

House District(s) 14, 15, and 16

Senate District(s) 8

THE TWENTY-NINTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Recipient" means any organization or person receiving a grant.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Best Buddies Hawaii, LLC

Street Address: 200 N. Vineyard Blvd. Suite B260,
Honolulu, HI 96817

Mailing Address: 200 N. Vineyard Blvd. Suite B260,
Honolulu, HI 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name SARAH MAN

Title State Director

Phone # (808) 545-3025

Fax # (808) 875-1638

E-mail SarahMan@BestBuddies.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:

THE BEST BUDDIES KAUAI EXPANSION PROJECT LAUNCHES FIVE BRAND NEW CHAPTERS OF THE BEST BUDDIES MIDDLE SCHOOLS AND BEST BUDDIES HIGH SCHOOLS PROGRAMS IN THE KAPAA-KAUAI-WAIMEA COMPLEX AREA TO ASSUAGE PHYSICAL AND SOCIAL BARRIERS THAT INHIBIT MEANINGFUL INTERACTIONS BETWEEN TYPICAL STUDENTS AND STUDENTS WITH INTELLECTUAL AND DEVELOPMENTAL DISABILITIES.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$125,000

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

SARAH MAN, STATE DIRECTOR
NAME & TITLE

Janece
JANUARY 12, 2018
DATE SIGNED

JAN 16 2018 11:00 AM

Application for Grants

Please check the box when item/section has been completed. 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;

Founded in 1989 by Anthony K. Shriver, Best Buddies International, Inc., is the world's largest nonprofit organization devoted solely to providing opportunities for friendship, jobs, and leadership training for people with intellectual and developmental disabilities (IDD). Best Buddies Hawaii, LLC, a state affiliate of Best Buddies, was established in 2008. Staff based at the J.W. Cameron Center in Wailuku and at the Aloha United Way building in Honolulu support 23 school-based chapters of Best Buddies' unique inclusion programs – Best Buddies Middle Schools, Best Buddies High Schools, and Best Buddies Colleges. Overall, these chapters serve 691 participants and manage 206 one-to-one friendships between participants with and without IDD.

2. The goals and objectives related to the request;

Based on requests from the community, geography, and likelihood of opening and managing chapters, Best Buddies Hawaii respectfully requests \$125,000 from the State to provide essential inclusion services to middle school and high school-age students with IDD, 11-21 years old, attending schools within the Kauai School District. The goal for the first year of this project will be to open five chapters of Best Buddies Middle Schools and Best Buddies High Schools programs. Using historical program data, it is anticipated that these chapters will serve 100 participants in the first year of operation.

The objective of these programs will be to remove and assuage the barriers inhibiting the growth of mutually beneficial relationships between students with and without IDD; subsequently, Best Buddies participants on Kauai will be less likely to experience the negative effects of these barriers – damaging social isolation and an increased vulnerability to bullying.

3. The public purpose and need to be served;

Relationships with their fellow students are essential to competent social skill development for children with IDD. The interactions triggered through peer-based relationships “contribute to increased social competence, attainment of educational goals, friendship development, and enhanced quality of life.” (Asher and Coie, 1990) Unfortunately, social and physical barriers isolate youth with IDD from their typical peers. The effects of these barriers, like limited social skill

development, increased victimization, and fortified biases, negatively impact both populations in the present and future.

A social barrier that inhibits interactions between a student with IDD and their typical peer can be a student's "difficulty performing an array of important social skills." This lack of well-developed skills for "initiating and sustaining frequent, quality interaction may reflect limited learning and interaction opportunities, as much as they reflect intellectual disabilities." Typical students encounter a similar social barrier, as they may lack of confidence "in their skills and knowledge to interact with their classmates who have IDD." (Carter et al., 2005) (Copeland et al., 2004) A young person with IDD's underdeveloped social skills puts them at a greater risk for victimization, "because they may be passive in relating to their peers," and "they might not have the social sophistication to prevent victimization, such as using humor or sarcasm." (Rose et al., 2011; Nabuzoka, 2003).

Classroom environments serve as a physical barrier to meaningful interactions between both populations. The majority of Hawaii's students with IDD spend their day physically separated from their typical peers. 56.6% of students with intellectual disabilities spend less than 40% of their day inside the regular education classroom – 7.4% greater than the national total.

(<http://tinyurl.com/DEIDEA2016>) In Kauai District's middle schools and high schools, the majority of students receiving special education services, 53.9%, do not spend most of their day (>80%), in regular education classrooms – 16% greater than the national total. (Strive Hawaii School Performance Report, 2017) Overall, students in special education programs reported "greater rates of bullying perpetration and victimization than students in general education without disabilities," and "students who were in self-contained classrooms reported more perpetration and victimization than students with and without disabilities in inclusive settings." (Rose et al., 2009)

Both barriers intensify as students move from primary to secondary school due to fluctuating classrooms, lecture-dominated instructional arrangements, and the heightened emphasis on academics. (Carter & Hughes, 2005) These barriers inhibit interactions between students with IDD and their typically developing peers in the classroom or during informal situations such as the cafeteria or at lunch time. (Hyde, 2002) (Carter et al., 2000) As a result, children with IDD participate in fewer social, recreational, community, family enrichment, and formal activities per month compared to their typical peers. When they do go out, it is typically with their parents and other adults, rather than their peers. (Corbett et al., 2014)

If these barriers remain unaddressed, the negative consequences of a person with IDD's social and physical isolation will continue to affect them after they age out of school. Researchers have found that social skills are essential for holding a job. (Holmes, 2003) For example, due to limited opportunities to practice social interaction during adolescence, it is difficult for adults with IDD to mingle and network, which makes holding a job especially challenging. While employees with IDD "are generally able to handle well the tasks required of them at work, the social interaction which others manage with ease often presents unexpected hurdles." (Holmes and Fillar, 2000) Compounding the issue, if barriers and their effects are not addressed, typical peers may internalize messages that an environment of separation is normal. They may, subsequently, perpetuate exclusion in their future work places and communities.

Without formal opportunities to get to know one another, adolescents with and without IDD are unlikely to cross the social barrier and develop true social connections on their own. Social and physical barriers to interactions between students with and without IDD create a “need for incorporating support based interventions in which aspects of school environments are arranged to promote peer interaction.” (Carter and Hughes, 2005) Peer-to-peer support programs like Best Buddies create inclusive, accepting school climates, that “may moderate [the] relationship,” between “restrictive environments and higher risks for victimization,” of students with IDD. (<http://tinyurl.com/pck2bxj>) Bringing Best Buddies into schools is a time-tested and cost-effective way to connect students with and without IDD in meaningful, positive, social relationships.

An evaluation concluded that adolescents with IDD involved in one-to-one friendships through Best Buddies, showed, “lower frequencies of peer victimization, better adaptive behavior, higher levels of self-esteem, and fewer psychological symptoms” than those not matched in the program. In addition, the same evaluation concluded that, “‘Best Buddy’ relationships were similar to friendships with best friends, with additional levels of support, nurturing and ‘scaffolding’ in skill development.” (Prinstein and Aikins, 2005)

Participants with and without IDD benefit as a result of the program. The project’s outputs, like total friendships created and participants and chapters managed, create outcomes that remove some social barriers and mitigate the effects of physical barriers that inhibit interaction between students with and without IDD. Participants with IDD are more socially integrated in their school/community, have increased involvement in leisure activities with a friend, and demonstrate improved social interactions. They are, subsequently, more employable, more independent, and more included in their communities. Participants without IDD become more aware that people with IDD can hold jobs in the community, support having neighbors with IDD, and are willing to work at a company that employs people with and without IDD.

4. Describe the target population to be served; and

This project will directly serve 100 participants ranging in ages 11-21 with and without IDD attending five middle schools and/or high schools on Kauai. By helping students model inclusive behaviors within their school and communities, Best Buddies programs would impact about 1,000 community members. Overall, using the average student population of the six schools that qualify for Best Buddies programs on Kauai, Best Buddies chapters would be accessible to about 3,977 students.

5. Describe the geographic coverage.

The goal in the first year of this project will be launch chapters at five of the following six schools: Chiefess Kamakahalei Middle School, Kapaa Middle School, Waimea Canyon Middle School, Kapaa High School, Kauai High School, and Waimea High School. These schools cover the following geographic areas: Kapaa, Lihue, and Waimea.

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;

A proven model, Best Buddies organizes and rigorously oversees volunteer-run chapters on middle school, high school, and college campuses throughout Maui and Oahu. If this funding request is awarded, Best Buddies will hire a school program manager and an area director to conduct outreach and work with community members, administrators, faculty and students to launch and support Best Buddies' first programs on Kauai. Best Buddies Hawaii State Director Sarah Man will provide oversight and leadership of these staff members throughout the first year of the project.

Once a Best Buddies chapter is active, each chapter's student and faculty leadership team works with Best Buddies staff to recruit participants, create and support one-to-one friendships between participants with IDD and their typical peers, and provide inclusive events. Each Best Buddies chapter has a student officer corps including at least one student with IDD. Additionally, each chapter enlists the help of a volunteer special education advisor and a faculty advisor to provide guidance to chapter officers and act as liaisons between school administration and chapter members. Chapter officers are responsible for recruiting new members, helping to create matches, monitoring the effectiveness of each match through evaluations, and planning and executing chapter activities. Student leaders, with direct oversight from Best Buddies staff and advisors, will recruit students with and without disabilities to be matched in friendships, taking common interests and transportation needs into account, to help ensure compatibility.

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

The Best Buddies Kauai Expansion Project will begin on July 1, 2018 and will be completed on June 30, 2019 according to the following timeline:

July - August 2018 – Best Buddies representatives from Kauai attend the Best Buddies International Leadership Conference in Indiana, where they will receive extensive training and preparation. Best Buddies staff meet with student leaders, faculty members, and administrators to assist in planning for the fall semester including volunteer recruitment, officer selection, activity planning, and establishing one-to-one matches.

September 2018 – With support from Best Buddies staff, Kauai chapter presidents recruit student volunteers through teacher recommendations, school announcements, etc. Chapters hold organizational meetings, create one-to-one matches, and hold match parties.

October 2018 – Best Buddies conducts Local Leadership Training Days on Kauai Chapters hold parent/family events to provide information about Best Buddies, and chapters host their first group activities.

November 2018 – Best Buddies staff conduct site visits, continue to monitor chapter progress, provide training as necessary, and continue outreach efforts. Chapters hold group activities.

December 2018 – Best Buddies staff meets with student leaders to evaluate each chapter’s success and set goals for the spring. Student leaders submit mid-year reports; staff reviews and compiles data. One-to-one matches submit friendship update.

January 2019 – Chapters host group activities to kick off the new semester. Student leaders prepare spring calendars, including meetings and activities, and distribute to chapter membership. One-to-one matches submit friendship update. Best Buddies staff conducts site visits, continue outreach, and provide training as necessary.

February 2019 – Best Buddies staff works with student leaders to identify, interview and select incoming chapter presidents for each chapter, and register those students for the 2019 Best Buddies International Leadership Conference. One-to-one matches submit friendship update.

March 2019 - March 6, 2019 is *Spread the Word to End the Word Day*; chapters hold events that encourage respectful language and create awareness for the movement to cease derogatory use of the word “retard” or “retarded.” One-to-one matches submit friendship update.

April 2019 – Best Buddies staff conducts annual survey of all participants in Hawaii. One-to-one matches submit friendship update. Best Buddies staff conduct site visits.

May – June 2019 – Best Buddies chapters hold end of year events and activities, including “step-up” events to facilitate transition from middle school to high school programs where applicable. One-to-one matches submit friendship update. Pairs make plans for contact during the summer.

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

Best Buddies staff provide comprehensive oversight and support to each chapter through in-person visits, on-site training, and continuous communication with volunteer leadership teams. In addition to this support, Best Buddies uses four evaluative tools to monitor, evaluate, and improve results of programing.

Monthly friendship updates serve as a maintenance tool to log the progress of the buddy pairs, including contacts, one-to-one activities, and friendship successes and concerns. Friendship updates are used to help determine whether individual matches are successful or whether students

should be re-matched. They are completed using Best Buddies Online or through Best Buddies' mobile device app.

Mid and end year reports, filled out by student officers twice a year, detail chapter activities, number of matches, goals for the following semester, challenges, and successes. Best Buddies' staff uses the information from these reports, along with observation during site visits and consistent communication with chapter leaders, to complete their own comprehensive mid and end-year reports for each chapter, which we use to monitor progress and to highlight areas that need improvement.

The final tool used for evidenced-based evaluation of program performance is our annual survey, developed by Michael Hardman, Ph.D., Distinguished Professor and Chief Global Officer, President's Office, University of Utah, to analyze factors such as whether participants enjoyed their experience, whether they would recommend it to others, and whether they gained a better understanding of the challenges faced by people with IDD through their participation.

Every year, our training curriculum for the Best Buddies International Leadership Conference addresses the successes and challenges illuminated through our monitoring of worldwide chapters through the previous year. In Hawaii, our staff utilize and customize these curricular tools to fit the specific needs of our chapters here.

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.

Best Buddies Hawaii seeks \$125,000 to launch Kauai's first Best Buddies chapters. By the end of fiscal year 2019, the Best Buddies Kauai Expansion Project will have achieved the following:

- Best Buddies will launch five school-based chapters in the Kapaa-Kauai-Waimea Complex
- These new Best Buddies chapters will serve 100 participants, ages 11-21, with and without IDD
- Best Buddies staff will recruit and train 19 student leaders with and without IDD
- Chapter leadership will work with Best Buddies staff to provide 30 inclusive group activities throughout the course of this project

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$31,250	\$31,250	\$31,250	\$31,250	\$125,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

Best Buddies Hawaii will use a mix of public and private funding to support inclusion programming throughout the state in fiscal year 2019. For example, individual giving, special events likes our Oahu Friendship Walk, Oahu Friendship Jam Fundraiser, and Maui Life Is Sweet Fundraiser. Additionally, requests were made to the NFL foundation, Baldwin Foundation, Cooke Foundation, Atherton Foundation, Tulloch Foundation and the Castle Foundation.

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.

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

We have experience with government grants for our friendship programs on Oahu and Maui. All contract obligations have been fulfilled within budget and all contract deliverables have been met for the following grants received:

- Honolulu Department of Community Services FY2017 - \$124,500
- Honolulu Department of Community Services FY2018 - \$124,500
- Maui County, Department of Housing and Human Concerns FY2016 - \$84,635
- Maui County, Department of Housing and Human Concerns FY2017 - \$84,500
- Maui County, Department of Housing and Human Concerns FY2018 - \$85,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.
\$188,250.

IV. Experience and Capability

1. **Necessary Skills and Experience**

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

Since 1989, Best Buddies has grown from one original chapter at Georgetown University to more than 2,151 nationwide, overseen by 27 self-supporting state affiliates. In 1995, Best Buddies launched our first high school program, followed in 1996 by our first middle school chapters. Our program model has been tested around the nation, allowing us to develop best practices and update our programs when necessary.

This year, we will impact more than 1,090,330 individuals with and without IDD worldwide through programs in each of the 50 United States and 48 countries outside the U.S. In a recent national survey conducted by Michael Hardman, Ph.D., Distinguished Professor and Chief Global Officer, President's Office, University of Utah, 98% of special education professionals involved with Best Buddies reported that they think students with IDD benefit from their involvement in our programs and 90% believe that students with IDD are more socially integrated in the community. Best Buddies provides the only friendship-based one-to-one peer mentoring program for youth with and without IDD in Hawaii.

Best Buddies launched inclusion programs in Maui County in 2008, establishing five chapters at Lokelani Intermediate School, Baldwin High School, King Kekaulike High School, Maui High School, and Seabury Hall School. Honolulu's first chapter, Kapolei High School, launched in the spring of 2011. Best Buddies' inclusion programs have flourished throughout the state due to a great demand for our services and private and public support. In February 2017, Honolulu City Council recognized Best Buddies for launching its first college chapter, University of Hawaii at Manoa. This innovative partnership has enabled Best Buddies to better serve Oahu's growing community of young adults with IDD. As of January 10, 2018, Best Buddies staff oversee 23 school-based programs on Oahu and Maui that serve 691 participants. Utilizing data that has been documented since the launch of Best Buddies Online in 2009, Best Buddies Hawaii has grown its chapter total from seven to 23 and its participant total from 266 to 691, 228% and 159.7% respectively.

We have experience with government grants for our friendship programs on Oahu and Maui. All contract obligations have been fulfilled within budget and all contract deliverables have been met:

- Maui County, Department of Housing and Human Concerns FY2016 - \$84,635
- Maui County, Department of Housing and Human Concerns FY2017 - \$84,500
- Maui County, Department of Housing and Human Concerns FY2018 - \$85,000
- Honolulu Department of Community Services FY2017 - \$124,500
- Honolulu Department of Community Services FY2018 - \$124,500

2. **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.

Our state office at the Aloha United Way building in Honolulu County and our office in Wailuku in Maui County, currently serve as our bases of operations. Best Buddies State Director Sarah Man will conduct research and discuss options with local supporters on Kauai to determine the best location for an office space. The majority of our friendship program activities will occur on the campuses and communities recruited in the first year of the project.

V. Personnel: Project Organization and Staffing

1. **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.

All Best Buddies staff members are trained in both Best Buddies' as well as our government funding sources' policies and procedures at the beginning of their career with the company. All new staff members participate in our company-wide new staff orientation program and work with a new-hire mentor – a seasoned staff member in the same field who acts as an additional resource for the new staff person. Best Buddies training is coordinated by an individual's supervisor and includes online training as well as in-person training sessions with local and national staff. Additionally, Best Buddies International holds an annual staff leadership conference at the company headquarters in Miami, Florida. Staff participate in similar trainings at Best Buddies International's annual Leadership Conference at Indiana University each July.

If funding is provided, Best Buddies will hire a full-time program manager and an area director to oversee and launch chapters of the Best Buddies Middle Schools and Best Buddies High Schools programs on Kauai. Qualifications for these positions include a bachelor's degree or minimum four years' relevant experience, concrete management/supervisory experience, strong talent-building and team-building skills, strong project management skills - including planning, analysis, attention to detail, and problem solving skills - and willingness to multitask, strong initiative, drive for results, and self-assessment skills, and ability to lead others in setting and achieving challenging goals.

The area director is responsible for developing an annual area plan and implementing the plan through overseeing day-to-day operations in Kauai, securing funding for programs and special projects, overseeing programs to ensure program consistency and success, managing Kauai's local advisory board and associated committees, and supervising local office staff. S/he also assists and directs program staff to ensure program consistency and success.

The school program manager works with area schools (middle, high, and/or college) to maintain quality Best Buddies chapters. They will be responsible for recruiting, training, and mentoring student leaders with and without IDD. Additionally, they will work with faculty, campus, and/or host site administration to form quality friendships between people with and without IDD.

Sarah Man, Best Buddies Hawaii State Director, will provide supervisory support to the incoming area director. Sarah started the Oahu Best Buddies Advisory Board as a parent advocate and volunteer in 2010. She currently oversees operations, supports, and supervises Oahu and Maui staff. She works to further develop our local advisory board, cultivate new partnerships, and plan and oversee future program expansion. Sarah has a strong background in both education, as well as the area of disabilities. While she worked at University of Hawaii at Mānoa's Center on Disabilities Studies, she managed the Feeling Safe, Being Safe program which consisted of self-advocates with disabilities training people in the community in emergency preparedness. This program served Oahu and outer islands and self-advocates from the program presented at the annual Pacific Rim Conference on Disabilities. Sarah studied at Saint Mary's College in Notre Dame, Indiana and received a Master's of Science in Early Adolescent Education at Bank Street College. Sarah has a daughter with a disability who participates in Best Buddies at Stevenson Middle School.

Sarah Man reports to Heather Barnes, Senior Director, State Operations. Heather has over 11 years of experience working for Best Buddies providing support to state development, programs, grants, volunteer management, and special events. During her tenure at Best Buddies, Heather has provided programs and operations support to the state of Florida, worked for the government relations team preparing and renewing state contracts, and currently provides operational support to eight state subsidiaries. Heather holds a Masters of Education degree in Mental Health Counseling and has over 18 years of experience working in non-profits.

2. **Organization Chart**

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

Please see attached Organization Chart.

3. **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.

Sarah Man, State Director	\$65,000.00
(New Staff), Kauai Area Director	\$50,000.00
Elizabeth Mahoe, Oahu Program Supervisor	\$43,394.25

VI. Other

1. 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.

N/A

2. 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.

N/A

3. 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 I, of the State Constitution for the relevance of this question.

Best Buddies Hawaii, LLC does not have any programs within private educational institutions.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

Best Buddies has an excellent history of state affiliates sustaining their activities by diversifying their funding sources and consistently expanding their network of board members and donors. Since 2008, when Best Buddies was established in Hawaii, we have maintained ten years of continued success. To sustain the Best Buddies Kauai Expansion Project beyond the grant period, we will rely on the excellence of our time-tested, program models, the strength of our staff; and a combination of public and private support from the Hawaiian community.

Funds supporting Best Buddies programs are secured from special event revenue, individual donations, corporate contributions, foundation grants, and government support. Best Buddies staff have met with representatives from the Hawaii's Department of Health and will continue to seek out other funding through relevant state agencies once funding has been secured and headway has been made on Kauai. While pursuing a state agency partnership, we will concurrently continue private fundraising efforts as detailed below.

All of Hawaii's advisory board members come from different sectors of the community and have unique skill sets that support the program, whether financially or through their community contacts. This network allows Best Buddies to have a wide range of potential funding sources that will sustain the project. In 2017, Best Buddies made several additions to both of their Oahu and Maui advisory boards. On Oahu we added Advisory Board member Mario Villegas. Mario is a Recruiting Manager for Bayada Home Health Care. Working for Bayada since 2005, Mario brings a great deal of experience of working with people with disabilities. On Maui we added Advisory Board members Denise Black, Shaynna Paslasigue, and Sean Walsh. Denise is an event planner at Lahaina Loft and a parent advocate. Her daughter, Lily, is the chapter president of her Best Buddies chapter at Lakeland Intermediate School. Denise's son Jacob, who has a disability, is junior at Baldwin High School and a participant in the school's Best Buddies chapter. Shaynna Paslasigue, a former Best Buddies participant at Maui High School, is a small business owner and works for Bayada. Sean Walsh works for Bayada as well and brings much experience in the field of disabilities.

Best Buddies has been successful in securing private grants from foundations that believe in our mission. Foundation support includes the following: Alexander Tulloch Trust, Atherton Foundation, Baldwin Foundation, the Castle Foundation, Central Pacific Bank, Christiansen Foundation, Cooke Foundation, Maui United Way, NFL Foundation and Tulloch Foundation. Additionally, the following organizations have expressed interest in supporting Best Buddies: Aloha United Way and Maui United Way. Best Buddies staff have also developed a number of fundraising events on Maui and Oahu, including the Honolulu Friendship Jam, the Honolulu Friendship Walk, and Life is Sweet, an annual event held at The Shops at Wailea.

5. **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, 2017.

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

7. **Public Purpose**

Applicant: Best Buddies Hawaii, LLC

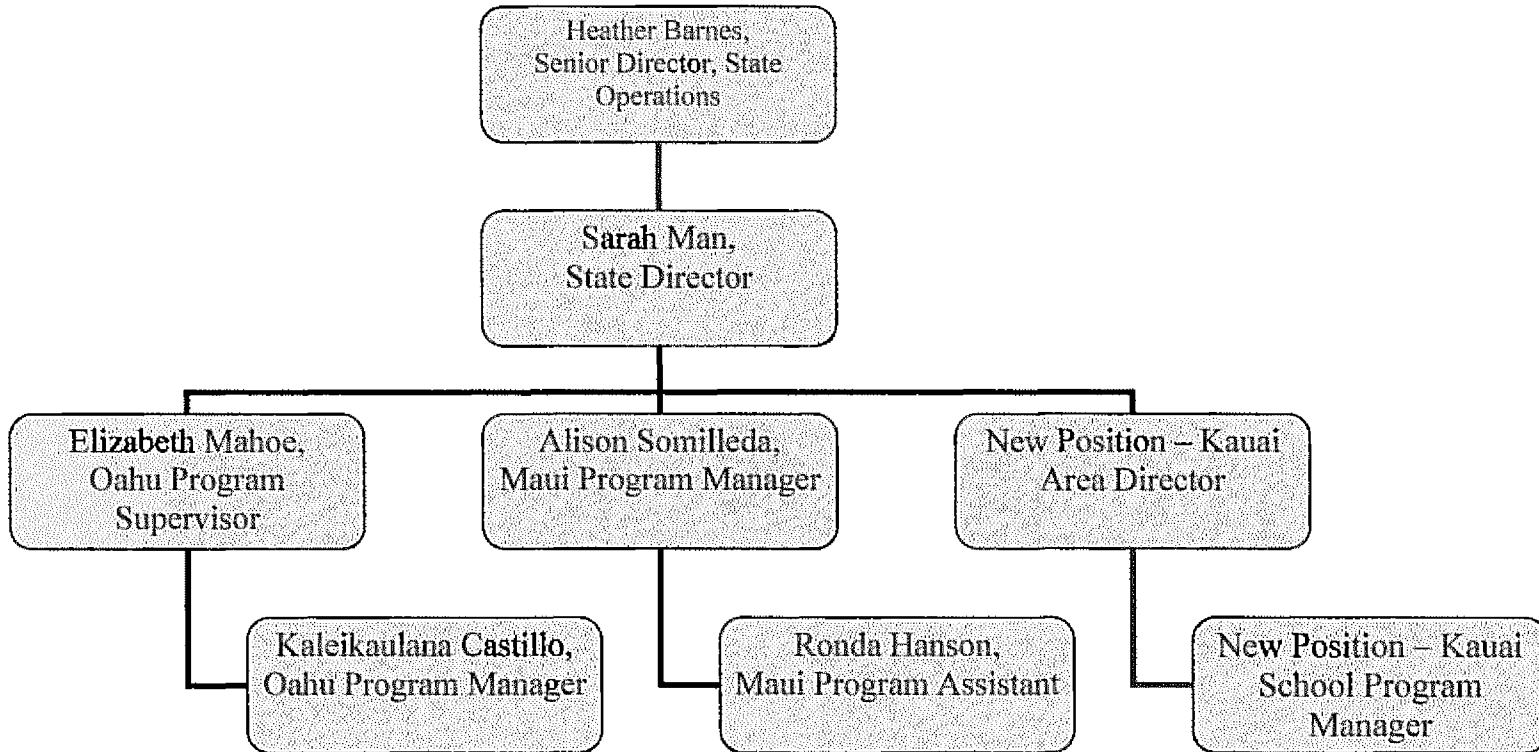
The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

If awarded its request of \$125,000, Best Buddies Hawaii, LLC will use funding for public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

BEST BUDDIES.



**Best Buddies Hawaii, LLC
Organizational Chart**



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Best Buddies Hawaii, LLC

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	101,250			28,539
2. Payroll Taxes & Assessments	5,586			2,183
3. Fringe Benefits	5,367			2,098
TOTAL PERSONNEL COST	112,203			32,820
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,500			582
2. Insurance				
3. Lease/Rental of Equipment	1,441			560
4. Lease/Rental of Space	5,188			2,012
5. Staff Training	794			308
6. Supplies	206			79
7. Telecommunication	2,246			872
8. Utilities				
9. Mileage/Local Travel	738			286
10. Volunteer Training/Management	3,635			1,410
11. Evaluation	16			6
12. Postage	91			36
13. Printing	200			79
14. Indirect Costs	25,000			9,770
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TOTAL OTHER CURRENT EXPENSES	41,056			16,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	153,258			48,820
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	125,000	Heather Barges, Senior Director (407) 619-1967		
(b) Total Federal Funds Requested		Phone		
(c) Total County Funds Requested		1/12/18		
(d) Total Private/Other Funds Requested	48,853	Date		
TOTAL BUDGET	173,853	Sarah Man, State Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Best Buddies Hawaii, LLC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Director	.25 FTE	\$65,000.00	18.00%	\$ 11,700.00
Kauai Area Director	1.0 FTE	\$50,000.00	72.00%	\$ 36,000.00
Kauai Program Manager	1.0 FTE	\$35,000.00	72.00%	\$ 25,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				72,900.00
JUSTIFICATION/COMMENTS:				
One new Program Manager and Area Director to launch expansion project on Kauai.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: Best Buddies Hawaii, LLC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Monthly Copier at \$111.75/month	12.00	\$111.75	\$ 1,341.00	1850
Raisers Edge	1	\$100.00	\$ 100.00	150
			\$ -	
			\$ -	
			\$ -	
TOTAL:	13		\$ 1,441.00	2,000

JUSTIFICATION/COMMENTS:

Monthly copier rental for new office and a portion of agencies cost for use of Raisers Edge/stewardship and accounting software

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: Best Buddies Hawaii, LLC

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS	N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION	N/A	N/A	N/A	N/A	N/A	N/A
DESIGN	N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION	N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Best Buddies Hawaii, LLC

Contracts Total: 209,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Receiving \$85,000 through the County of Maui Department of Housing and Human Concerns Line Item Grant in support of school-based programs in Maui.	July 1, 2017 - June 30, 2018	Department of Housing and Human Concerns	County of Maui	85,000
2	Receiving \$124,500 through the City and County of Honolulu Department of Community Services in support of school-based programs in Honolulu County.	October 1, 2017 - September 30, 2018	Honolulu Department of Community Services	City and County of Honolulu	124,500
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**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.

Best Buddies Hawaii, LLC

(Typed Name of Individual or Organization)



(Signature)

01/12/2018

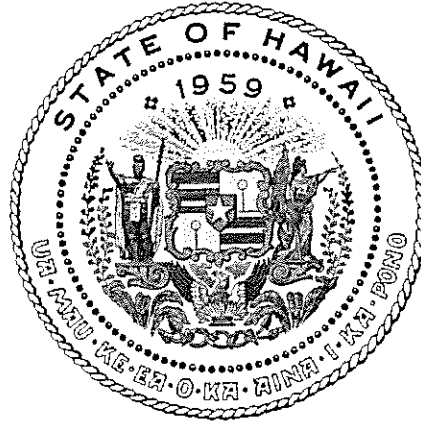
(Date)

Sarah Man

(Typed Name)

State Director

(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

BEST BUDDIES INTERNATIONAL, INC.

incorporated under the laws of District of Columbia

was duly registered to do business in Hawaii as a foreign
nonprofit corporation on 02/06/2008 , and that, as far as
the records of this Department reveal, has complied with all
of the provisions of the Hawaii Nonprofit Corporation Act,
regulating foreign 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 20, 2017

Director of Commerce and Consumer Affairs

