

House District 23
Senate District 11

**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:
Pacific and Asian Affairs Council

Dbas: N/A

Street Address: 1601 East-West Road, 4th Floor

Mailing Address:
1601 East-West Road, 4th Floor
Honolulu, HI 96848

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ERIN HOSHIBATA

Title Grant Writer

Phone # 808-944-7783

Fax # 808-944-7785

E-mail fd@paachawaii.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:

PACIFIC AND ASIAN AFFAIRS COUNCIL (PAAC)
HIGH SCHOOL GLOBAL EDUCATION PROGRAM

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$127,272

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 \$0.00
FEDERAL \$0.00
COUNTY \$0.00
PRIVATE/OTHER \$0.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

NIKI SHISHIDO, EXECUTIVE DIRECTOR

NAME & TITLE

DATE SIGNED

1/20/2017



RECEIVED
1/20/17 *ma*

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 Pacific and Asian Affairs Council (PAAC) is an independent, international education 501(c)3 nonprofit organization that promotes greater awareness and understanding of foreign affairs among Hawai'i's high school students and the general public. PAAC serves as Hawai'i's only World Affairs Council of America (WACA) which connects the state to a network of 98 national member organizations dedicated to educating the American public on global issues. Since its inception in 1954, PAAC has engaged more than 86,500 high school students statewide, many of whom qualify for free and reduced lunch and/or attend Title I Schools in Hawai'i.

Through our innovative High School Global Education Program (HSGEP), PAAC currently serves approximately 1,600 students and 200 teachers in 44 high schools throughout the state. The HSGEP includes the following successful initiatives:

- PAAC clubs
- Afterschool Chinese Mandarin language classes
- Afterschool Global Studies classes
- Global Action Projects
- Interschool conferences
- Academic WorldQuest Competition
- Global Leadership Program
- Study tour programs to destinations throughout the Asia-Pacific
- Academic and travel scholarships

In line with our revised Operating Statement with the goal to reach every public, private, and charter school in the state by 2020, PAAC seeks to expand its HSGEP outreach to Hawai'i Island, Maui, and Kaua'i where access to resources and educational programs related to global issues, international relations, and the Chinese Mandarin language are particularly limited. Although PAAC has established foundations on each of the islands mentioned above, additional human

and financial resources will provide our neighbor island students with the skills, cultural exposure, and academic experience crucial to success in college, career, and life. Existing programs on O‘ahu will also be supported by the grant.

2. The goals and objectives related to the request;

The following are PAAC’s HSGEP goals for the grant period:

- Increase neighbor island student enrollment and participation in HSGEP initiatives.
- Increase neighbor island students’ knowledge and understanding of global issues.
- Increase neighbor island students’ intercultural understanding and appreciation for diversity.
- Improve neighbor island students’ leadership, negotiation, decision-making, communication, critical thinking, and conflict resolution skills.
- Maintain O‘ahu students’ enrollment and participation in HSGEP initiatives.

To reach these goals, the following objectives will be met within the grant period:

- Enhance existing relationships with Hawai‘i Island, Maui, and Kaua‘i PAAC teachers and/or contacts to strengthen PAAC’s neighbor island presence.
- Arrange for on-island PAAC representative positions on neighbor islands to ensure long-term delivery of HSGEP programming.
- Have existing PAAC staff mentor future neighbor island representatives.
- Have existing and future neighbor island PAAC representatives give presentations to neighbor island students about PAAC’s HSGEP opportunities.
- Plan the following HSGEP initiatives for Hawai‘i Island, Maui, and Kaua‘i for the 2017-2018 school year: an interschool conference for each island, Global Studies and/or Mandarin language classes (pending available human resources), and increased PAAC club creation and participation.
- Reach out to school administrators and/or teachers at neighbor island schools not already involved with PAAC.

3. The public purpose and need to be served;

PAAC’s HSGEP aims to prepare Hawaii’s youth for an increasingly global and interconnected society where professional and personal interaction with people of varying cultures, nationalities, and languages will be the norm. Through its HSGEP, PAAC bestows knowledge about global issues and how they impact Hawai‘i’s commerce, the ability to collaborate with individuals of varying cultural and national identity, and openness to learning more about international affairs. Access to resources of this nature is often limited on the neighbor islands where many students attend Title I schools.

- 4. **Describe the target population to be served; and**
- 5. **Describe the geographic coverage.**

[Please see the answers to both #4 and #5 of Section I below.]

PAAC’s HSGEP is open to the entire state of Hawai‘i and currently serves 44 schools statewide in rural and urban areas. PAAC’s ultimate goal is to expand its programming to reach all public, private, and charter schools throughout the state.

This school year, PAAC is serving students and teachers from districts throughout O‘ahu, Hawai‘i Island, Maui, Moloka‘i, and Kaua‘i. PAAC has previously serviced Lana‘i High School and strives to reinvigorate its connection there.

The 31 schools that have participated in HSGEP so far during the 2016-2017 school year are listed below. PAAC anticipates that additional schools, including those on neighbor islands, will participate in the upcoming Global Vision Summit interschool conference.

O‘ahu (22):

‘Aiea	Kaiser	Punahou
Campbell	Kalani	Radford
Castle	Kamehameha	Roosevelt
Education Lab. School	Mid-Pac	Sacred Hearts Acad.
Farrington*	Mililani	Wai‘anae*
Hālau Kū Māna (Charter)	Moanalua	Waipahu*
Hawaii Prep. Academy	Nānākuli*	
Kaimuki*	Pearl City	

Hawai‘i Island (2):

Kealakehe*
Waiākea*

Moloka‘i (1):

Moloka‘i High School*

Maui (4):

King Kekaulike
Lahainaluna
Maui High School
Seabury Hall

Kaua‘i (1):

Kapa‘a

**Title I schools for the 2016-2017 school year.*

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;

PAAC staff plan, implement, and evaluate each component of its HSGEP. Please see the table below for a breakdown of the scope of work, tasks, and responsibilities for programming components PAAC requests assistance for.

	Scope of Work by Activity	Staff Tasks & Responsibilities
PAAC clubs	Clubs represent the traditional form of PAAC’s outreach into high schools. Many clubs are student initiated, meet weekly, and driven with the overall goal of increasing club members’ awareness of international affairs. 19 public, private, and charter schools in total have PAAC clubs for the 2016-2017 school year.	<ul style="list-style-type: none"> • Support recruitment efforts. • Promote PAAC events and scholarship opportunities to club leaders. • Provide leadership workshops for club officers. • Provide service opportunities to clubs in their communities.
Afterschool Chinese Mandarin language classes	Afterschool Mandarin language classes give students the chance to learn a language not offered in their regular school day curriculum. Mandarin class is offered each semester, fall and spring, for two classes per year. Classes meet twice a week for one and a half hours per class session and students are able to earn one-half credit per semester.	<ul style="list-style-type: none"> • Work with school administration for recruitment activities. • Monitor and assist teachers. • Collect student evaluation data and grades. • Promote PAAC events and scholarship opportunities.
Afterschool Global Studies classes	The afterschool Global Studies class was started in 2001 and fill gaps in student curricula by engaging students on topics such as international security, displaced peoples, aquaculture, sustainable development, international trade, globalization, and peace and negotiation. Afterschool classes are held in the fall and spring semesters (two classes per year), twice a week, for three hours per class session. Students are able to earn one-half credit per semester.	<ul style="list-style-type: none"> • Develop afterschool class curriculum. • Conduct outreach at schools to recruit new students. • Hire and train afterschool teachers. • Conduct and analyze pre- and post- tests. • Monitor afterschool teachers throughout the semesters. • Collect and analyze student and teacher evaluations and grades.

<p>Global Action Project (GAP)</p>	<p>The Global Action Project is an important element of the afterschool Global Studies class in which students explore a global issue and decide how they will act in their communities to make a difference locally. One GAP is required for each class per semester and must be student planned and implemented.</p>	<ul style="list-style-type: none"> • Coordinate transportation and logistics for GAP events. • Provide learning support for students.
<p>Interschool conferences (Fall Conference; Global Vision Summit held in the spring)</p>	<p>Twice a year, conferences bring private and public schools students together to discuss and collaborate on assessing key international issues. Conference themes are introduced through role-play and simulation-type activities and have included topics such as microfinance, human trafficking, peace and negotiation, pandemics, and homelessness. At the conferences, students are also provided meaningful opportunities to explore careers throughout the world by listening to presentations and roundtables with professionals from various international and local organizations. Approximately 150+ students attend these Saturday conferences each semester.</p>	<ul style="list-style-type: none"> • Conceptualize and plan activities. • Reserve conference space. • Invite keynote speaker and career guests. • Promote the event. • Recruit volunteer facilitators. • Create and prepare conference program and registration materials. • Coordinate transportation logistics. • Order food and beverages. • Write emcee script and task sheet. • Event setup and breakdown. • Distribute student evaluations and record evaluation data.
<p>Academic WorldQuest Competition</p>	<p>This internationally-themed quiz competition brings together approximately 250+ students across participating islands in both public and private schools to explore and learn about global issues. Teams of four compete in six rounds and the winning team wins a trip to Washington, D.C. to compete in the national Academic WorldQuest Competition.</p>	<ul style="list-style-type: none"> • Promote competition. • Select competition categories. • Assemble competition question committee. • Create competition questions with committee. • Invite emcee and judging panel. • Coordinate media services to televise participating neighbor island students. • Reserve venue. • Solicit prizes. • Prepare materials.

		<ul style="list-style-type: none"> • Create competition program and registration. • Coordinate transportation logistics. • Event setup and breakdown. • Facilitate event. • Evaluate scores via completed answer sheets. • Create and distribute student evaluations and record evaluation data.
<p style="text-align: center;">Global Leadership Program (GLP)</p>	<p>Started in 2015, the Global Leadership Program is open to all high school students statewide. In total, 20 high school students with excellent academic merit, teacher recommendations, essays, and interest in international affairs are selected to participate in the nine-month program that develops students into informed global citizens. Among the activities involved into the curriculum are a four-day leadership retreat, five full-day workshops, Individual Planned Projects (student projects), and an end of the year celebration.</p>	<ul style="list-style-type: none"> • Market the program to students, teachers, administrators, Hawai'i State DOE. • Distribute program applications. • Lead group interview. • Selection process. • Accept and process applications. • Arrange group interview. • Plan logistics, reservations, and itineraries for each program activity. • Invite guest speakers. • Recruit volunteers.

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

The timeline below reflects PAAC's objectives for the grant period and 2017-2018 school year:

June 2017:

Reach out to neighbor island contacts and discuss programming for the 2017-2018 school year.

July 2017:

Develop calendar for the 2017-2018 school year. Events include every component of the HSGEP program. Staff will work with the DOE to obtain permission to teach afterschool classes at participating schools.

Aug. 2017:

Hire and train afterschool class teachers and neighbor island representatives. Conceptualize, plan, and track expenses (ongoing) for the Fall Conference and Academic WorldQuest Competition. Secure Fall Conference venue. Market Global Leadership Program. Design and create leadership workshop for PAAC club officers.

Sept. 2017:

Outreach to neighbor island schools as well as existing and newly interested schools for PAAC club recruitment support. Hold PAAC Club Officer Leadership workshop. Begin afterschool fall classes. Conduct pre-test with students. Work with DOE, schools, and teachers to coordinate logistics of the Fall Conference and Academic WorldQuest Competition (held on the same day). Contact community partners to find facilitators, guest speakers, volunteers, and prize sponsors for events. Contact organizations to inquire about their interest in hosting GAPs. GLP interviews and selections are made at this time.

Oct. 2017:

Continue coordinating conference logistics. Invite PAAC Board of Governors, members of the DOE, and Hawai'i's governor to attend the Fall Conference and Academic WorldQuest Competition. The four-day leadership retreat for the GLP participants occurs at this time.

Nov. 2017:

Fall Conference and Academic WorldQuest Competition are held on O'ahu, as is a full-day workshop for the GLP. Fall conference is held on neighbor island sites. Promote spring conference. Afterschool class and other PAAC students participate in GAPs.

Dec. 2017:

Conduct afterschool class post-test and evaluations. Send thank you letters to partners and sponsors. Write newsletter articles and finalize budget of fall activities. Conceptualize, plan logistics, and contact community partners for spring conference.

Jan. 2018:

Complete evaluation analysis of fall activities for reports. Develop class curriculum for spring classes and conduct teacher/neighbor island representative training. Continue planning spring conference and track expenses (ongoing).

Feb. 2018:

Outreach to schools for PAAC Club recruitment support. Begin afterschool classes. Conduct pre-test with students. Plan GAPs. Work

with community partners on finalizing spring conference plan. The GLP has another full-day workshop.

March 2018:

Spring conference and GAPs take place on all island sites. GLP participants take on leadership roles at spring conference.

April 2018:

Afterschool classes end. Teachers conduct afterschool class post-test and evaluations. Send thank you letters to community partners. Write newsletter articles about spring activities. Finalize budget for spring semester activities. GLP participants implement final projects and attend end of year workshop/celebration-scholarship forum. Neighbor island representatives invited to attend end of year scholarship forum.

May 2018:

Complete evaluation analysis of spring conference, afterschool classes and GLP. Select topic, date, and research venues for fall conference for the following school 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

PAAC ensures quality deliverance of our educational services by conducting program evaluations throughout the year based on quantitative (numbers of student, teacher enrollment) and qualitative measures (depth of experience for individual participants as reflected by comments, quotes, and stories shared in our post-event evaluations).

More specifically, techniques include tracking attendance, and surveying students and teachers at the end all of HSGEP activities. Information on the program's scheduling, logistics, and content are recorded and analyzed by PAAC's High School Program Director, High School Study Tour & Competition Coordinator, Director of Teacher Training, Afterschool Class Coordinator, and Executive Director. In addition, we conduct pre- and post-tests with students enrolled in PAAC's afterschool classes to assess students' growth for the specific topic taught each semester.

We also work closely with Hawai'i schools, communities, teachers, parents, and students to ensure that the HSGEP continues to be effectively monitored, evaluated, and refined to promote a more profound understanding of global issues among Hawai'i's youth. We also work with more than 50 organizations and businesses in the community with whom we enrich PAAC's curriculum, arrange guest speakers and career mentors, and perform GAPs and full-day workshops for the GLP.

Finally, PAAC's Board of Governors regularly reviews each of our program initiatives. At each board meeting, we are required to report on the results of past activities as well as plans for upcoming projects. Board members in the Executive Committee then assess whether the objectives set for past activities have been met. In addition to offering constructive feedback, they assist PAAC staff in defining the key goals and objectives for the next fiscal year.

- 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 success of the grant period's efforts to engage neighbor island students and maintain O'ahu student participation will be measured in two ways: 1) quantitatively, by measuring increases in enrollment for HSGEP initiatives and 2) qualitatively, through written and verbal feedback from participants following HSGEP events. Please see measurements for the former category below.

Quantitative measurements of effectiveness:

- The total number of public, private, and charter schools serving high school students that are involved with any one or multiple components of PAAC's HSGEP will be higher than in previous years.
- The total number of neighbor island schools participating in one or multiple HSGEP initiatives will be higher than in previous years.
- The total number of PAAC clubs will encompass more neighbor island schools than in previous years.
- Student enrollment numbers for each HSGEP event will be higher than in previous years.
- For the 2017-2018 school year, 95% of afterschool Global Studies class students will improve their pre-class test scores by the end of the class.
- For the 2017-2018 school year, 95% of afterschool Global Studies class students will have become more aware of international events after taking the class.
- For the 2017 Fall Conference, 150 students from 20 schools will participate.
- For the 2018 Global Vision Summit conference, 150 students from 20 schools will participate.

- PAAC will receive above average marks in student conference evaluations for both the 2017 Fall Conference and 2018 Global Vision Summit.
- For the 2018 Academic WorldQuest Competition, 225 students from 25 schools will participate.
- PAAC will host at least one interschool conference on Hawai'i Island, Maui, and Kaua'i.
- Students will be more interested in learning about international issues after competing in the 2018 Academic WorldQuest Competition as reflected in their post-event evaluations.

III. Financial

Budget

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

Please see attached: Budget Request by Source of Funds, and Budget Justification – Personnel Salaries and Wages

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
\$30,095	\$32,859	\$33,699	\$30,619	\$127,272

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.**

Grants

Alexander & Baldwin, Inc.
 Atherton Family Foundation
 Freeman Foundation
 Friends of Hawai'i Charities
 GIFT Foundation of Hawai'i
 G.N. Wilcox Trust
 Hawai'i Community Foundation
 Hawaiian Electric Industries
 Hawai'i Lodging & Tourism Association
 Kosasa Foundation
 Honolulu City & County Grant-in-Aid
 Mamoru & Aiko Takitani Foundation
 McNerny Foundation
 Ward Village Foundation

Fundraisers

PAAC Golf Tournament (July 21, 2017)

PAAC Annual Dinner (February 2018)

- 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.**

Honolulu City & County Grant-in-Aid (FY17).

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

PAAC's Unrestricted Current Assets as of September 30, 2016 is: \$233,318.75.
Unrestricted current assets as of December 31, 2016 will be available by mid-February.

IV. Experience and Capability

A. Necessary Skills and Experience

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

Since 1954, PAAC has brought global education to more than 86,500 high school students statewide. PAAC serviced more than 2,500 students in the last school year alone. Within the past four years, PAAC has annually implemented:

- PAAC clubs at 18 or more high schools throughout the state.
- Afterschool Global Studies classes at eight high schools serving approximately 240 students per school year.
- Global Action Projects (one per semester) benefitting most Global Studies class participants.

- Afterschool Mandarin classes at two schools serving approximately 30 students per school year.
- Interschool conferences reaching approximately 200 students per event.
- The annual Academic WorldQuest Competition with approximately 250 students from five islands competing.
- The Global Leadership Program with 20 students participating during its 2015-2016 pilot year and 19 students currently participating in the 2016-2017 school year.

The HSGEP has consistently raised enthusiasm for and awareness about global issues among high school students. Every year, over 90% of students participating in HSGEP initiatives express increased interest in world events. Success of the program has not gone unnoticed. PAAC was awarded the prestigious Carol Marquis Award by its national affiliate, WACA, in February 2003. This award was given to PAAC for demonstrating the most innovation and growth in international education at the high school level.

With six decades of experience leading Hawai'i in addressing critical global issues with high school students, our programs have become a stable pillar of the community. The DOE, schools, teachers, students, families, and countless PAAC alumni spanning generations have provided us with positive feedback and expressed their appreciation for PAAC's work. Many alumni have credited part of their current professions and successes to their high school involvement with PAAC.

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.

PAAC's office is located in the East-West Center on the University of Hawai'i at Mānoa campus. The generosity of the East-West Center has allowed this location to be our home for over ten years. PAAC is able to host its HSGEP events in the Center's conference rooms. Annually, we use the East-West Center Art Gallery to hold the PAAC student scholarship forum. The building meets the Americans with Disabilities Act (ADA) standards.

PAAC's afterschool Global Studies and Mandarin language classes operate at their respective school campuses. The facility usage is Type II of public schools, designated for non-profit community educational and recreational activities and youth clubs, all of which PAAC's afterschool programs fall under. PAAC does not charge admission, take collection, or receive offers when utilizing school facilities. The schools are ADA compliant.

HSGEP activities such as the interschool conferences and Academic WorldQuest Competition have been held at facilities such as the University of Hawai'i at Mānoa Campus Ballroom, Hawai'i Tokai International College, and the Hawai'i Convention Center. The 2017 Global Vision Summit conference will be held at Hawai'i Pacific University. PAAC pays a fee to utilize these facilities. GLP activities are held at sites that have been approved by the High School Director, High School Study Tour & Competition Coordinator, and Executive Director.

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.

Positions directly related to the proposed programs are as follows:

High School Program Director, Mr. Jason Shon, is responsible for managing all HSGEP tasks associated with PAAC's afterschool clubs, interschool conferences, and the GLP. He has experience teaching and working in Japan. In tandem with Ms. Nakanishi-Stanis, Ms. Grybowski, and Ms. Chun, Mr. Shon conducts outreach throughout the state. His goal is to foster grassroots, people-to-people relationships throughout the world.

High School Study Tour & Competition Coordinator, Ms. Erica Nakanishi-Stanis, is responsible for managing all HSGEP tasks associated with PAAC's study tour trips and the Academic WorldQuest Competition. She has experience working with migrant and international relations, having recently worked in Japan for five years. In tandem with Mr. Shon, Ms. Grybowski, and Ms. Chun, Ms. Nakanishi-Stanis conducts outreach throughout the state. Her goal is to expand the opportunities for Hawai'i youth to see the world through unique experiences.

Director of Teacher Training, Ms. Merle Grybowski, directs the afterschool Global Studies and Mandarin language classes. Her responsibilities include coordination with the DOE, school administration, and teacher-advisers throughout the state; evaluation of afterschool programs and their teachers; organization of outreach activities; dissemination of curriculum and other resource materials; and selection and supervision of the teachers. Ms. Grybowski worked for the DOE as a social studies teacher for over 30 years. Her relationships with the schools, teachers, and community partners contribute to the sustainability of our programs.

Afterschool Class Coordinator, Ms. Karen Chun, holds a degree in Education Curriculum Design and directs the afterschool Global Studies and Mandarin language classes. Ms. Chun worked as Campbell High School's PAAC club advisor and Global Studies class teacher for six years. She also set up and organized the service learning study abroad program PAAC operates in Viet Nam.

Afterschool Global Studies Class Teachers, teach PAAC afterschool Global Studies classes twice a week at five schools statewide. Teachers also guide and help PAAC students implement one GAP each semester as well as provide oversight for student participation in other PAAC events.

Special Events & Communications Director, Ms. Ana Reidy Ungureit, handles all administrative tasks for the conferences and Academic WorldQuest Competition. Ms. Reidy also coordinates our annual golf tournament and dinner fundraisers and is in charge of our website, social media outlets, and newsletter. She also runs PAAC's internship program and oversees a variety of administrative tasks.

Executive Director, Ms. Niki Shishido, directs and coordinates the programs and activities of PAAC under the guidance of the Board of Governors. Her responsibilities include supervision of staff, implementing all PAAC programs, and financial oversight. Ms. Shishido previously served as PAAC's Director of Development.

Grant Writer & International Visitor Leadership Program Coordinator, Ms. Erin Hoshibata, writes grants and reports and maintains grant files and records for the organization. She also coordinates groups of foreign professionals that travel to Hawai'i through the U.S. Department of State's International Visitor Leadership Program.

B. Organization Chart

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

Please see Attachment: PAAC Organizational Chart.

C. Compensation

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

1. Executive Director, \$53,000

2. High School Program Director, \$43,000
3. Special Events & Communications Director, \$38,000

VI. Other

A. Litigation

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

Not Applicable.

B. Licensure or Accreditation

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

Not Applicable.

C. Private Educational Institutions

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

Not Applicable.

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.**

PAAC's HSGEP is sustained through a combination of approaches. PAAC constantly reviews, revises, and evaluates sources of funding as well as fundraising efforts. When funding falls short, internal adjustments are made accordingly to ensure that excellent HSGEP programming continues to reach students. We diversify and develop income streams to their fullest so that we do not rely on one in particular.

PAAC sends out membership renewals monthly and, at the end of the calendar year, typically appeal to more than 400 PAAC members. In addition to utilizing social media tools such as Facebook, Twitter, and crowd-funding campaigns to raise awareness and fund for our mission, we recruit students and volunteers throughout the year to ensure that our services continue to reach as many students as possible.

PAAC's long-term vision includes the eventual handing over of certain HSGEP initiatives to the DOE, schools, teachers, and students. After three years at Farrington High School, the afterschool Mandarin language class started receiving financial support directly from the school. Mililani High School's principal has added a Mandarin language class to the regular school curriculum after PAAC's Afterschool Mandarin Class pilot program. PAAC is looking for other opportunities to take this pilot program to other DOE schools with the expectation that the school will eventually control the class administration and implementation.

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.

Please see attached.

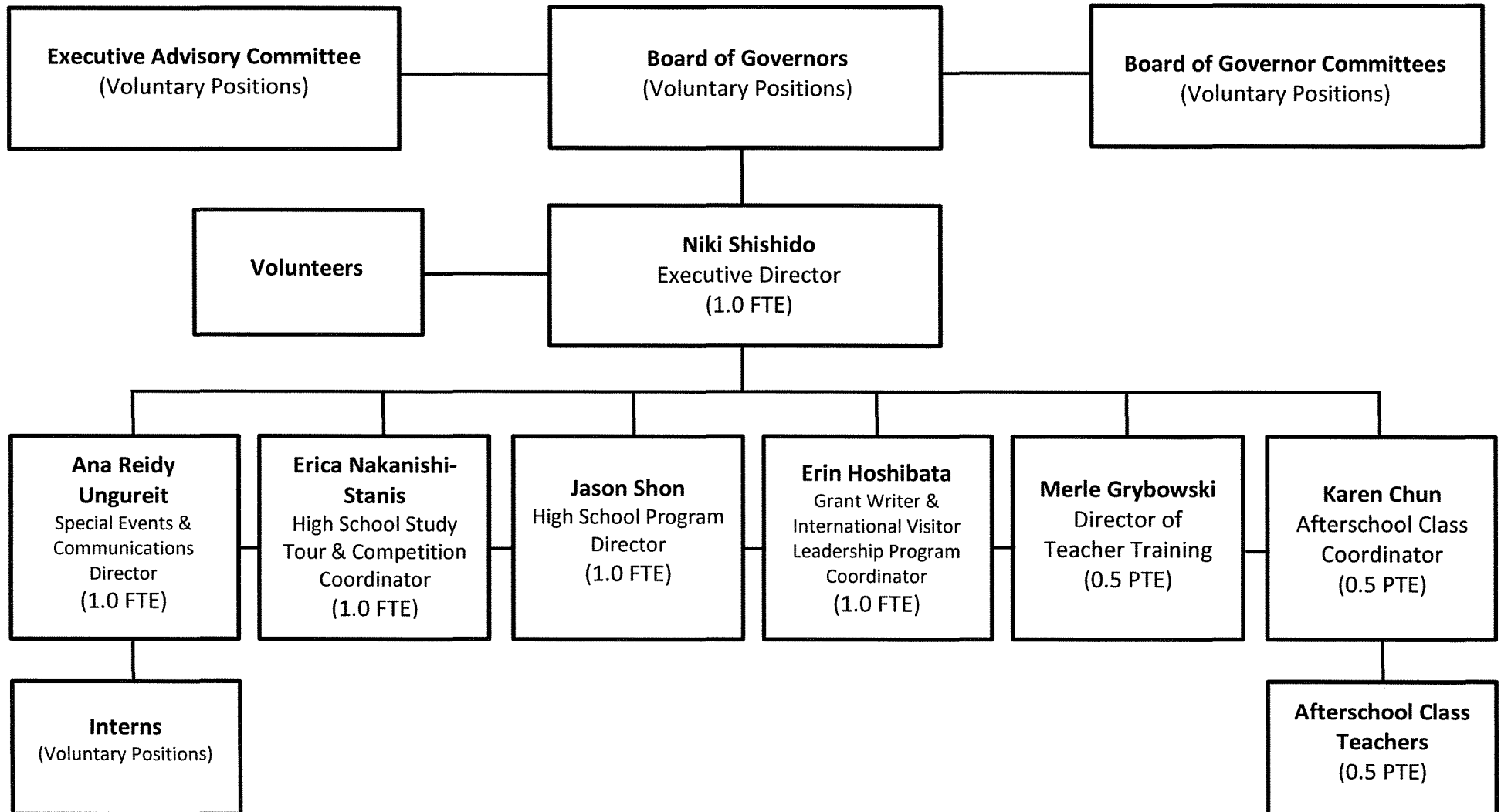


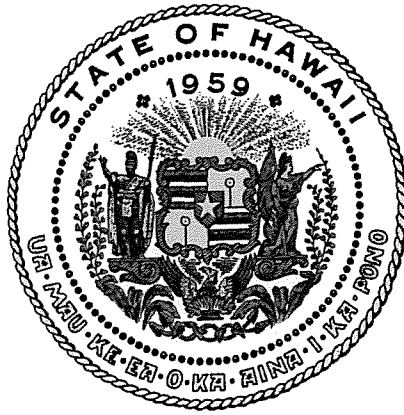
PACIFIC AND ASIAN AFFAIRS COUNCIL

World Affairs Council of Hawai'i

1601 East-West Road, 4th Floor • Honolulu, Hawai'i 96848-1601
Phone: (808) 944-7780 • Fax: (808) 944-7785
Email: paac@paachawaii.org • Website: <http://www.paachawaii.org>

PAAC Organizational Chart





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

PACIFIC AND ASIAN AFFAIRS COUNCIL

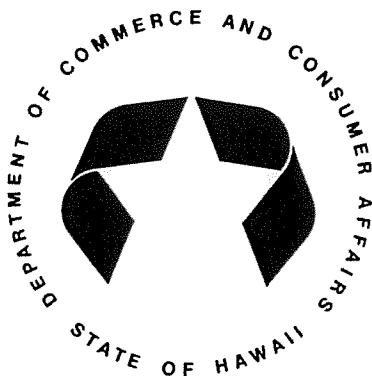
was incorporated under the laws of Hawaii on 06/20/1950 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.

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 20, 2017



Director of Commerce and Consumer Affairs



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Pacific and Asian Affairs Council (PAAC)

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	95,183	28,300	94,210	
2. Payroll Taxes & Assessments	7,615		7,207	
3. Fringe Benefits	10,200	4,500	2,372	
TOTAL PERSONNEL COST	112,997	32,800	103,789	95,500
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,800	500		
2. Insurance	1,600	600		3,500
3. Lease/Rental of Equipment	800			
4. Lease/Rental of Space	800			
5. Staff Training	960	600		1,700
6. Supplies	500	500	1,200	3,000
7. Telecommunication	700	300		700
8. Utilities	120	300		3,000
9. Accounting	2,500	1,400		7,500
10. Printing	200	300		2,500
11. Per diem	2,295	500		500
12 Student inter-school conferences			5,000	6,000
13 Global Leadership Program			15,011	13,000
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	14,275	5,000	21,211	41,400
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	127,272	37,800	125,000	136,900
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	127,272	Niki Shishido, Executive Director	808-944-7781	
(b) Total Federal Funds Requested	37,800	Name (Please type or print)	Phone	
(c) Total County Funds Requested	125,000		1/19/2017	
(d) Total Private/Other Funds Requested	136,900	Signature of/Authorized Official	Date	
TOTAL BUDGET	426,972	Niki Shishido, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Pacific and Asian Affairs Council (PAAC) _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
High School Program Director	FULL TIME	\$45,000.00	50.00%	\$ 22,500.00
High School Study Tour & Competition Coordinator	FULL TIME	\$40,000.00	50.00%	\$ 20,000.00
Director of Teacher Training	PART TIME	\$6,750.00	50.00%	\$ 3,375.00
After School Class Coordinator	PART TIME	\$10,230.00	25.00%	\$ 2,557.50
Special Events and Communications Director	FULL TIME	\$38,000.00	25.00%	\$ 9,500.00
Grant Writer and International Visitor Leadership Program Coordinator	FULL TIME	\$36,000.00	25.00%	\$ 9,000.00
Executive Director	FULL TIME	\$53,000.00	25.00%	\$ 13,250.00
Neighbor Island PAAC Representative	PART TIME	\$5,000.00	100.00%	\$ 5,000.00
Neighbor Island PAAC Representative	PART TIME	\$5,000.00	100.00%	\$ 5,000.00
Neighbor Island PAAC Representative	PART TIME	\$5,000.00	100.00%	\$ 5,000.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				95,182.50
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Pacific and Asian Affairs Council (PAAC)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Pacific and Asian Affairs Council (PAAC)_____

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:						
Not applicable						

GOVERNMENT CONTRACTS AND / OR GRANTS

App: Pacific and Asian Affairs Council (PAAC)

Contracts Total: 124,917

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Honolulu City & County Grant in Aid	10/1/2016-9/30/2017	Office of Grants Management	C&C Honolulu	124,917
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant 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, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants 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.

Pacific and Asian Affairs Council

(Typed Name of Individual or Organization)



(Signature)

1/20/2017

(Date)

Niki Shishido

(Typed Name)

Executive Director

(Title)