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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: travel2change
Dba: travel2change
Street Address: 1450 Ala Moana Bl, #2230A, Honolulu, HI 96814
Mailing Address: 1450 Ala Moana Bl, #2230A, Honolulu, HI 96814

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DANIEL LOFFARELLI
Title Board Member, Treasurer
Phone # (818) 726-7548
Fax # (808) 942-8821
E-mail dusty@travel2change.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:

EMPOWERING LOCAL COMMUNITIES FOR CULTURAL AND ENVIRONMENTAL RESILIENCE

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 457,366

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 \$ 4000



DANIEL LOFFARELLI
NAME & TITLE

4-JANUARY 2017
DATE SIGNED

Application for Grants

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

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Travel2change is a Honolulu--based 501(c)(3) nonprofit organization. Since 2011, we have engaged stakeholders as a catalyst for creating positive environmental and social impacts. We empower local organizations throughout Oahu who host volunteer projects that foster environmental resilience.

2. The goals and objectives related to the request;

Our goal is to empower local nonprofit hosts who create cultural and environmental resilience by:

- raising awareness of their causes
- recruiting new volunteers through channels outside their group members
- offering tools to coordinate their volunteers

We aim to enable volunteers by:

- streamlining the activity sign up process
- turning volunteering into a compelling activity
- provide logistical support

3. The public purpose and need to be served;

We identified the needs of hosts and their volunteers by:

- Interacting with hosts during community work days (more than 800 hours since 2015)
- Interviewing hosts to understand their needs in 2016 (n=14)
- Using web analytics tracking the number and demographics of website visitors and volunteers (n=25,000 website visitors)
- Interacting with volunteers during community work days (greater than 1500 volunteers since 2015)

- Survey of potential volunteers among UH, HPU and KCC students (n=200)

Host needs: travel2change hosts are organizations who conduct environmental resilience projects. Their priorities include the:

A: Need for more exposure: While nonprofits with a mission to preserve Hawaii's resources are experts in conservation issues, their limited resources for outreach often hamper their success. They often lack resources and expertise for web design, professional photography or other promotion mechanisms.

B: Need for more volunteers: The primary source of volunteers is the immediate community of the nonprofits. They struggle to identify new and more volunteers.

C: Need to coordinate volunteers: Managing volunteers takes various resources and the tools to coordinate volunteers effectively and efficiently are not readily available.

Volunteer needs: travel2change volunteers are participants who join hosts' efforts to preserve the environment. Their needs include the:

D: Need for a simple way for volunteers to find and sign up for activities: Potential volunteers struggle with quick and easy ways to find opportunities that fit their schedule and interests. Information online can be fragmented, and signing up is often complicated and time-consuming.

E: Need for a compelling experience: Many volunteers join activities only one time or join out of duty to fulfill service hour requirements. To encourage repeat participation, the experience they get out of volunteer activities should be compelling rather than merely volunteer work. This would intrinsically motivate volunteers to join on an ongoing basis.

F: Need for logistical support: Many volunteers, especially those from lower income areas, have limited access to transportation. Environmental resilience project sites are often in remote areas that are difficult to access by public transportation.

By introducing our current hosts who facilitate community service projects, we identify the problems that affect low to moderate--income households in the communities they serve. By bridging the gap between them, travel2change enables more volunteers to join activities, which ultimately increases the positive environmental impact of these projects. Our engagement addresses the needs of hosts and volunteers that we have identified:

- A) Exposure; B) Involvement; C) Coordination; D) Enrollment; E) Inspiration;
F) Logistics

Water quality improvement

Hui o Ko'olaupoko is a nonprofit that works to improve water quality in the Ko'olaupoko region. At Hakipu'u and He'eia Stream projects, volunteers remove invasive species and

reforest with native Hawaiian plants to reduce the amount of sediment entering streams that would ultimately flow into the ocean. Composting on site aids in weed suppression, limits erosion and adds nutrients to the soil to prepare for planting during monthly volunteer workdays. Water quality is improved by increasing habitat for native aquatic animals on a multi-acre site dominated by nonnative species including mangrove and hau bush that encroaches on stream corridors and makes parts of it nearly impassable.

Land protection

North Shore Community Land Trust is a nonprofit that protects, stewards, and enhances the natural landscapes, cultural heritage, and rural character of ahupua'a from Kahuku point to Ka'ena. The project involves conservation of forested hillsides and coastal farms, naupaka-shaded beaches and coconut groves, grassy meadows and wind-swept vistas. Kahuku Point is one the few remaining places on Oahu with intact coastal strand habitat that includes Ohai (*Sesbania tomentosa*), yellow-faced bees (*Hylaeus anthracinus*), monk seals (*Monachus schauinslandi*, including a female who pups there yearly), and nesting sea turtles (both Hawksbill, *Eretmochelys imbricata* and Green, *Chelonia mydas*). The project is a volunteer-based effort that focuses on an enhanced coastal ecosystem and increased community understanding of the region's valuable coastal resources.

Sustainability education

Kualoa Education Center fosters preservation of the agriculture and conservation--zoned land of Kualoa Ranch. By providing volunteer opportunities on its 3,850--acre property, Kualoa's owners and employees work toward a shared goal of environmental preservation and sustainability. Removing invasive species is a vital part of helping natural inhabitants thrive. Volunteers who participate in this ongoing project learn about the area's Hawaiian history and current operations.

Land restoration

Kama'aina Kids / Holokai Adventure conducts land stewardship of He'eia State Park and Kaneohe Bay. Volunteers work on their native habitat restoration project. Kama'aina Kids is a nonprofit that serves children and families by providing ongoing quality education and enrichment programs to help build a sense of community and environment.

4. Describe the target population to be served; and

Our target population to be served includes hosts who offer environmental service projects and volunteers who join them, as mentioned above. We aim to reach out to individuals in our island communities including, students and military members and those in need of service hours; and travelers, including kama'aina, seeking voluntourism.

5. Describe the geographic coverage.

We currently serve multiple locations on Oahu. With this grant, we intend to expand our outreach and support to neighbor islands and continue our expansion on Oahu.

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;

This grant activity gives travel2change the greatest opportunity to not only serve the areas in which we currently have partnerships, but also develop new partnerships in other communities where the needs are greatest throughout Oahu.

Travel2change chose this grant to further the reach of our mission of connecting individuals with activities that support community based environmental service projects. The grant will enable us to reach out to low and medium income community members, by inspiring, educating and empowering them to preserve and improve the environment, which will in turn reward them with compelling experiences.

The grant will also empower us to amplify the impact of nonprofits. We provide the hosts with a means to achieve their goals more effectively and efficiently, allowing them more time to focus on their mission.

The grant will allow volunteers with greater ease of access volunteer activities with the use of our two-sided online platform, transportation options, plus tools and refreshments to add value and increase the frequency and meaningfulness of volunteering. It will also provide a means of fulfilling service hours required by schools and other organizations.

A: Exposure

- offer marketing support
- provide photography service

B: Involvement

- provide ease of booking for volunteers
- promote activities within community and across communities on Oahu
- encourage visitors to support local community by volunteering

C: Coordination

- simplify volunteer management
- email notification to automate reminders
- build database of volunteers for each host
- reach out to communities

D: Enrollment

- develop a function to search and filter opportunities that fit volunteer's schedule and interests

E: Inspiration

- turn service projects into compelling activities that are easy to join, rewarding, fun, and well-timed
- engage hosts in training workshops
- arrange host networking opportunities
- develop incentive program to encourage repeat participation
- build ambassador team to welcome participants
- arrange corporate outreach events

F: Logistics

- add a transportation component to serve the needs of all income levels

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

First Quarter: 1-July – 30-September

A: Exposure

- 2 new activities added to our website
- 3 activities documented by a professional photographer
- 3 activities featured with fresh marketing outreach

B: Involvement

- 3 host profiles enhanced on platform (to improve conversion rates)
- half of all social media postings adapted to holiday giving season

C: Coordination

- 3 activities boosted to add items (e.g., digital waivers)
- 4 outreach sessions to engage community groups/high schools (incl. principals and Parent Teacher Student Associations) and inform about service project opportunities
- impact assessment modules developed

D: Enrollment

- 675 volunteer signups

E: Inspiration

- 1 host training workshop (engage hosts to improve their activity)
- 1 networking event (increase number of hosts)
- 3 new ambassadors added (welcome participants, cross promote other volunteer activities and ensure positive experience)
- 3 marketing workshops (list/improve host presence on website)
- 4 business networking events to add sponsors
- 2 corporate sponsors added to incentivize participation

F: Logistics

- 4 activities receive transportation
- 83 rides provided by guide/driver
- 736 volunteers receive ride to project sites
- snacks/lunch/hydration bottles provided to volunteers

Second Quarter: 1-October – 31-December

A: Exposure

- 1 new activities added to our website
- 3 activities documented by photographer
- 3 activities featured with fresh marketing

B: Involvement

- 3 host profiles enhanced
- social media postings feature new activities

C: Coordination

- 3 projects receive fresh copy editing
- 4 community outreach sessions
- surveys evaluated/improved
- impact modules refined

D: Enrollment

- 675 volunteer signups including:
- 175 repeat participants aggregated to 40% over the grant period
- 175 t--shirts to repeat volunteers

E: Inspiration

- 1 host training workshops
- 1 host networking events
- 1 new ambassadors added (receive promotional items)
- 3 host project marketing workshops
- 4 business networking events
- 1 new sponsors engaged

F: Logistics

- 3 service projects receive transportation
- 82 rides provided by guide/driver
- 614 volunteers driven to service sites
- snacks/lunch/hydration bottles to volunteers

Third Quarter: 1-January – 31-March

A: Exposure

- 2 new activities added to our website
- 3 activities documented by photographer
- 3 activities featured with fresh marketing

B: Involvement

- 3 host profiles enhanced
- social media postings feature new activities

C: Coordination

- 3 projects receive fresh copy editing
- 4 community outreach sessions
- surveys evaluated/improved
- impact modules refined

D: Enrollment

- 675 volunteer signups including:
- 175 repeat participants aggregated to 40% over the grant period
- 175 t--shirts to repeat volunteers

E: Inspiration

- 1 host training workshops
- 1 host networking events
- 2 new ambassadors added (receive promotional items)
- 3 host project marketing workshops
- 4 business networking events
- 1 new sponsors engaged

F: Logistics

- 3 service projects receive transportation
- 82 rides provided by guide/driver
- 614 volunteers driven to service sites
- snacks/lunch/hydration bottles to volunteers

Fourth Quarter: 1-April – 30-June

A: Exposure

- 1 activity added
- 2 activities photographed
- 2 new marketing initiatives

B: Involvement

- 2 host profiles created
- monthly blog posts initiated

C: Coordination

- 3 activity descriptions refreshed
- 4 community outreach sessions
- survey results shared

D: Enrollment

- 675 volunteer signups (270 repeat or cross--promoted participants from another svc. project)

E: Inspiration

- 1 host training workshop
- 1 host networking event
- 3 marketing workshops
- 2 new ambassadors
- 4 corporate events
- 2 new sponsors

F: Logistics

- 4 activity sites receive transport
- 83 rides provided
- 736 volunteers receive a ride
- snacks/lunch/hydration bottles to volunteers

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

Outcomes: all new and existing volunteer service projects will receive:

A. Exposure

- marketing: create multimedia packages tailored to each host which include:
 - frequent postings on our social media channels
 - print materials such as rack cards and flyers
 - ad placement and other published materials such as articles and blogs
 - promotional items such as reusable water bottles and t--shirts
 - support: furnish a professional photographer to create fresh images of each activity to build attractive listings, and aid our marketing efforts
- hosts: identify new hosts by engaging our team to volunteer and discover new opportunities
- copy edits: compose compelling listings to build hosts' profiles

- workshops: engage hosts to improve activities and create new ones

B. Involvement

- volunteer signups: offer user--friendly online platform that is continually updated

C. Coordination

- outreach: present to community groups and schools (including school principals and Parent Teacher Student Associations), as well as securing a presence at fairs and conventions
- volunteer hours: offer efficiencies that enable increased productivity such as digitized liability waivers and automated notification features to simplify volunteer management
- surveys: produce questionnaires distributed onsite and online to gauge opportunities for improvement
- social media: create postings that encourage shared dialogue among readers
- reviews: solicit feedback by following up with all volunteers

D. Enrollment

- ambassador recruitment: target repeat volunteers, students in need of service hours, and members of community organizations such as Rotary
- ambassador retention: build morale by offering incentives and involve in decision making

E. Inspiration

- team: facilitate ambassadors to welcome participants, cross promote other activities and ensure volunteers have a positive experience
- participation: turn volunteer opportunities into compelling activities that are easy to join, affordable, fun, and well--timed
- host outreach: create networking opportunities such as information sessions to share ideas
- corporate outreach: identify corporate partnerships to offer support to hosts and incentivize volunteers
- corporate sponsors: implement incentive program to encourage repeat participation

F. Logistics

- transportation: provide a professional shuttle service capable of bringing volunteers to all activity sites

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.

In 2016, we conducted a consumer behavior study to understand volunteering preferences and response rates to our program. The data were collected through a quantitative survey questionnaire. The sample size consisted of 200 UH and HPU students. We plan to use this study and the data acquired as a baseline for the development of our surveys.

The level of satisfaction is based on participants' direct responses to scaled questions, as well as their stated willingness to repeat or recommend an activity. Further feedback will be gained from looking at the gap between expectations and outcomes, and will be used to modify the project accordingly.

Data will be collected via a variety of methods including: direct surveys, observations by travel2change team members, data gathered via website and social media outlets, and data gathered by our partners/hosts.

We aim to reach the following outcomes:

A. Exposure

- number of hosts receiving marketing packages (Goal=10)
- online impressions (Goal = 4 million)
- social media posts (Goal = 910)
- print media – types created (Goal = 10)
- promotional items – types created (Goal = 4)
- number of hosts receiving support (photography, copy edits etc.) (Goal=10)
- number of hosts added during the grant period (Goal=6)
- number of host profiles built or updated by travel2change (Goal=10)
- number of workshops held on how to design, list and carry out a successful service project (Goal= 4)

B. Involvement

- number of volunteers (total signups for all new and existing volunteer activities) (Goal=2700)

C. Coordination

- number of outreach sessions with communities (Goal=16)
- number of total volunteer hours (Goal=~200,000 hours)
- number of participants completing surveys: on--site (Goal=65%), online (Goal=20%)
- number of participants sharing via social media (Goal=30%)
- number of participant reviews on our website (Goal=10%)

D. Enrollment

- number of outreach events to recruit potential ambassadors (Goal=4)
- number of new ambassadors recruited (Goal=8)

E. Inspiration

- number of activities with ambassadors (Goal=50%)
- number of repeat participants (total, per host, per service project) (Goal=40%)
- number of outreach sessions with hosts (Goal=20)
- number of corporate outreach events (Goal=16)
- number of corporate sponsors offering incentives for volunteering (Goal=5)

F. Logistics

- number of hosts receiving logistical support (e.g. transportation) (Goal=10)

III. Financial

Budget

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

See attached Excel budget.

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
\$114,342	\$114,341	\$114,342	\$114,341	\$457,366

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

Individual businesses; Cruise Industry Charitable Foundation; 2017 HTA Aloha Aina Program, FY 2018 City and County of Honolulu Grant-in-Aid and other federal, state and local grants that may become available.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

None.

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

None.

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

\$4,000.

IV. Experience and Capability

A. Necessary Skills and Experience

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

As a result of being the 2016 recipient of a pro bono advertising campaign provided by Ad2Honolulu, the travel2change brand has amplified exposure to our nonprofit hosts in the following ways:

A. Exposure

- Print: Posters on every public bus on Oahu, illuminated ad walls in malls, rack cards at air-ports, hotels and hostels; print advertisements in magazines such as Honolulu Family, Hawaii Parent, Honolulu Magazine, and Hawaii Military Guide
- Television: 30-second commercial has been aired on public television stations, Hawaii News Now, KHON, KITV, and Time Warner Cable
- Radio: Public service announcements have aired on the following stations: Hawaii Public Radio, 93.9 Jamz, Island 98.5, Star 101.9, Summit Media Stations and Ohana Broadcast Company.

B. Involvement

- since April 2015 we had over 1500 volunteer signups
- we offer a user-friendly online platform that is continually updated
- we leverage four (4) social media channels: Instagram, Facebook, Youtube, and Twitter

C. Coordination

- we have a Meetup group to organize monthly meetings with volunteers who want to socialize about their experiences
- we have our activities rated on Yelp to increase the online presence

- a monthly newsletter is sent out to our existing data base of volunteers
- We participate with Hawaii Public Radio's pledge campaigns

D. Enrollment

- Expos: travel2change has had booths at volunteer fairs on the campuses of the University of Hawaii at Manoa, Hawaii Pacific University, Kaiser High School, Marine Core Base Kaneohe, IUCN World Conservation Congress and the Hawaii Tourism Authority's 2016 conference

E. Inspiration

- we constantly update travel2change.org with photos and information to illustrate activities clearly and keep the website compelling

F. Logistics

- we have provided information about public transportation options to get to volunteer sites
- we have coordinated ride sharing for volunteers when requested

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.

Travel2change predominantly exists as a web-based, online platform and booking engine.

We are requesting Grant-in-Aid funds to lease office space for accessibility, outreach events and to facilitate voluntourism workshops. We also conduct activity impact-related training sessions at host sites.

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.

Qualifications of Key Staff

The key staff for empowering local communities for environmental and cultural resilience contribute unique strengths in the fields of tourism, marketing, multimedia, outreach and program promotion to build and grow travel2change.

Thomas Kohler, PhD., Assoc. Prof. of Marketing at Hawaii Pacific University (HPU) is the founder, president and CEO of travel2change and serves as Program Director.

Daniel Loffarelli, Hawaii Sales and Marketing representative for United Airlines, is the board member – treasurer and CFO of travel2change. He provides financial management services for the program.

Mark Nitta, Producer/Director for MMP, is the board member – secretary of travel2change; he provides multimedia services to enhance awareness of the program.

Jerry Agrusa, PhD., Prof. of Travel Industry Management at HPU is a travel2change Advisory Board member. He shares his expertise to promote program activities to participants.

Lance Boyd, East-West Center professor, will engage East-West Center international fellows from over twenty-eight countries in travel2change program activities.

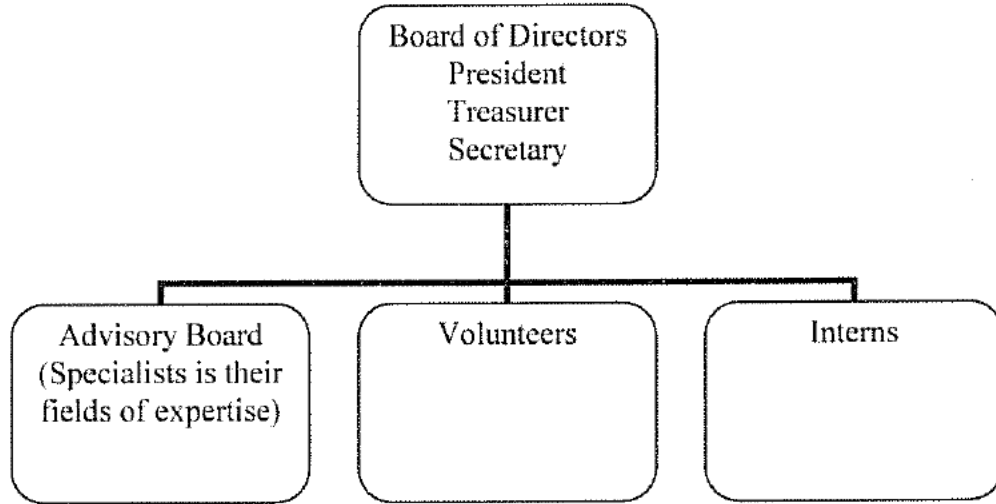
Christina Monroe, East-West Center professor, will engage East-West Center international fellows from over twenty-eight countries in travel2change program activities.

Maria Kashem, MA in Communication, Hawaii Pacific University (HPU) Maria will share her expertise in communication to provide marketing and program promotion services for travel2change.

Edgar Palafox, MBA, PHR is a Lecturer at the School of Travel Industry Management of the University of Hawaii (UH). He will provide participant outreach to the UH travel industry management community.

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.



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.

Not applicable. No salaries are paid to travel2change Board of Directors, Advisory Board, volunteers or interns.

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.

travel2change has no pending litigation or outstanding judgements.

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.

travel2change is a nonprofit organization registered under Section 501(c)(3) of the Internal Revenue Code.

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.

travel2change will not use grant funds to support or benefit a sectarian or non-sectarian private educational institution.

D. Future Sustainability Plan

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

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

In order to continue to operate a volunteer-focused program and continue to increase the numbers of stakeholders we serve, we will strengthen our partnerships and diversify our funding sources. We will maximize available funds by acquiring resources to help us refine our internal business processes and controls; evaluate, assess and continuously improve our program; and plan for sustainability. These strategies will prepare us to expand our services to other low to moderate-income areas within the districts we serve.

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.

See attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant:

travel2change

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				4,319
2. Payroll Taxes & Assessments				
3. Fringe Benefits (including payroll taxes; 35% of salaries)				1,512
TOTAL PERSONNEL COST				5,831
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	8,280			
2. Insurance	5,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	12,000		7,200	
5. Staff Training				
6. Supplies	16,491		750	
7. Telecommunication				
8. Utilities			900	
9. Accounting Services (Contracted)	45,000		4,000	
10. Grant Management Services (Contracted)	62,400		7,950	
11. Social Media Services (Contracted)	5,500		1,550	
12. IT Support Services (Contracted)	10,500		2,940	
13. Program Impact Assessment/Evaluator Services (Contracted)	36,000		7,200	
14. Guide & Transportation Services (Contracted)	98,550		28,100	
15. Web Developer/Programmer Services (Contracted)	6,750		1,150	1,169
16. Graphic Designer Services (Contracted)	5,544		1,435	
17. Photographer Services (Contracted)	4,000		2,000	
18. Survey Development Services (Contracted)	24,700		6,900	
19. Survey Distribution/Collation/Data Logging Services (Contracted)	6,331		1,950	
20. Host Engagement Workshops@\$1,000 ea	4,000		3,000	3,000
21. Marketing Workshops@\$250 ea.	3,000		750	1,750
22. Host Outreach Events@\$250 ea.	1,000		750	750
23. Community Outreach Sessions	6,400		1,200	
24. Business Outreach Events	16,000		3,000	
25. Service Project Volunteer Lunches	40,500		6,780	
26. Local Mileage	5,035			
2B. Administrative	33,384		4,462	4,000
TOTAL OTHER CURRENT EXPENSES	457,366		93,967	10,669
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	457,366		93,967	16,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	457,366	Daniel Loffarelli (818) 726-7548		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested	93,967	4-JANUARY 2017		
(d) Total Private/Other Funds Requested	16,500	Date		
TOTAL BUDGET	567,833	Signature of Authorized Official		
		DANIEL LOFFARELLI - TREASURER		
		Name and Title (Please type or print)		
		Travel2change BOARD MEMBER		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: travel2change

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: travel2change

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

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Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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28					
29					
30					

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

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(Typed Name of Individual or Organization)

(Signature)

4-January-2017

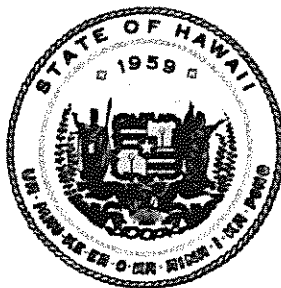
(Date)

Daniel Loffarelli

(Typed Name)

Board Member, Treasurer

(Title)



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

TRAVEL2CHANGE

was incorporated under the laws of the State of Hawaii on 09/24/2015 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: December 28, 2016

Catherine P. Awak-Coleman

Director of Commerce and Consumer Affairs

