

House District 42

Senate District 20

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: Ulu A'e Learning Center

Dbn:

Street Address: 1120 Kakala Street, #503 Kapolei, HI 96707

Mailing Address: P. O. Box 700646 Kapolei 96709

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MIKI'ALA LIDSTONE

Title Executive Director

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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:

PLACE BASED CULTURAL AFTER SCHOOL AND SUMMER PROGRAM

4. FEDERAL TAX ID # _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 127,725

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 \$ 127,725

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ 89,800

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

MIKI'AKA LIDSTONE, EXECUTIVE DIRECTOR
NAME & TITLE

1/17/2017
DATE SIGNED



Application for Grants
Ulu A`e Learning Center
Cultural After School and Summer Program
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Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Background and Summary

Applicant's background: Ulu A'e Learning Center, a nonprofit corporation, was organized in the State of Hawaii by Kumu Hula Miki'ala Lidstone in July 2014. Its mission is to empower and enrich lives through programs that develop skills, build confidence and promote healthy relationships based on Hawaiian values and customs.

Currently, Ulu A'e operates several culture-based programs, which are all delivered in West O'ahu. These programs include, but are not limited to: (1) a once a week after school program at both Kapolei Middle School and Maukalani Elementary School, (2) an outdoor Hawaiian studies course at Lanikohonua for 7th graders, *conducted in partnership with the Lanikūhonua Cultural Institute and the Bishop Museum*, (3) a monthly service day at the native and cultural plant garden, Mālaola, in Kunia, *conducted in partnership with the Mālama Learning Center and Pioneer Farms*, (4) a monthly service day at Pu'uokapolei, a cultural and native garden site at the top of Kapolei Regional Park, (5) and, an annual Chili Cook Off community event that provides operating and scholarship funds for the organization.

Miki'ala Lidstone began teaching in the Kapolei community in 2004 when she was hired as an English teacher at Kapolei High School. It wasn't long after she was hired that her students and community members discovered her profound knowledge of Hawaiian culture and language, and also learned that she was a bona fide kumu hula, who had formally received her kumu hula rite by esteemed hula master Mae Kamamalu Klein. Miki'ala was urged to open a hālau in the community, and she did, forming Hālau 'o Kaululaua'e in 2005. There were no hula hālau in Kapolei at the time, and her hālau grew quickly. And as the hālau grew, so did her work in the community.

Throughout the past 13 years of working with children, youth and families in the Kapolei community, Miki'ala has dedicated herself to offering lessons in hula, Hawaiian language, culture and music to all students regardless of the student's ability to afford the opportunity. She accepts all students, as long as there is a commitment to participate in lessons and activities. Through countless volunteer hours and mini fundraisers, she has worked with hundreds of students to enrich lives and continue the cultural practices of the native Hawaiian community.

Ulu A'e Learning Center (Ulu A'e) was formed due to the same sort of urging and hopefulness that she experienced 13 years prior from the community with the start of her hālau. This time, though, the urging was for her to expand the reach of her work and make accessible her unique and place-based culture curriculum and programs to all keiki and youth in the community.

In late 2014, Ulu A'e applied for and received its IRS 501 (c) 3 designation, please see Attachment 1. With this in hand, additional fundraising was conducted to support and expand current programs to more keiki and youth in West O'ahu, starting with the Kapolei Complex schools.

Goals and objectives: This 12 month project will provide an expansion of the current once a week after school program at two schools. From one day a week, we plan to go to two days a week at both Kapolei Middle and Maukalani Elementary Schools, offering more diverse services and hands-on cultural learning during the after school hours. In addition to hula, the program will expand to include music ('ukulele and hula instruments), native crafts, health and fitness lessons and a once a month excursion to a historically significant site within the community. Ulu A'e will also develop and deliver a Monday through Friday summer program at Kapolei Middle School. It is a longer-term goal of Ulu A'e to have a five-day after school and summer programs at both the middle and elementary schools within the community.

The public purpose and need to be served: Kapolei is part of one of the fastest growing regions on the island of Oahu. With a population of a little over 15,000, according to the 2010 Census, it is also one of the youngest. The median age is 33.1 years compared to a State average of 38.3. Over 30% of the population of Kapolei is under 18 years of age compared to the State's 22%. Kapolei also has more working parents of children 6 to 17 years of age at 81% vs. the State's 74%. There is a need for afterschool activities, especially for elementary and middle school keiki. Nearly 96% of the 7,634 civilian employees over 18 years of age use a car, truck or public transportation to get to work. This compares with 87% for the State. With more working parents on the road, the need in the Kapolei community is great. This need is supported by the attached letter from Kapolei High School principal, Elden Esmerelda (Attachment 2).

A survey of afterschool programs in the area shows A+ and City and County park activities, but no regularly occurring place based cultural programs. Ka'ala Farms provides a farming based program for keiki and the Mālama Center provides a plant-based workshop from time to time, but nothing on an ongoing basis. There are also no Hawaiian immersion or charter schools in Kapolei for parents who would like Hawaiian language and culture education for their children.

The University of Hawaii Center on the Family's most recent report on Kapolei shows 48% of adolescents indicating a lack of interest in school compared to a State average of 45%. For a community that is nearly one third Native Hawaiian (compared to the State's 25%), place-based cultural programs would add relevancy and personalization to learning, thereby helping to increase the current performance of schools in the community. Kapolei Middle School recently earned a "D" in Department of Education performance.

As noted in the letter from Elden Esmeralda, principal of Kapolei High School (Attachment 2), there are few of these programs to keep the Kapolei youth involved and engaged. Currently Ulu A'e provides one day, Monday, of after school services for 30 youth at Kapolei Middle School and Tuesdays at Maukalani Elementary School. This project will increase this place based cultural after school program from one to two days, include 120 students, and add a summer

program for 30 more students. It will also add at least two new, free, culturally based activities for families and visitors in West Oahu as the students share their knowledge at community performances.

At the top of Kapolei Regional Park, in the eastern corner, is an often overlooked and unknown treasure. Here amongst the plains of grass and swaying palm trees is a place deeply rooted in Hawaii's history and culture. This special place is Pu'uokapolei.

In old Hawai'i, the place known as *Kapolei* was not the large land area we know it as today. Rather, it was a hill named Pu'uokapolei, where because of its locality was deemed by ancient Hawaiians, a sacred hill and honored as the *piko* or epicenter of the community. It was here where Hawaiians observed and celebrated special events like the changing of the seasons. And it was here where Kamaunuanoho, the grandmother of Kamapua'a, lived. Remnants of her house still exist at the pu'u today.

Ulu A'e with other Kapolei organizations has worked to recapture this ancient site and through site visits and performances will introduce our keiki to the importance of this site and its place in history. Uncle Shad Kane of the Kalaeloa Heritage Center has applied for a National Historic Site designation and Ulu A'e has begun to adopt portions of the park. With the help of the Kapolei Civic Club, a hula mound has been built and a native garden planted, displacing the drug and homeless culture there. Work continues to reclaim more of this site so the community as a whole can share in this heritage.

The target population to be served: With an additional day of much needed afterschool and summer activities, it is estimated that an additional 60 middle school students and 30 elementary school students will have the opportunity to learn and participate in the language and history of our native culture through dance, language, native crafts, excursions and mele. They will demonstrate the acquisition of those skills at an end of semester showcase or hō'ike where the community will be invited to attend. With a community that is younger on average (31.7 years vs. 38.3 for the State), is 42% Native Hawaiian¹ compared to the State average of 26.2%, and with a higher than average of adolescents reporting lack of interest in school² this program increases the relevancy of learning while perpetuating our native culture.

The **geographic coverage**: This project will include elementary and middle school students in West Oahu, principally, those attending Kapolei and Makakilo schools.

II. Service Summary and Outcomes

1. The **scope of work, tasks and responsibilities**: Currently Ulu A'e provides one day, of after school hula and language classes for 30 keiki at Kapolei Middle School and one day for 30 keiki at Maukalani Elementary School. This project will increase this culturally based after school program from one to two days at each school for fall 2017 and spring 2018. It will also deliver a six week, Monday through Friday summer 2018 program. At least 150 students will

¹ 2013 American Community Survey

² 2003 University of Hawaii Center on the Family Community Report

participate in this expanded program (120 during the regular school semesters and 30 during the summer session) and participate in two end of semester showcases of newly acquired skills provided for families and others in the West Oahu community.

The program currently includes a unique place-based curriculum with lessons in hula, Hawaiian language and mele, all of which teach about the significant stories, places and people of Kapolei and its neighboring communities. Through chant, students learn geography by reciting places which include their mountain range, Ka'ala and other places within their ahupua'a, Honouliuli, and the moku of 'Ewa. Students also learn about the environment and the importance of water conservation through the hula, He Mele No Ka Wai, a dance about the water cycle. History lessons are delivered through our monthly excursions to cultural sites like the Kalaeloa Heritage Park, Pālehua and Lanikūhonua. Students discover that there was once a bathhouse called Kalena Kai in Līhu'e, the area that is today known as Schofield Barracks. Most of the students are not aware of the cultural treasures that lie within their community. Awareness of these treasures and their significance will help build a greater sense of pride and stewardship among these students for the community they live in.

This program will be expanded to include 'ukulele instruction, cultural arts and crafts, health and fitness and a monthly excursion to a cultural site within the community. The current and new curriculum components will be incorporated into a Monday through Friday summer session in 2018. Since funding for this request ends on June 30, 2018, additional funding is being sought to assured the full delivery of the summer portion of this project in July 2018.

Project milestones, specific tasks, timing (the projected annual timeline) and

responsibilities are included in the table below. Also included are the sources of funding and expected deliverables for each of the milestones. Planning for the fall 2017 session will be funded by Ulu A'e internal resources. The major milestones include:

1. Beginning in January 2017 and through July 2017, the **curriculum of the current program will be enhanced to include** arts and crafts, health and fitness and a monthly excursion for two afterschool sessions at two schools. Resources (resource teachers and supplies) for the additional days will be secured from June through July 2017;
2. Also beginning in January 2017, the **financial and program procedures/systems** will be upgraded to provide for multiple grants administration and program reporting. Ulu A'e also plans to create and regularly update its website so registrations can be handled online.
3. Beginning in May 2017, before the end of the school year, **students for the fall semester will be recruited.** Kapolei Middle School's Parent and Community Coordinator has committed on an ongoing basis to assisting in this task (Attachment 3). Registration of students will take place from May 2017 until the start of the fall semester in August 2017. We estimate that 60 students will be recruited for the fall and spring semesters and another 30 will register for the summer session.

4. **Scholarship** requests will be part of the registration process. Ulu A'e has some internal funding for this, but will seek additional funding, if needed. We estimate that about 40% or, about 60 students will require financial assistance to participate in the program.
5. The additional day of the **afterschool program will begin** on August 1, 2017 and run through December 20, 2017.
6. A **showcase of student-acquired skills** is planned for the end of each semester with one taking place in December 2017 and the second in May/June 2018. Planning for the event activities will start in October 2017 and in March 2018, respectively, once the new afterschool program is underway. Students and parents will be asked to commit to participating in the showcase. The venue will be secured, the program developed, and advertising space sold in the showcase's printed program to cover the cost of printing and add to the scholarship and operating funds as well.
7. At the end of each semester and the summer session, students, parents and volunteers will be asked for their input/**evaluation** about the program. Instruments will be developed for the evaluation and implemented at the end of each semester. Results of these evaluations will be used for future program planning and reported, as appropriate, to our individual funders.
8. In February 2018, **planning for the summer program** will begin. The summer program will be during the day for at least 3 hours, Monday through Friday, for six to eight weeks. The curriculum will be further expanded to include Hawaiian language, native plants, and cultural excursions. The goal is to have one excursion each month for the students to acquire an additional skill (working with native plants) or learn about a cultural site within their community.
9. **Students will be recruited for the summer session** beginning in April 2018 and running through the end of the school year, the third week of May 2018. We estimate that at least 30 students will register for this summer session.
10. The **summer program** is estimated to run from the last week of May 2018 through the end of July 2018.
11. **State agency billings and reporting** will be done in a timely, accurate manner with the system/procedure upgrades done in early 2017. Final billing and reporting is expected to be completed in July 2018 at the close of the grant.

More details of each of the milestones are included in the table as well as the source of funding.

**Ulu A`e Learning Center
State of Hawaii Grant in Aid Proposal
Cultural AfterSchool and Summer Program**

Milestone/Task	Timeframe	Responsible	Funding source	Outcomes/Deliverables
1.0 Expand current after school program to an additional day, i.e. Tuesday	Jan to Jul 2017	Program director	Internal & other funding, GIA in July 2017	Secured site, resources and supplies. Curriculum developed
1.1 Secure training space and integrate any site rules and procedures with organization rules/procedures	Apr to May 2017	Program Director and school community coordinator		
1.2 Expand curriculum to include ukulele, arts and crafts.	May to June 2017	Program director and resource teachers		
1.3 Secure resources teachers, as appropriate, e.g. ukulele teacher, arts/crafts practitioner	June to Jul 2017	Program director		
1.4 Secure supplies (ukulele, other hula instruments, materials for arts/crafts, supplies for workbooks.	Jul-17	Program director and resource teachers		
1.5 Develop schedule for class training and training materials.	Jul-17	Program director		
1.6 Orient program assistants, resource instructors and volunteers	Jul-17	Program director, assistants, resource teachers and volunteers		
2.0 Expand systems for reporting of results to funder and administering grant funds on month basis	Jan to Feb 2017	Executive director and finance/grants administrator	Internal & other funding	Grant established as class code in QuickBooks and reporting format established.
3.0 Recruit students	May thru Aug 2017	Program Director and school community	Schools & Internal	At least 30 students are recruited for the first additional day of after school sessions
3.1 Work with School community coordinator on development of parent flyer and distribution	May thru Aug 2017	Program Director and school community coordinator		
3.2 Register students, determine if qualified for scholarship	Jun thru Aug 2017	Program director, assistants and volunteers		
4.0 Estimate scholarship needs and as needed secure sources of funding for fall semester students and program	May 2017 thru Jan 2018	Staff, volunteers	Internal & other funding	At least 10 low to moderate income students will be provided scholarships
5.0 Deliver additional day of afterschool program	Aug 2017 to Dec 2017	Program director, assistants, resource teachers and volunteers	GIA	We are successful if we are able to deliver at least 90% of the estimated 24 program days and students have learned at least one new cultural concept/skill

Ulu A'e Learning Center
State of Hawaii Grant In Aid Proposal
Cultural AfterSchool and Summer Program

	Milestone/Task	Timeframe	Responsible	Funding source	Outcomes/Dellverables
6.0	Plan and execute end of semester recital/showcase	Oct 2017 thru Dec 2017 Marr 2018 thru May 2018	Executive/Program director, assistants, resource teachers and volunteers	Internal & other funding	90% of the students participate in this showcase of their new skill, at least two visitors to the islands attend the showcase.
6.1	Develop event activities and schedule	Oct 2017, Mar 2018	Executive Director, Program Director		
6.2	Secure volunteers, site, musicians, audio, tents and other needed equipment, costuming and supplies	Oct 2017 thru Dec 2017, Mar 2018 thru May 2018	Executive/Program Director		
6.3	Secure commitment from students and their parents to participate in showcase	Oct 2017, Mar 2018	Program Director, students and parents		
6.4	Sell ad space in program to be use for scholarships	Nov 2017, Apr 2018	Executive Director, parents and volunteers		
6.5	Develop and distribute marketing materials	Nov 2017, Apr 2018	Executive Director, parents and volunteers		
6.6	Orient all participants on the activities of the event and their roles.	Dec 2017, May 2018	Staff, students, parents and volunteers		
6.7	Hold event	Dec 2017, May 2018	Staff, students, parents and volunteers		
7.0	Evaluate program and process	Dec 2016 to Jun 2017	Program Director	GIA	90% of the students are satisfied with their participation in the program
7.1	Develop evaluation instrument for students and staff/volunteers to complete	Dec-17	Staff		
7.2	Distribute evaluation forms and consolidate results	Dec 2017, May 2018	Staff		
7.3	Develop program enhancements and share results with parents, board, funders	Jan 2017, Jun 2017	Staff		
8.0	Plan for summer class offering, 6 weeks 5 days/week, 3 hour class	Feb to May 2018	Executive/Program Director	Internal & GIA	At least 30 students are recruited for the first summer session of Ulu A'e Learning Center
8.1	Develop program curriculum to include hula, ukulele/mele, language, cultural site visits, native plants	Feb to Mar 2018	Program Director/ Kumu Hula, assistants, resource teachers		
8.2	Secure sites, supplies and resource teachers	Mar to Apr 2018	Program Director/ Kumu Hula, assistants, resource teachers		

Ulu A'e Learning Center
State of Hawaii Grant in Aid Proposal
Cultural AfterSchool and Summer Program

	Milestones/Task	Timeframe	Responsible	Funding source	Outcomes/Deliverables
8.3	Develop training schedule and classroom materials	Apr-18	Program Director/ Kumu Hula, assistants, resource teachers		
8.4	Develop and distribute marketing materials	Apr to May 2018	Staff, students, parents and volunteers		
8.5	Orient program assistants, resource instructors and volunteers	May-18	Staff, resource teachers, volunteers		
9.0	Recruit students	Apr to June 2018	Executive/Program Director	Schools, GIA	30 students will be recruited for program
9.1	Work with individual school community coordinators on development of parent flyers and distribution	Apr - May 2018	Program director, schools, parents, volunteers		
9.2	Distribute flyers to current students and parents	May 2018-Jun 2018	Program director, schools, parents, volunteers		
9.3	Register students, determine if qualified for scholarship	May to Jun 2018	staff		
10.0	Implement summer program	May thru Jul 2018	Staff, resource teachers, volunteers	GIA, QLCC	∞
11.0	Provide State agency with billings and required reporting	Jul 2017 thru Jun 2018	Program Director, Finance/Grants Admin	GIA	Billings and status reports done on a timely and accurate basis.
12.0	Evaluate program and process to enhance program and expand further for next school year.	May 2018-Jun 2018	Program Director	GIA	90% of the students in the program feel they learned at least one new cultural concept/skill.
12.1	Distribute evaluation instrument, consolidate results.	May-18	Staff		
12.2	Develop program enhancements and share results with parents, board, funders.	Jun-18	staff		

1. The **quality assurance and evaluation plans** for this request are included in the above work plan. Evaluation instruments will be enhanced for additional curriculum components and implemented with each program session. Input will be sought from students, parents, resource teachers, staff and volunteers. Results of the evaluation will be incorporated into future program plans and shared with funders as appropriate.

To assure the quality of the instruction, Ulu A'e will engage cultural expertise in delivering some of the additions to the program. In addition to the knowledge of Kumu Miki'ala, these cultural practitioners will be asked to share their knowledge with the students via mele and crafts during the additional afterschool days: Kalā Holden (kahu of Kapolei Hawaiian Civic Club), Shad Kane (historian, author and cultural advisor), Dalani Tanahy (kapa maker), Tuti Kanahale (former Ni'ihau resident and Hawaiian language teacher), Radley Rabut (lauhala weaver), Anu Anuheali'i (Pālehua ringer and chant practitioner).

Working with keiki, keeping both them and their parents engaged is a challenge. So input from both keiki and their families will be sought both formally and informally. Kumu Miki'ala will oversee and participate, as appropriate, in all the sessions assuring that the instruction is personalized and relevant and that every opportunity to include the entire family is pursued. In addition to the formal evaluation, the Kumu and her staff will use their observations and comments received from keiki, their parents and the cultural practitioners in enhancing the program along the way and with each subsequent session. These enhancements will be shared, as appropriate, with each of our funders.

Involving the family in the instruction of keiki adds to the personalization of the subject matter and its retention. The showcase at the close of the semester and the annual Chili Cook Off, which includes a showcase of student skills, provide opportunities for the entire family to be involved. Parents are encouraged to observe the classes, which provide opportunities for informal input on how the program is progressing.

2. The **measure(s) of effectiveness** are reflected in the work plan shown above. We estimate each of the three sessions (fall 2017, spring 2018 and summer 2018) will have 60, 60 and 30 students respectively.

A place based curriculum will be enhanced to include the additional day at each school. We will also develop a summer, Monday through Friday, curriculum for 2018.

We estimate that some 40% of the participants, about 60 students in total, will need some financial assistance to cover the tuition of \$5 per week (current estimate) for the fall and spring sessions and about \$300 for the summer session. Fees generated from the program will be used to cover scholarships and for operating expenses not covered by grant funds.

We will know we are effective, if we are able to attract the estimated number of students, extend our curriculum for a second day at each of the two schools and deliver a half day, five days a week summer program. Effectiveness will also be measured informally as students practice their new skills in the class and during the end of semester performances. We estimate

that at least 70% of the students will participate in the end of semester performance. And, we estimate that 80% of our evaluations provide a "good" report and we are able to use those evaluations to further enhance our curriculum.

III. Financial

Budget

1. The budget forms follow this proposal starting on page 17. A narrative explaining each of the line items is detailed below.

Personnel Costs:

Salaries: Salaries are based on the work plan and an estimate of the time required to accomplish each task. The Executive Director will also serve as the Program Director and Kumu Hula/instructor. Twenty percent of her time will be administering the program, developing the curriculum and securing the resources to implement the program: $.20 \times 70,000/\text{annum}/12 = \$14,000$. Forty percent of her time will be needed for program preparation and instruction time: $.40 \times 70,000/\text{annum} = \$28,000$. The two program assistants will each be .15 FTE $\times \$29,120/\text{annum} = \$8,736$. And the finance/grant person will allocate .25 FTE to the program at $\$48,000/\text{annum} = \$12,000$. Total salaries: $\$14,000 + \$28,000 + (\$8,736 \times 2) + \$12,000 = \$62,736$.

Payroll Taxes and Assessments are estimated at 7.65% FICA and Medicare + 2.0% for State Unemployment insurance + 1% for Temporary Disability Insurance + 1% for Worker's compensation for a total of 11.65% $\times \$62,736$ in salaries = $\$7,308.74$.

Benefits include just 2% for retirement savings $\times \$62,736 = \$1,254.72$. Medical insurance for the Executive Director at \$600 per month $\times .6$ FTE is estimated at \$4,320. Other positions are below the required hours for medical insurance. Total benefits of $\$1,254.72 + \$4,320 = \$5,574.72$

Insurance is estimated to remain the same as was paid this year at \$2,000 for liability and directors and officers insurance.

Lease/Rental of Equipment is required for the audio equipment at \$300 for each of the two ends of semester showcases: $\$300 \times 2 = \600 .

Lease/Rental of Space is estimated at \$100 per day for approximately 78 days of use during the fall and spring semesters and for the summer session. $78 \times \$100 = \$7,800$. Ulu A'e is in the process of securing office space and it is estimated to cost \$400 per month $\times 12 = \$4,800$. Rental for the two end of semester showcases is estimated at $\$800 \times 2 = \$1,600$ for a total of $\$7,800 + \$4,800 + \$1,600 = \$14,200$.

Staff Training: We anticipate a "train the trainer" workshop for Kumu and/or her program assistants at an estimated cost of \$1000.

Supplies: Office supplies: \$10/month X 12 months = \$1,200. Postage is estimated at \$30/month X 12 months or \$400. Program supplies are estimated at 150 students x \$30 workbooks/materials/costumes for performances (\$4,500) ; class refreshments at site visit dinners for 150 students at \$30 each = \$4,500 Tshirts for site visits for 150 students at \$8 each = \$1200. QLCC will provide funding for some of the meals and refreshments for a total of \$2500. Total supplies = \$1200 + 400 + \$4500+ \$4,500 + \$1200 = \$11,800 - \$2500= \$9,300.

Telecommunications: Cellphone services at \$100/month x 12months=\$1200 + \$60/month X 12 months = \$720 for internet services. Telecommunications = \$1200+\$720 = \$1920

Professional Services for tax and audit services is estimated at \$3000 and payroll services are estimated at \$32 per staff X 4 staff members X 12 months =\$1536 + \$3000 = \$4,536.

Profession services for cultural practitioners in ukulele, arts and crafts and cultural sites is estimated at \$150/class x 39 classes=\$5850.00. Emcees and musicians will be needed for each of the two end of semester showcases and are estimated to cost \$500 X 2 + \$2000 X 2 (respectively) for a total of \$5000. Total for cultural practitioners and performance support = \$5,850 + \$5000 = \$10,850.

Transportation: Includes mileage at \$50/month X 12 months = \$600 and at least 10 round trip buses for site visits beginning in Fall 2017: 10 X \$250=\$2,500 + 600= \$3,100.

Scholarships: We estimate that at least 40% of the students will require assistance with class fees. For the regular school sessions .4 X 120 students X \$5/week X 12 weeks = \$2,880. 40% of the 30 summer students may also require assistance with an estimated \$300 fee = .4 X 30 X \$300 = \$3,600. The estimated \$6,480 of scholarship funding will be sought from other funders and Ulu A'e internal fundraising efforts.

2. Anticipated quarterly funding requests for the fiscal year 2018:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$34,331	\$32,231	\$30,931	\$30,231	\$127,725

3. Possible sources of funding that we are seeking for fiscal year beginning in July 2017 include the City and County of Honolulu Grant in Aid, the James and Abigail Campbell Family Foundation, the Office of Hawaiian Affairs and Kamehameha Schools. Ulu A'e will also be researching private foundations for possible sources of funding and is working with its board to find/implement other sources of funds.

4. No state or federal tax credits have been granted to the organization.

5. The only state contract received to date is a grant from the Hawaii Tourism

Authority for \$25,000. A copy of their award letter is included in Attachment 4 and noted the government contracts table on page 21.

6. Unrestricted funding at the end of 2016 totaled \$8,181 and was generated from the annual Chili Cook-Off and the sale of tshirts and food items.

IV. Experience and Capability

As described above, Ulu A'e is a new nonprofit organization. It is supported by the experience and effort of Kumu Hula Miki'ala Lidstone, her students, parents and volunteers. The Kumu's resume is included in Attachment 5. In addition to her career as a secondary school teacher at Kapolei High School, Mikiala has spent her spare time establishing her hālau and training hundreds of elementary, middle and high school students in the intricacies of the Hawaiian culture. Tuition is often waived for those not able to pay but willing to commit to participate and learn. There are currently 120 students in the halau and 33 students in the Monday after school program.

Ulu A'e was recently awarded funding from the James and Abigail Campbell Family Foundation (Attachment 6) to support the establishment of the afterschool program. In addition to that funding the foundation has created a partnership with a number of cultural practitioners, including Kumu and the Lanikūhonua Institute, to deliver culturally based learning activities for local students at its Lanikūhonua facility. Miki'ala and her hālau have also participated in the foundation sponsored Lanikūhonua Hula Festival for the past seven years.

The Queen Lili'uokalani Children's Center (QLCC) has provided funding to the hālau and her afterschool program through a fiscal sponsor, Kapolei High School. Now that the nonprofit has been established, funding will come directly to Ulu A'e. A copy of the latest progress report to QLCC is included in Attachment 7 with a letter reflecting QLCC's commitment to the program.

B. Facilities

Ulu A'e Learning Center has had the good fortune of being able to access school facilities for its afterschool program. As the program expands we expect that the school may want to receive rental income to offset the cost of electricity and maintenance. A copy of the commitment from Kapolei Middle School is included in Attachment 3.

Ulu A'e is also in the process of securing office space in Kalaeloa and is working with the City to adopt the park area surrounding the hula mound in Kapolei. When secured, the bunker at the site will be refurbished and available for use by the program and other community groups.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Being a new organization, current staffing includes Kumu Hula, Miki'ala Lidstone and some part time program assistants. Miki'ala completed her training as a kumu hula in 2003 and established Hālau 'o Kaululaua'e, a hula school two years later. She instructs ages 5 to kūpuna in dance and mele, supervising a staff of five and dozens of volunteers. Kumu has been a Hawaiian language and English teacher at Kapolei High School since 2004. She earned her Master's Degree in Secondary Education from Chaminade University in Honolulu and a Bachelor's of Arts Degree in Philosophy from the University of Puget Sound in Tacoma Washington.

The part time program assistants are largely former students who have been trained in the hula and mele that will be part of the curriculum in the after school program. They also have experience in assisting with the instruction of keiki and classroom management.

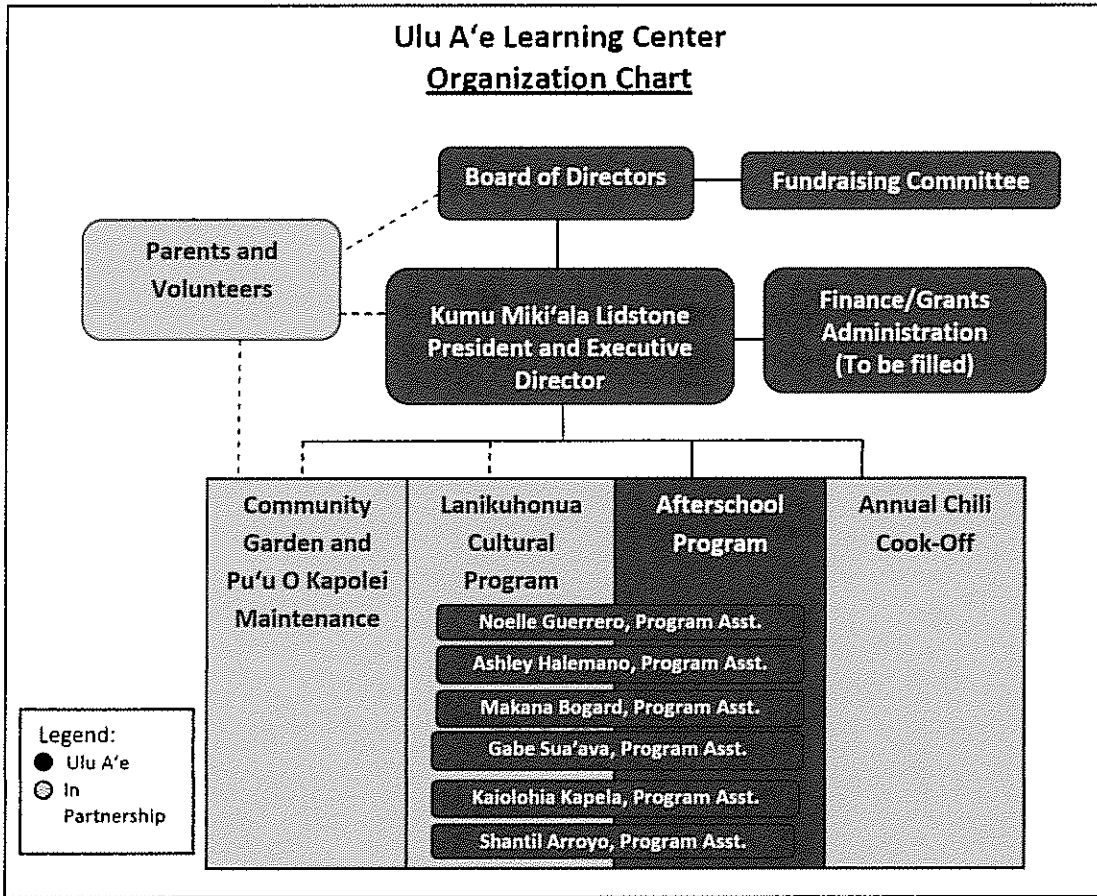
The Kumu Hula is supported by a dedicated group of parents and volunteers who have helped build this new nonprofit and have supported the organization with an annual Chili Cook Off fundraiser, family gatherings, and an annual hula showcase. Among the parents and volunteers are possible candidates to assist with the finances and grant administration that will be required. That position will be filled with the securing of funds for this program. Job descriptions are included in Attachment 8.

A listing of the current board members and their backgrounds is included in Attachment 9. The board members include community leaders and parents of students and former students. These parents and volunteers have organized food sales, sold ads in the annual showcase program and have done four annual Chili Cook Offs to raise money for scholarships and to start the nonprofit. The parents encouraged and assisted Kumu in creating Ulu A'e so they would be able to fundraise and expand their work with keiki in Kapolei. Ulu A'e was finally organized in mid 2014 and by the end of the year, an IRS 501(c) 3 designation was approved (Attachment 1).

In addition to dance lessons, the hālau (its students, parents and volunteers) has established a native garden through a partnership with Pioneer Farms and the Mālama Learning Center. Once a month, the hālau gathers in Kunia at the garden they created, Mālaola. They weed, plant, cultivate, gather and care for the area. Every month, natural materials are gathered from the garden and used to teach lei making, dye mixing, kaula stripping and more. The hālau has also partnered with 'Ahahui Siwila o Kapolei (Hawaiian civic club) and the City to steward and provide community cultural and history talk-story sessions at the hula mound in Kapolei. The 'Ahahui and hālau have also planted and maintain the native plants at the site of Pu'uokapolei.

B. Organization Chart

The proposed organization chart is shown below. Kumu Hula, Miki'ala Lidstone is accountable to her Board of Directors and is responsible for the day to day management of the organization. In addition to her role as the Executive Director, she is also, at this time, the program director and will provide instruction in the afterschool program.



Also assisting in the instruction of the students will be cultural practitioners as noted above. Parent and volunteers will also be engaged to assist with the program, principally the end of semester showcase, monthly excursions and family events.

As noted above there will be at least two program assistants engaged for this program to assist with instruction, showcase delivery, excursions and other activities. A finance/grants administrator will be hired on a part time basis to assist with the data and financial management required by the grant.

C. Compensation

As detailed in the budget tables, the annual salary for the Kumu Hula is \$70,000. She will be allocating 60% of her time to develop and implement this program. Program assistants will be hired on a part time, at an annual rate of \$29,120, approximately \$14.00 per hour. The finance/grants position will also be hired on a part time basis, .25 FTE at an annual rate of \$48,000 per year.

All of the board members participate in the organization on a volunteer basis and do not receive any compensation.

VI. Other

A. Litigation

There is no pending litigation.

B. Licensure or Accreditation

There are no licensure requirements for this program. However, the Kumu is a highly qualified teacher in the State of Hawaii and has completed the 'ūniki rituals required to have achieved the title of Kumu Hula.

C. Private Educational Institutions

This program will not provide support to any private educational institution.

D. Future Sustainability Plan

As a new nonprofit, the organization has been researching and applying for several possible sources of funding for this program. To date the organization has received funding from the James and Abigail Campbell Family Foundation (\$20,000), the Hawaiian Tourism Authority (\$25,000) and the Queen Liliuokalani Children's Center (\$5,000 annually). There are proposals pending with the City and County of Honolulu, Kamehameha School and the Office of Hawaiian Affairs. There are plans to submit proposals to the Administration for Native Americans and other private foundations.

The organization does generate some income from the fees from the program and fundraising. It is not enough, however, to support its entire program moving forward especially given the community it serves and barely enough to cover scholarships needed. The organization plans to continue to pass on native culture and language with families regardless of their financial ability to cover any fees.

The parents and students of Ulu A'e and the Hālau 'o Kaululaua'e have demonstrated their commitment to the sustainability of the new organization and the need to perpetuate native language and history in their community. Under the leadership of the Kumu, they have developed fundraising strategies like food sales at family events, their annual Chili Cook Off and program ad sales to build a program for their children to learn the practices of those who first settled here and the historic significance of their community. With additional community partnerships, they have reclaimed a historic piece of Kapolei and built a hula mound at Pu'uokapolei.

Ulu A'e, its leadership, students and parents, will continue to need the support of the community to further expand the after school opportunities for all keiki. As they continue to build their

program, they will need to continue to seek outside funding to pass on native cultural practices and maintain/reclaim the historic sites of their community, i.e. the heiau and bunker adjacent to the hula mound. And to perpetuate these practices and sites, they will continue to share them with their community and its visitors.

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

Please see Attachment 10.

The Declaration Statement of Applicants is included in Attachment 11.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Ulu A'e Learning Center

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	62,736			
2. Payroll Taxes & Assessments	7,309			
3. Fringe Benefits	5,575			
TOTAL PERSONNEL COST	75,619			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	2,000			
3. Lease/Rental of Equipment	600			
4. Lease/Rental of Space	14,200			
5. Staff Training	1,000			
6. Supplies	9,300			2,500
7. Telecommunication	1,920			
8. Utilities				
9. Contract Services	15,386			
10. Background and Drug Testing	200			
11. Transportation	3,100			
12. Scholarships				6,480
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	47,706			8,980
C. EQUIPMENT PURCHASES	4,400			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	127,725			8,980
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	127,725	Mary Shimizu (808) 226 0773		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[REDACTED]		
(d) Total Private/Other Funds Requested	8,980	Signature of Authorized Official Date		
TOTAL BUDGET	136,705	Miki'aia Lidstone, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Ulu A'e Learning Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer	1.00	\$2,700.00	\$ 2,700.00	2700
Printer	1	\$700.00	\$ 700.00	700
Desk and Task Chari	1	\$1,000.00	\$ 1,000.00	1000
			\$ -	
			\$ -	
TOTAL:	3		\$ 4,400.00	4,400
JUSTIFICATION/COMMENTS:				

19

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Ulu A'e Learning Center

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:	NA	NA	NA	NA	NA	NA
JUSTIFICATION/COMMENTS:						

20

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Ulu A'e Learning Center

Contracts Total: 25,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Kukula Ola Living Hawaiian Culture Program: Expansion of culture based afterschool program to two days at Kapolei Middle School and one at Mauka Lani Elementary School	1/1/2016 - 12/31/2016	Hawaii Tourism Authority	State	25,000
2					
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21



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 23 2014

Employer Identification Number:

DLN:

17053233321034

Contact Person:

TYRONE THOMAS

ID# 95646

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

509(a)(2)

Form 990 Required:

Yes

Effective Date of Exemption:

August 13, 2014

Contribution Deductibility:

Yes

Addendum Applies:

No

ULU A E LEARNING CENTER
C/O MIKI ALA KANEAO
PO BOX 780646
KAPOLEI, HI 96707

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

Letter 947



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KAPOLEI HIGH SCHOOL
91-5007 KAPOLEI PARKWAY
KAPOLEI, HAWAII 96707
Phone: (808) 305-8000
Fax: (808) 692-8255

Attachment 2
Kapolei High

August 14, 2015

Aloha mai e James and Abigail Campbell Family Foundation:

Mahalo for the invitation to attend today's board meeting. I'm honored to have been asked to attend and was looking forward to hearing Miki'ala's presentation. Unfortunately, my principal meeting today is scheduled for the same time.

I've known Miki'ala Kanekoa for the past 12 years through her work as an English and Hawaiian language teacher at Kapolei High School and also through her work with her hula school, Hālau 'o Kaululau'a'e.

Miki'ala's new endeavor to start an after school culture program through her newly formed non-profit, the Ulu A'e Learning Center, is an exciting venture for her and one that I support. I've seen great things from Miki'ala over the years. She runs a brilliant and thriving hula program. She takes our high school students to the elementary school to deliver culture and language lessons. She works hard at fundraising for her students and is active in the community often volunteering or performing for our school and community events.

Her new program is in its beginning stages, and because of that I know she needs funds to plan, pilot and execute her program. I also know that her program fills a need in our community for after school programming at our middle school and elementary schools. The added cultural component that she will provide is a plus. And if anyone can deliver culture in a unique and engaging manner, it's Miki'ala.

Mahalo for taking the time to listen to her presentation. I know that any funding you provide will be used prudently. She has my unwavering support.

Please don't hesitate to contact me if you have any questions: (808) 478-1140.

Me ka 'oia'i'o,



Elden Esmeralda

DAVID Y. IGE
GOVERNOR



Applicant: Ulu A'e Learning Center

KATHRYN MATAYOSHI
SUPERINTENDENT

State of Hawaii
Department of Education
Kapolei Middle School

91-5335 Kapolei Parkway
Kapolei, Hawaii 96707
Phone: (808) 693-7025 Fax: (808) 693-7030

October 20, 2015

Aloha Miki'ala:

Kapolei Middle School is pleased to have the opportunity to provide after school classroom space for the Ulu A'e Learning Center's Monday and Tuesday after school classes. We have provided classroom space for the Monday hula instruction and will commit to an additional day, Tuesday, during this school year.

The Kapolei community is in need of after school programs. Ulu A'e's approach helps our students, not only learn the dance of the native Hawaiian culture, but the history of our community as told through songs, stories and other activities. This furthers the students' sense of community, instilling in them an intrinsic pride and stewardship to the place they are growing up in.

Mehala



Terry Bunkley
Parent-Community Networking Center (PCNC) Facilitator
Kapolei Middle School
(808) 693-7025 ext. 236
Terry_Bunkley@notes.k12.hi.us

Attachment 3
Kapolei Middle



December 30, 2015

Mikiala Kanekoa
Executive Director
Ulu A'e Learning Center
1120 Kakala Street, #503
Kapolei, HI 96707

Dear Ms. Kanekoa:

On behalf of the Hawaii Tourism Authority (HTA) and the Hawaii Community Foundation (HCF), we are pleased to inform you that an award from the *Hawaii Tourism Authority's Kūkulu Ola Living Hawaiian Culture Program* has been awarded to your organization. We are excited about your project and believe it is the kind of work that can help to make a difference in Hawaii.

Award ID#: 15ADV-77650

Award Amount: \$25,000.00

HCF Fund: Hawaii Tourism Authority Fund

Award Purpose: Ulu A'e After School Program

Award Period: 01/01/2016 - 12/31/2016

Report Deadlines (Progress/Final):

- 7/31/2016 - Progress Report Due
- 1/31/2017 - Final Report Due

Please read the following award terms carefully:

Purpose:

- Awardee has been approved for an award in the amount stated above. If you are not able to proceed and complete your project based on this award, please contact HCF staff immediately.
- Any changes to the nature of the activities for which these funds were awarded must be approved via email/in writing before the award may be expended.
- If the organization project lead or contact person for the HTA/HCF award changes, we request that you notify HCF via email of the change and provide us with the new project lead or contact person's information.
- If you are awarded an amount that is less than the original amount requested in your application to HTA/HCF, we ask that you amend your original budget to allow for implementation of project/program with awarded funds and submit this amended budget with your Progress Report (due mid-year) to HCF. Funds awarded must be used for original award purpose.

Reporting:

- Awardee will submit a required Progress Report (due mid-year) and Final Report (due one-month after the award end date). In addition to the Progress Report and Final Report, awardees must include a Financial Expenditure report for all activities held within the project period.
- Reporting Guidelines for progress/final reports will be provided by HCF prior to the deadlines.



AUTHORITY

HAWAII COMMUNITY FOUNDATION

- Report due dates are indicated above. Please contact HCF if you cannot submit the report by this date.
- *The timeliness and quality of your reports will be considered in future HTA/HCF requests. Organizations funded by HCF with overdue reports are not eligible to apply for future HCF funding.*

Site Visit: HCF/HTA staff and/or advisory group members may visit your project site at some point during the award period. By visiting your project, we can see in person the good work you are accomplishing for the community. If we conduct a visit, we will contact you ahead of time to schedule a site visit with your organization.

Unexpended Funds and Extensions:

- You must notify HCF of any unexpended funds at the end of the award period, or if (i) your organization has not performed in accordance with this agreement, (ii) your organization changes or loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (this does not apply to Government awardees), or (iii) your organization materially changes its programs, activities or mission.
- Any request to extend the period of this award must be via email/in writing and submitted no later than thirty (30) calendar days before the award expires. Please contact HCF staff to request a no-cost extension to your award and put your award ID number in the subject line. HCF reserves the right to deny a request for extension of the award period.

Publicity: Should you publicize your project, we appreciate that you include information about the receipt of this HTA award. Please send a copy of any articles, videotaped television coverage, annual reports, or similar publications to the HCF Communications Team. For more information on publicizing your HCF award, please contact Lynelle Marble at 808-566-5564 or lm Marble@hcf-hawaii.org.

By cashing the enclosed check, you thereby accept and agree to follow the above award terms.

Should you have any questions, please feel free to contact Larissa Kick of HCF at 808-537-6333 or lkick@hcf-hawaii.org. We wish you great success and look forward to hearing about your project.

Sincerely,

George Szigeti
President and CEO
Hawaii Tourism Authority

Kelvin Taketa
President and CEO
Hawaii Community Foundation

Enclosures

MIKI'ALA M. LIDSTONE

1120 Kakala Street #503
Kapolei, Hawai'i 96707
kaululauae@gmail.com
(808) 864-0013

Applicant: Ulu A'e Learning Center

EDUCATION Masters Degree in Secondary Education
Chaminade University of Honolulu, HI
Bachelor of Arts in Philosophy
University of Puget Sound, Tacoma, WA

WORK EXPERIENCE Executive Director, December 2014 - present
Ulu A'e Learning Center, Kapolei, HI
Manages and directs culture-based programs in the Kapolei/Makakilo community which includes an after school program in the middle school and elementary schools. Is responsible for the stewardship of the hula mound and garden at the Kapolei Regional Park.

Secondary Education Teacher, December 2004 - present
Kapolei High School, Honolulu, HI
Teaches Hawaiian Language and English courses: British and Pacific and Asian Literature, Expository and Creative Writing. Adapts all content according to the Hawaii Teaching Content Standards. Works closely with other teachers, advisers, counselors, and parents.

Kumu Hula, May 2005 - present
Hālau 'o Kaululaua'e, Kapolei, HI
Manages and runs Hālau 'o Kaululaua'e, a hula school. Teaches ages 5 to kūpuna. Coordinates fundraisers, concerts, and parent events. Develops curriculum and manages a staff of three and dozens of volunteers.

Youth Outreach Coordinator, February 2002 - November 2003
Central Union Church, Honolulu, HI
Facilitated the SMART Moves substance abuse and teen pregnancy prevention program at Central Union Church (CUC) and various public schools. Recruited and supervised program participants and volunteers. Monitored program expenditures within assigned budget and prepare written reports of program activities.

Program Coordinator, February 2001 - December 2001
YWCA of O'ahu, Honolulu, HI
Coordinated a culinary arts program for low-income and at-risk students. Developed a curriculum for classroom and on the job training. Hired all instructional staff. Recruited all students for the program and restaurant partners. Processed employment and payroll forms for students and instructors. Managed all required documents for funders. Assisted in budget management. Developed a monthly budget management report for the President of the YWCA. Managed one assistant.

Sales Manager, May 1999 - 2001
'Aha Pūnana Leo, Hilo, HI
Managed the distribution and sales of Hawaiian language materials to schools, wholesalers, and retail customers. Responsible for the accounts receivable, accounts payable, and purchasing functions for the Print Media division. Worked in a Hawaiian language speaking environment. Responsible for one assistant.

OTHER EXPERIENCE Paraprofessional and Consultant, Fall 2002 - Summer 2003
Keiki O Ka 'Āina Preschool (HIPPIY Program)

Senior Intern For Senator Daniel K. Akaka of Hawai'i, summer 1998
Senate Hart Building, Washington D.C.

Dolphin Trainer, Narrator, and Swimmer, May 1994 - September 1997, Summer 1997
Sea Life Park Hawai'i, Waimanalo, HI

SKILLS Culture: Hawaiian language, chant, and hana hei (Hawaiian string figures)
Technology: Microsoft Word, Excel, PowerPoint, Publisher and QuickBooks

September 3, 2015

Ms. Miki'ala M. Kanekoa
President and Executive Director
Ulu A'e Learning Center
1120 Kakala Street, #503
Kapolei, HI 96707

Dear Miki'ala:

The James & Abigail Campbell Family Foundation ("Family Foundation") is pleased to enclose its grant check in the amount of \$20,000 to Ulu A'e Learning Center for Program Support. We would appreciate a report on the use of the funds by March 31, 2016.

The Family Foundation is funded by individual members of the Campbell family and any acknowledgement of this grant should be made to the "James & Abigail Campbell Family Foundation." Please call me at (808) 674-3167 if you have any questions regarding this grant.

We are grateful for the opportunity to be of assistance to your program.

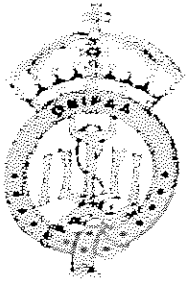


D. Keola Lloyd
Grants Manager/Assistant Secretary



cc: Elden Esmeralda

Enclosure
(check no. 003815)



QUEEN LILI'UOKALANI CHILDREN'S CENTER Application Number Learning Center

QUEEN LILI'UOKALANI TRUST

ADMINISTRATION
1300 HALONA STREET HONOLULU HI 96817
PHONE (808) 471-1302 FAX (808) 841-0512

Aloha!

We will be making payment to you on behalf of one or more of our beneficiaries. In compliance with federal and state regulations, we have enclosed Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification. Please complete the form and return it to us at:

Queen Liliuokalani Children's Center
1300 Halona Street
Honolulu, Hawaii 96817
Attention: Fiscal Department

If you are an entity with a federal employer identification number (EIN), please fill in that number. If you do not have a federal EIN, fill in your social security number.

Although there is no box for the state ID number, fill in your general excise tax number in the List account numbers here (optional) box.

If you have any questions, please call me at (808) 847-1302.

Mahalo!

Sincerely,
Dennis E. Fern
Fiscal Manager
Enclosure

Attachment 7
OLCC



Mission

The Ulu A 'e Learning center's mission is to empower and enrich lives through programs that develop skills, build confidence and promote healthy relationships based on Hawaiian values and customs.

After School Learning Program

One of the goals of Ulu A'e is to provide an engaging learning environment that builds skills and confidence in children and youth during non-school hours.

During this time students develop skills in coordination as well as an appreciation for movement through dance and exercise. Before the learning of dance occurs, every class begins with a routine of students stretching while counting out each stretching segment in Hawaiian.



The process of stretching and rhythmic counting gives students the opportunity to clear their minds and begin to focus. This is key is cultural learning. In order to take in knowledge, students must *ho'omākaukau*, prepared themselves to do so. Our goal is that students value this process so much that they *ho'omākaukau iho*, self-prepare themselves in every learning situation they encounter, in our program and out of it.

Each class consists of this sort of routine. In unison, students stretch, then proceed to a patterned routine of practicing their basic hula steps. Afterwards, students run through chanting exercises using their voice.

The chanting process is a challenging one for our youth. Most are reluctant to utter Hawaiian words due to lack of knowledge and fear of making a mistake. Through our routine and scaffolding of words and phrases, students begin to build confidence in their ability to speak and understand Hawaiian. Hence, each time a student does a *kāhea* or chants a line, she gets more and more confident in her abilities.



At the end of each session, students present what they've learned to family and friends in a *hō'ike*. The act of presenting their knowledge validates their learning and makes their presentation a living and thriving art form.

Accomplishments

During the eleven weeks of our session, students learned one chant, two hula kahiko and one hula 'auana. Embedded in each lesson was background on the history of the mele including lessons in important Hawaiian words and phrases related to each mele.

Below is a description of what they learned.

Name	Type	Description
Kū Ha'aheo O Kapolei	chant	<p>Kū Ha'aheo is a chant about the moku of Ewa including our ahupua'a, Honouliuli and our kuahiwi, Ka'ala. The chant that starts in Kapolei, the place where we learn and grow. Our pride for who we are and where we come from is evident in this chant and transcends into the hula that enlightens and inspires us.</p> <p>When asked what the name of our mountain range is, not one student knew the answer. By the end of our 14 class session every student could identify our mountain range as Mount Ka'ala.</p>
Hele Mele No ka Wai	hula kahiko, noho, kala'au	<p>In 1994, kumu hula Olga Kalama wrote this mele at Pu'u o Kapolei. The hula celebrates the life giving qualities of water. Students reflected on the life cycle of water and learned the various Hawaiian words for water sources.</p>
Lili'u ē	hula kahiko standing 'olapa	<p>Lili'u ē is a hula ali'i for Lili'uokalani. In learning this hula, students learned about the extraordinary life of our last reigning queen. They also learned the Hawaiian words for the parts of the body as the mele poetically refers to the queen's po'o, maka, papalina, po'ohiwi, poli, kuli and wāwae.</p>
Kalena Kai	hula 'auana	<p>It's important for our youth to know the stories and poetry related to the places where they live. None of the students knew that there was a bathhouse named Kalena for our ali'i located near Lihu'e, where Schofield barracks is today. Through this hula students learned about Kalena and used their imaginations to envision what it must have been like for our ali'i to travel to this side of the island to bathe. They also learned more geography relating to place names.</p>

Duration

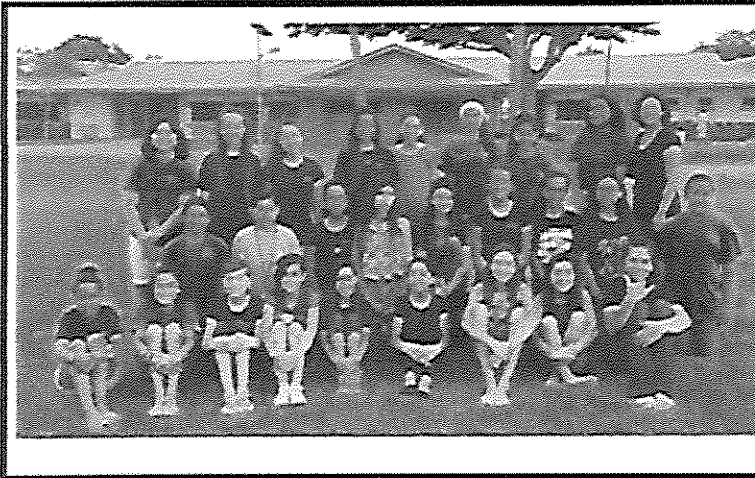
Our program started on July 27 and ended on October 17. Classes were held every Monday from 2:45 PM – 4 PM.

Enrollment began with 27 students and quickly grew to 33 students. On the last day of class, 14 students were present. Our minimum attendance was 25 students attending each day.

Applicant: Ulu A'e Learning Center



* The reason for the low attendance on the last day had to do with a change in track. Students who found themselves suddenly off track either couldn't get a ride to school or neglected to remember.



Students on the first day of class.

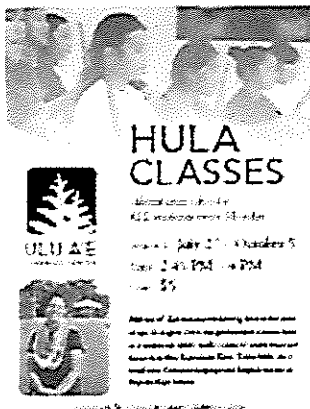


Students on the last day of class.

Next Steps

We'd like to continue our work at Kapolei Middle School and start session II in November. We'd also like to expand to Mauka Lani Elementary school and begin a session with the keiki.

Recruitment Flyer



POSITION TITLE: Program Director

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

PRIMARY PURPOSE:

The Program Director is responsible for directing day-to-day program operations, developing and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives. The Program Director is also responsible for making programmatic as well as administrative recommendations to the Executive Director in accordance with the organization/program goals and objectives. The Program Director is responsible to the Executive Director.

ESSENTIAL DUTIES:

- Responsible for developing and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives.
- Supervises the program staff of the program, evaluates workers' performance, and makes recommendations for personnel actions to the Executive Director.
- Is responsible for quality assurance in the program's service delivery.
- Is responsible for overall productivity of the program to meet budget and available industry standards.
- Is responsible for continuity of service in the provision of program quality, special events and community outreach, and coordinates communication with other service components of the Organization and outside organizations involved with Organization customers.
- Is responsible for making programmatic as well as administrative recommendations in order to attain Organization goals and objectives.
- May be responsible for providing instruction for program participants.
- Adheres to the Organization's policies and procedures.
- Performs additional related duties as assigned by the Executive Director.
- Serves on Organization committees, working groups, and other bodies as assigned.

Preferred Skills

- Three to four years of program management experience.
- Good communications skills, both written and verbal.
- PC skills including spreadsheet and word processing.

POSITION TITLE: Cultural Practitioner – Kumu Hula

CLASSIFICATION: Exempt

REPORTS TO: Program Director

PRIMARY PURPOSE:

The Instructor/Kumu Hula is accountable to the Executive Director for the effective instruction of hula and related Hawaiian language components to program participants.

ESSENTIAL DUTIES:

- o Develops and delivers instruction in hula, related Hawaiian language components to program participants.
- o Uses best practices, most effective strategies to assure students learn the components of the dance and underlying values.
- o Effectively supervises groups of students
- o Develops and executes procedures and reporting to track student performance and other elements of instruction as required.
- o Works with other program staff to assure the effective and quality delivery of program services.
- o Provides cultural insight to the organization as requested and required.
- o Models Hawaiian values and customs for program participants, staff and partners in the delivery of program.
- o Monitors and maintains program budget as required.

Preferred Skills

- o Two to three years experience in delivering hula instruction.
- o Trained and certified to provide hula instruction.
- o PC skills in Microsoft Excel and Word

POSITION TITLE: Program Assistant

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

PRIMARY PURPOSE:

The Program Assistant is accountable to the Executive Director for development, implementation and delivery of quality program services including: development of program materials, scheduling and providing training, assessing additional needs of participants, maintaining partnerships and collaborations to maximize resources for the participants.

ESSENTIAL DUTIES:

- o Participate in the development and maintenance of program work plans and assist in determining resource requirements that will promote best practices and services to participants.
- o Develop and prepare program materials, documents and works community resources for training.
- o Assists in recruiting and screening of program participants.
- o Monitors projects/classes to identify strengths and weaknesses to enhance delivery.
- o Assists in instruction of participants.
- o Refers participants to program director/instructor or additional resources as applicable.
- o Assures program is delivered to specifications.
- o Assists in preparing regular and special reports as required.

Preferred Skills

- o Two to three years experience in program delivery.
- o Ability to problem solve and communicate with families served.
- o Good verbal and written skills.
- o Personal computer skills in spreadsheet and word processing.

POSITION TITLE: Bookkeeping/Grants Administrator

CLASSIFICATION: Exempt

REPORTS TO: Executive Director

PRIMARY PURPOSE:

The Finance/Grants Administrator is accountable to the Executive Director for the accurate maintenance of the organization's financial systems.

ESSENTIAL DUTIES:

- Develops organization's financial plan and budget. Assures compliance with financial reporting by company, funding source and/or programs.
- Assists in the development of grants and assures compliance with awarded contract requirements.
- Works with internal and external partners to assure financial transactions associated with the organization, including payroll, are accurate and complete.
- Assures timely filing of appropriate payroll tax information with IRS and the State of Hawaii. Interfaces and provides external accountant with proper information for the filing of income/other tax forms and annual audit.
- Reviews organizational performance to budget and makes recommendations to the Executive Director to assure compliance with the budget or securing additional funding.
- Works with Executive Director to develop and maintain strategic, business, operational and marketing plans.
- Develops systems/forms for day to day operations and to monitor established results/outcomes.
- Provides timely reporting to the Executive Director and Board on performance to budget and established results/outcomes.

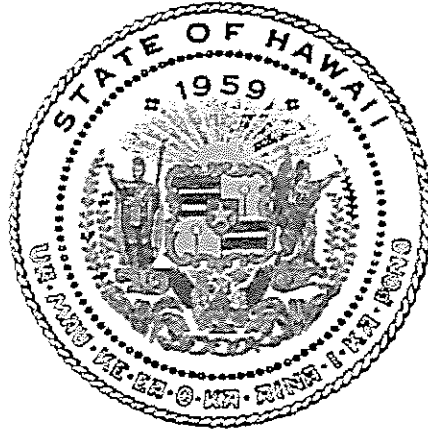
Preferred Skills

- Bachelor's degree in accounting, finance or equivalent work experience.
- Two to three years experience in working with grants, in particular performance reporting to budget and results/outcomes.

Ulu A'e Learning Center

Board of Directors

<p>Miki'ala M. Lidstone <i>President</i> Executive Director, Ulu A'e Learning Center Teacher, Kapolei High School Kumu hula, Hālau 'o Kaululaua'e</p>	<p>1120 Kakala Street #503 Kapolei, HI 96707 (808) 864-0013 uluaelearningcenter@gmail.com</p>
<p>Makanani Anuheali'i <i>Vice President</i> Volunteer Coordinator/Nursery Manager, Friends of Honouliuli</p>	<p>92-603 Aoloko Street Kapolei, HI 96707 (808) 349-9888 mkamohalii@yahoo.com</p>
<p>Jamie Barut <i>Secretary</i> Director of Charter Operations, Polynesian Adventure Tours</p>	<p>92-1038 Makakilo Drive #13 Kapolei, HI 96707 (808) 479-4276 Jamie@polyad.com</p>
<p>Monte M. McComber II <i>Treasurer</i> Cultural Director, Royal Hawaiian Center</p>	<p>91-207 Waikoloa Street Kapolei, HI 96707 (808) 371-3051 momccomb@gmail.com</p>
<p>Glenn Mayeda <i>Board Member</i> Counselor, Ka Waihona o Ka Na'auao</p>	<p>91-1011 Peekaua Street Kapolei, HI 96707 (808) 371-8109 glennmayedajr@gmail.com</p>



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

ULU A'E LEARNING CENTER

was incorporated under the laws of Hawaii on 08/13/2014 ; 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 12, 2017

Director of Commerce and Consumer Affairs

