1414, Kilauea, HI 96754

Mailing Address:
PO Box 1414, Kilauea, HI 96754

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MEGAN FOX

Title Executive Director

Phone # 808-828-0685 x12

Fax # 808-828-0465

E-mail megan@malamakauai.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

KAUAI AG INTERNSHIP PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 25,000

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 \$ _____

REPRESENTATIVE

KEONE KEALOHA, PRESIDENT OF THE BOARD
NAME & TITLE

1/16/2017
DATE SIGNED



RECEIVED

1/19/17 87

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:

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

Founded in 2006, Malama Kauaʻi is a community-based, 501(c)3 nonprofit organization that focuses on advocating, educating, and driving action towards a sustainable Kauaʻi. We consider the interrelatedness of all issues and the need for a holistic approach, with a focus on three primary areas: ʻAina, Community, & Culture. Most recently our work has focused on sustainable economic and workforce development within the agricultural sector. Some of our core programs and projects include an 8-acre Community Farm, Kauaʻi School Garden Network, Village Harvest gleaning program, AmeriCorps VISTA project management, and the Kauaʻi Ag Internship Program – which this is request is for.

2. The goals and objectives related to the request:

We are seeking \$40,000 from the legislature to support us in providing over 100 weeks of paid agricultural internships to high school and college agriculture students each year. Our long-term goals include replacing imported “WWOOFer” labor with local ag students interested in developing careers in agriculture, creating and institutionalizing a hands-on ag internship program within our island’s college and high school systems, and growing an interested pipeline of talent to become our future farmers by filling the gap of in-field mentorship that currently exists. All of these goals are in line with Hawaiʻi’s goal of doubling food production by 2020, as we must increase the number of new farmers to achieve this goal.

3. The public purpose and need to be served:

The program was in response to the 2013 Hawaiʻi Agricultural Skill Panel Report, which made a clear yet unanswered call to action for Kauaʻi to: create and strengthen high school internship and college mentorship programs; and to engage in mentoring students *by people with experience with new farmers*. Participants involved in this statewide report included over 600 stakeholders in the private, nonprofit, and government sectors. The #1 workforce challenge identified on Kauaʻi was the disconnect between educational institutions and the agriculture industry.

Additionally, only 24.7% of Kauaʻi youth aged 16-19 are employed. In 2013, only 82.0% of Kauaʻi 16-24 year-olds were in school and/or employed. This rate is notably lower than the statewide average of 87.3% and also lower than the U.S. average of 85.4%. (Keiki to Career Kauaʻi 2014 Youth Indicators Report). We are setting out to change that.

4. Describe the target population to be served; and

Our target population for the Kauaʻi Ag Internship program is Hawaiʻi-based high school and college agriculture students. In 2016, we placed 23 high school and college interns who participated in 113 total weeks of paid agricultural internships across Kauaʻi. We also increased access and exposure of

agriculture-related career pathways to underrepresented and socially disadvantaged groups in the agriculture sector: 61% of interns were Native Hawaiian and 39% were female.

5. Describe the geographic coverage.

The Kauaʻi Ag Internship Program covers the entire island of Kauaʻi, and also serves students from Niʻihau, and on rare occasions, other Hawaiʻi-based students with family living on Kauaʻi.

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;

Objective 1: Close the gap between the educational institutions and the farm sector that creates successful career pathways for beginning farmers and increases farm operators.

Activities:

- We will establish and strengthen relationships between schools (high school and college) and farmers by coordinating farmer outreach sessions in classrooms, sharing and discussing progress and annual reports with all parties, encouraging farmworker recruitment through teachers by farmers, and offering support in institutionalizing an ag internship program. Each school will have a list of farmers in their area developed so that they may also connect with them on other opportunities to support students.

- We will identify Internship Site Partner Farms (ISPFs) in each DOE School Complex Area by utilizing our network of farmers to discuss the program with local farmers to see if there is a mutual fit for participating in the program. We will attend farmer meetings for the Kauaʻi County Farm Bureau and Kauaʻi Chapter of Hawaiʻi Farmers Union United, as well as direct calls and visits to farmers. Malama Kauaʻi has very strong existing relationships with most of the farmers on island, and we will leverage these relationships to ensure the most effective sites are chosen for the program.

- We will work closely with Partner Schools to gain commitment to institutionalizing an internship program and help them plan doing so, to facilitate communication with their students, and ensure success of the transition onto and away from the Kauaʻi Ag Internship Program. We will meet with school-level contacts, as well as administration at the school and district-level, including Superintendent. Year 1 will be focused on garnering interest and commitments, Year 2 will be focused on creating workable plans for interested schools; and Year 3 will be focused on supporting those plans' execution. As a part of the institutionalization process, plans for creating internships in schools will be drafted and approved by schools. Institutionalization may be very different from school to school, so it will be a very holistic and long-term process over the course of the project.

- Annual Reporting will be delivered electronically to all Stakeholders, including funders, School Partners, ISPFs, DOE administration, and other government partners that illustrate program learnings, challenges, and successes.

- We will be developing and coordinating in-class presentations with School Partners and ISPFs to strengthen their relationships and provide engaging content for students, with Q&As on what it's like to be a farmer on Kauaʻi, enriching existing agriculture classes.

Objective 2: Increase the number of early career and beginning farmers with the skills and experience in professional farming environments needed to run and own farms.

Activities:

- Presentations on the Kaauʻi Ag Internship program will be developed and delivered to high school and college-level agricultural classrooms, allowing students not only to learn about the internship program, but what it’s like to be a farmer. Students will get to ask questions and interact with farmers who run farms in their area to get inspiration and information about running a farm on Kauaʻi. The Project Director will schedule sessions with School Partners and ISPFs will present.

- Social media messages and marketing will be developed and delivered to outreach directly to target population, increasing interest in farming. Messages will change each year to include pictures and quotes from participating students and will be highlighted on Facebook, Instagram, and Twitter.

- Target agriculture students with a sincere interest in a farming career, will be identified by instructor referrals/School Partners and directly given materials and application for the Kauaʻi Ag Internship Program.

- Hands-on, in-field internships on farms are secured and monitored that provide recommendation letter, a \$200 stipend per week and performance evaluation for students, upon successful completion of the internship. Internship hours/days will be pre-determined by site based upon their availability, needs, and schedule.

- Interns will be mentored by experienced farmers and experience service-learning projects across the island’s ag industry. Project Director will consistently be developing relationships with new farmers throughout program to ensure high-quality, diverse ISPFs are available to students.

- Interns will complete hands-on activities on ISPFs, working directly under farm owner/operator, to learn more about what it’s like to be a farm owner/operator. Each site’s internship experience will be unique to their environment, crops, farming style, and season; as well as intern’s experience and knowledge level. This allows for a holistic mentorship experience that meets students where they are and helps them to grow to the next level.

- We will create the Kauaʻi Internship Network of Alumni (ʻAINA) by developing a Facebook group and inviting graduates, farms, and school partners to participate. We will encourage all participants to share things like job openings, info sessions, free workshops/classes outside of school, or other activities with the group membership that will help alumni to grow as farmers. Once per year during the project, we will host a community-based service project with all alumni, organized and led by them.

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

Program will be covered in this grant in fiscal year 2018, from July 1, 2017 and run through June 30, 2018. *Responsible Parties Codes: Project Director (PD), Internship Site Partner Farms (ISPF), School Partners (SP).*

<i>Date</i>	<i>Activities</i>	<i>Major Outputs</i>	<i>Associated Outcomes</i>	<i>Responsible Parties</i>
Jul	1. Summer Break Ag Internships Held (5 weeks x 14 interns = 70 weeks of internships)	1. Internships secured and monitored that provide recommendation letter.	1. Increased level of interest in farming as a career of students in high school & college agricultural	1. PD, ISPF

		stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm owner/operator	classes; Increase the level of interest in higher education in agriculture of students in high school & college agricultural classes; Kauaʻi Ag Internship Program graduates have increased skills and knowledge in farming; as well as increased confidence in their ability to own and operate a farm	
Aug	Re-confirm all ISPFs/School Partners & finalize all program materials; New Internship Site Partner Farm Development for Following Year 2 & 3 Internship Sessions; finalize list of added sites for next sessions of internships	Ag Internship Program Structure & Materials developed; Identified ISPFs in Each DOE School Complex Area; Program presentations for Ag Classes developed; Social media messages developed to target population	Ag Internship Program Model developed and adopted by schools and farms	PD, ISPF, SP
Sept	<p>1. Schedule outreach sessions for the school year; Add all partners to the alumni group</p> <p>2. Institutionalization Meetings with School Partners (Year 1: Discuss school-level interest/openness; Year 2: Develop formalized plan(s) with interested schools; Year 3: Execute on plans, increase direct communication between SPs and ISPFs, & emphasize communications on transitioning away from program to institutionalization)</p>	<p>2. Partners schools and colleges committed to internship program and to facilitate communication with their students; Plans for internships in schools drafted and approved by schools</p>	<p>2. Ag internship program institutionalized within high schools and college; Farmers recruit interested mentees and farm workers to assist with farm from school programs</p>	<p>1. PD, ISPF, SP</p> <p>2. PD, SP</p>
Oct	Winter Break Ag Internship Outreach Sessions	In-class Presentations by farmers; Strengthened relationships between schools and farmers; Target students identified by instructor referrals/school partners	School Ag curriculum enriched by farmer participation and presentations	PD, ISPF, SP
Nov	<p>1. Winter Break Ag Internship Interviews, Selection, & Notification</p> <p>2. Internship Alumni Project Planning; update Kauaʻi ʻĀINA group to reflect any new participants</p>	<p>2. Kauaʻi ʻĀINA alumni network launched/updated to serve as support and network for Internship graduates; Colleges, farm</p>	<p>2. Kauaʻi Ag Internship Network of Alumni (ʻĀINA) supports graduates in their efforts to grow as farmers (<i>ongoing</i>)</p>	<p>1. PD, ISPF</p> <p>2. PD, ISPF, Interns</p>

		organizations, state and county ag programs invited to support AINA members and assist them with their farming		
Dec	<p>1. Winter Break Ag Internships Held (1 week x 15 interns = 15 weeks of internships)</p> <p>2. Internship Alumni Project Execution</p> <p>3. Annual Program Reporting & sharing with stakeholders (including info on Summer Break Internship); recommendations for adjustments & process improvements discussed & taken into consideration</p> <p>4. Annual School Partner & Internship Site Partner Farm Surveys</p>	<p>1. Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm owner/operator</p> <p>2. Strengthened relationships between schools and farmers</p> <p>3. Annual Reporting to Stakeholders; Ag Internship Program Structure & Materials improved if needed; Established relationships between schools and farmers</p>	<p>1. Increased level of interest in farming as a career of students in high school & college agricultural classes; Increase the level of interest in higher education in agriculture of students in high school & college agricultural classes; Kauaʻi Ag Internship Program graduates have increased skills and knowledge in farming; as well as increased confidence in their ability to own and operate a farm</p>	<p>1. PD, ISPF</p> <p>2. PD, ISPF, Interns</p> <p>3. PD, ISPF, SP</p> <p>4. PD, ISPF, SP</p>
Jan	<p>1. Winter Break Ag Internship Reporting</p> <p>2. Spring Break Ag Internship Outreach Sessions</p>	<p>1. Project Progress Report</p> <p>2. In-class Presentations by farmers; Strengthened relationships between schools and farmers; Target students identified by instructor referrals/school partners</p>	<p>2. School Ag curriculum enriched by farmer participation and presentations</p>	<p>1. PD, ISPF</p> <p>2. PD, ISPF, SP</p>
Feb	Spring Break Ag Internship Interviews, Selection, & Notification			PD, ISPF
Mar	Spring Break Ag Internships Held (1 week x 15 interns = 15 weeks of internships)	Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm owner/operator	Kauaʻi Ag Internship Program graduates have increased skills and knowledge in farming; and increased confidence in their ability to own and operate a farm	PD, ISPF

Apr	Spring Break Ag Internship Reporting	Project Progress Report		PD, ISPF
May	Summer Break Ag Internship Outreach Sessions	In-class Presentations by farmers; Strengthened relationships between schools and farmers; Target students identified by instructor referrals/school partners	School Ag curriculum enriched by farmer participation and presentations	PD, ISPF, SP
Jun	Summer Break Ag Internship Outreach Sessions, Internship Interviews, Selection, & Notification Report to legislature	In-class Presentations by farmers; Strengthened relationships between schools (high school and college) and farmers; Target students identified by instructor referrals/school partners	School Ag curriculum enriched by farmer participation and presentations	PD, ISPF

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

We perform data tracking on all students in the program, including:

- Student who repeat/return to the internship program
- Interns who are hired or continue their education in agriculture
- Completion of end of internship surveys by students to improve program satisfaction and impacts
- Discussions with School Partners to gain an understanding of student impact in school after completion of an internship

2016 Ag Interns were surveyed to gain their feedback on the program, how it impacted their future direction, and how we could make improvements. Students were highly engaged and a handful of them returned for a second internship session. From participant surveys, interns shared how they were impacted:

- 94% learned more about farming and agriculture (6% somewhat)
- 100% felt they increased their job preparation and earning potential
- 69% reported an increase in their confidence in finding an agriculture job (31% somewhat)
- 94% had more general confidence in themselves (6% somewhat)
- 88% increased their interest & motivation to continue their education in agriculture (12% somewhat)
- 63% had an increase in their interest & motivation to continue a career in agriculture (37% somewhat)
- 69% felt prepared to work in, run, or own a farm (15% somewhat, 6% no)

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.

Effectiveness will be reported through an end of funding period report in July, as well as our Annual Program Report in January. Data included in this report:

- # of participating interns
- # of weeks of paid ag internships provided
- % of interns that were Native Hawaiian
- % of interns that were female
- #/% of returning interns
- Stories and data on interns hired and/or continuing their education
- Intern Impact Survey Results
- Progress made towards institutionalization of ag internship program

A copy of our 2016 report can be found here: <http://www.malamakauai.org/mk/wp-content/uploads/2013/09/2016-Ag-Internship-Program-Report.pdf>

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. *Attached*
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$6,250	\$6,250	\$6,250	\$6,250	\$25,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.
 - Ulupono Initiative - \$12,459 (committed; must obtain matching funding before released)
 - Sorenson Impact Foundation - \$5,000 request
 - New Earth Foundation - \$5,000 request
 - Foundation for Sustainability & Innovation - \$5,000 request
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 federal, state, and county government contracts and grants it has been and will be receiving for program funding.

We have not applied for any government contracts or grants for this program. Listing of government contracts and grants received by Malama Kauaʻi in the last few years include:

- \$120,000 GIA grant for the Kīlauea Ag Park (2015)
- \$150,000 for 3 contracts from the County of Kauaʻi for EBT/SNAP Processing at Farmers Markets (2014-2016)
- \$100,000 County of Kauaʻi for Kīlauea Ag Park (2015)
- \$4,998 for 2 contracts from the Dept. of Health for Fresh Fruit & Vegetable Program (FFVP) outreach through Hawaiʻi Child Nutrition Program (2015/2016)
- \$5,000 from County of Kauaʻi HTA CPEP (2016)
- \$9,885 Hawaiʻi Dept. of Agriculture SPP17 for Kalalea/Anehola Farmers Hui Farmers Market & Membership Promotions (2017, expected)

- 5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

\$1,364

IV. Experience and Capability

A. Necessary Skills and Experience

This is our second year delivering on the Kauaʻi Ag Internship Program, and the success of Year I, although underfunded, provides a clear example of our capacity and ability to supervise, train, and provide administrative oversight for the program. Staff involved in running the Kauaʻi Ag Internship Program include Program Manager Megan Fox, two Youth & Food Programs AmeriCorps VISTA members, Internship Site Partner Farms, and a wide variety of guest speakers and service project sites. Please see *Personnel* section for further staff qualifications.

B. Facilities

Main Internship sites include the 8-acre Malama Kauaʻi Community Farm in Kalihiwai, 1,600 ahupuaa of Waipa Foundation in Hanalei, and the new IWIKUA Community Farm in Waimea. All facilities have adequate equipment and areas for education, including farm space, restrooms, rest areas for lunch, etc. We also spend much of the internship periods visiting farms and nonprofit agriculture organizations across Kauaʻi.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

This is our second year delivering on the Kauaʻi Ag Internship Program, and the success of Year 1, although underfunded, provides a clear example of our capacity and ability to supervise, train, and provide administrative oversight for the program. Staff involved in running the Kauaʻi Ag Internship Program include Program Manager Megan Fox, two Youth & Food Programs AmeriCorps VISTA members, Internship Site Partner Farms, and a wide variety of guest speakers and service project sites.

Megan Fox has been with Malama Kauaʻi since 2014 serving as Program Manager / Project Director, Director of Operations, and as of 2017 – Executive Director. Megan supports general operations, program management, fundraising, marketing, and general administration of the organization. Megan has a diverse background that spans nonprofits, startups, and educational institutions with over a decade of focus on workforce development, organizational capacity building, business development, and program launches and turnarounds. She has created numerous career services and internship programs throughout her career, with a passion for building capacity and growth within Kauaʻi's agriculture industry. Megan has a Bachelor of Science in Management and Public Policy with a focus on Human Resources and is a published author on creating job programs. She is also the VP for the Advisory Board of the University of Hawaii's Kauaʻi Master Gardener program.

In the Kauaʻi Ag Internship Program, Megan is responsible for overall Program Management, including fundraising, partnership development, staff supervision and mentoring, program direction, internship program planning with schools, and all project administration.

Two AmeriCorps VISTAs in our Youth & Food Programs are responsible for in-school student recruitment, interviewing, and selection; recruiting and confirming guest speakers and service learning projects for internships; day-to-day intern support and supervision; and completing end of internship paperwork. These AmeriCorps VISTAs also support our Kauaʻi School Garden Network program during the school year, so they develop close relationships with school-level staff and are knowledgeable about what students are learning in class, so that the program may supplement their in-school education. Our current AmeriCorps VISTAs in these roles are Emma Jacobsen and Andrew Foy.

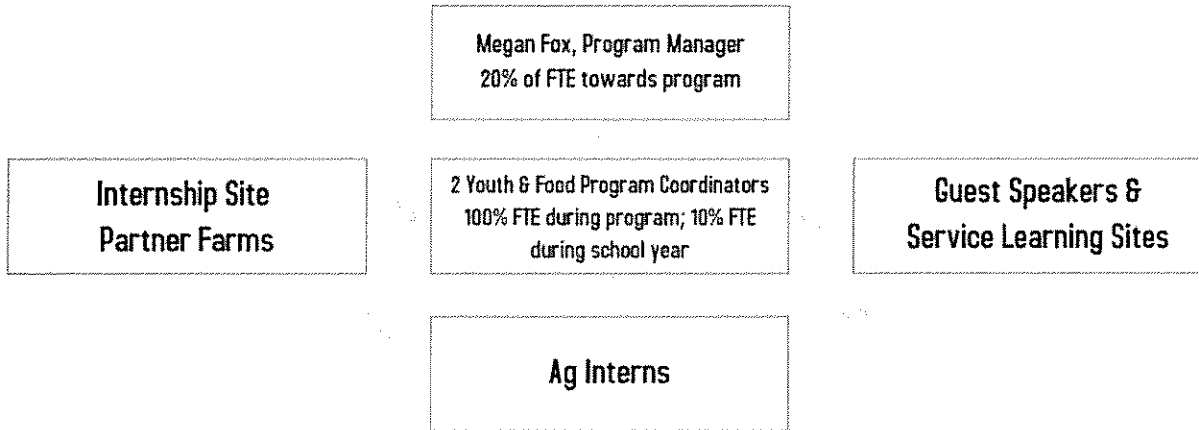
Emma services the Kapaʻa Complex schools (from Kapaʻa north), and has a Bachelor of Arts and Sciences in Environmental Studies, with a focus on Environmental Writing. In addition to her background in horse training and horsemanship education, she also completed a Sustainable Agriculture & Social Justice Externship in Thailand and two internships at The PEAS Farm (The Program in Ecological Agriculture & Society) in Missoula, Montana. Emma's grandparents lived on the north shore for many years, and she is excited to continue their legacy of giving back to the Kauaʻi community.

Andrew supports Waimea Complex schools (from Kalaheo west) and graduated from Iowa State University with a degree in Horticulture and a minor in Entrepreneurial Studies. During college he was the Sustainability Chair for his fraternity and the President of the Landscape Club. Andrew most recently spent a year serving in AmeriCorps as a Farm-to-School Educator at Urban Roots in Nevada, working with rural educators and tribal nations to expand environmental education and gardening initiatives. Previously, he interned with Project Somos Children's Village in Guatemala, supporting indigenous Kaqchikel Mayan children and single mothers.

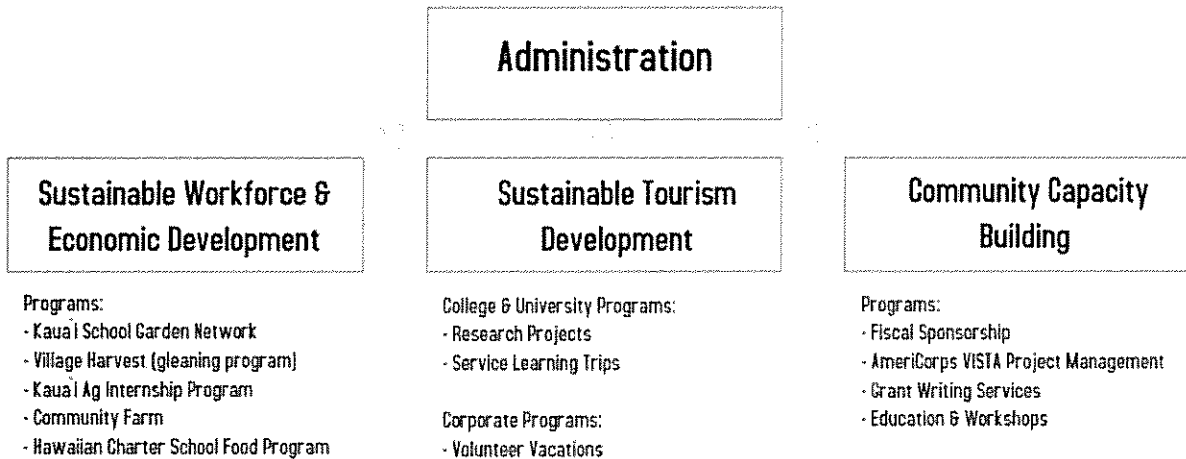
Internship Site Partner Farms, which act as interns' main project sites, include Waipa Foundation in Hanalei, Malama Kauaʻi Community Farm in Kalihiwai, KUGA Agriculture in Waimea, and IWIKUA in Kekaha. These experiences are complemented by dozens of guest speakers and service learning projects with partners across the island, including Kilauea Community Agricultural Center, Kanuikapono's School Garden, Kalalea Juice Hale, Anaina Hou Community Park, National Tropical Botanical Garden, KCC's GoFarm, 'Ohana Farm, Kealia Farms, CTAHR's Ag Research Station, Waiawa, Kokee Resource Conservation Program, Steelgrass Farm, KOA Farm, Hanai, Waimea Community Garden, and many more.

B. Organization Charts

Kauaʻi Ag Internship Program Organizational Chart



Malama Kauaʻi Program Organizational Chart



C. Compensation

Three highest paid officers, directors, or employees of the organization by position:

- Executive Director - \$ 32,050
- Director of Operations - \$ 11,318
- SNAP/EBT Program Manager - \$ 7,582

VI. Other

A. Litigation

Not applicable

B. Licensure or Accreditation

Not applicable

C. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

The Kauaʻi Ag Internship Program aims to run through December 2018; after which time we are aiming for the high schools and college to be able to offer a for-credit agriculture internship to their students to replace the need for this program. After this time, we may move to a summer-only program, reducing program costs. Continued programmatic funding will be received through grant funding and fundraising initiatives. We are also considering having service project sites make a small donation to the program to cover student stipends during future programs once the program has become better established and proved to have a high return on investment for participating organizations.

E. 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, 2016.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kaua'i's Kaua'i Ag Internship Program

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	14,560			
2. Payroll Taxes & Assessments	3,058			
3. Fringe Benefits	1,065			
TOTAL PERSONNEL COST	18,682			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	868			24,232
7. Telecommunication	1,000			
8. Utilities	1,000			
9. Fuel / Mileage for Program Staff	1,250			
10. Bookkeeping Services	1,000			
11. Postage / Mailing Services	200			
12. Advertising & Marketing				600
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	6,318			24,832
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	25,000			24,832
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	25,000	Megan Fox 808/828 0485		
(b) Total Federal Funds Requested		[Redacted] Phone		
(c) Total County Funds Requested		1/16/17		
(d) Total Private/Other Funds Requested	24,832	Date		
TOTAL BUDGET	49,832	Keoni Kealoha, Board President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kaua'i's Kaua'i Ag Internship Program

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Manager	1 FTE	\$72,800.00	20.00%	\$ 14,560.00
2 AmeriCorps VISTAs	2 FTE	\$30,624.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				14,560.00
JUSTIFICATION/COMMENTS:				
AmeriCorps VISTA positions are fully funded at this time; their time is counted as an in-kind contribution to the program				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kaua'i's Kaua'i Ag Internship Progra

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Malama Kaua'i's Kaua'i Ag Internship

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: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NA						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Malama Kaua'i's Kaua'i Ag Internship Program

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	N/A - no government contracts or grants for this program				
2					
3					
4					
5					
6					
7					
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11					
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30					

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

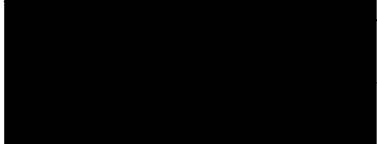
The undersigned authorized representative of the applicant certifies the following:

- 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.

Malama Kaupai



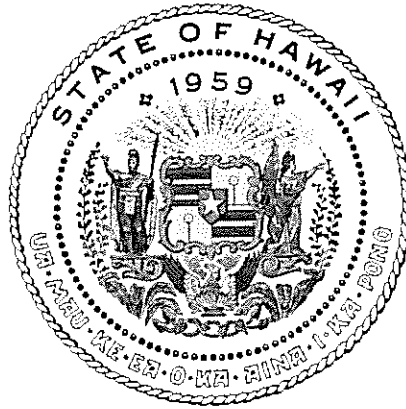
ization)

1/19/17

(Date)

Keone Keatoma
(Typed Name)

President of the Board
(Title)



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

MALAMA KAUAI

was incorporated under the laws of Hawaii on 06/26/2006 ; 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: January 15, 2017

Director of Commerce and Consumer Affairs

