

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;

The Hawaii Institute of Pacific Agriculture (HIP Ag) is a farm and educational center located in North Kohala, on the northern tip of the Big Island of Hawaii. HIP Ag was formed in 2008, and received our non-profit 501(c)3 designation in 2014. The mission of HIP Ag is "to practice and teach ecologically conscious agriculture, empowering individuals and communities to cultivate alternative systems of living that restore human and environmental health." Our main campus is a 7-acre living library of propagation material with over 100 species of climatized staple fruit trees, vegetable crops purposefully planted to create a learning environment. We also have a public education garden site on 'Iole lands in Kapaau, complete with an outdoor bamboo classroom and a model agroforestry system, which supports K-12 field trips. This working farm is the base of operations for all educational programs and workshops, and provides a steady supply of food and medicine for students, residents, our local farmers market and the Kohala Farm to School (F2S) pilot program. We are the only farm within Kohala providing fresh, organic fruits and vegetables – including bananas, oranges, lettuce, tomatoes, kalo leaf, and papaya – for the F2S program. During 2017, HIP Ag provided over 1,000 individuals in the public school system 3,750 lbs of fresh produce, served 3,333 community members through K-12 field trips, and hosted workshops, farmer internships, apprenticeships, and community events. HIP Ag also impacts and engages with 3,500 community members annually at our weekly farmers market and 11,590 individuals through social media accounts. We are well positioned for continued success in 2018-19 and funding from GIAS will allow us to triple food production while promoting rural development through workforce training, job creation, education and commerce.

2. The goals and objectives related to the request;

In the beginning of 2018, we are excited to take on the management of a 33 acre parcel located in N. Kohala, enabling us to expand our growing and teaching operations. HIP Agriculture has the ability to flourish in its new location with the expansion of its farmer trainings, K-12 educational programming, and additional agricultural land that will enable us to increase production that will

directly supplying the F2S program. This location will play a pivotal role in helping us achieve our 2018-19 goals and objectives listed below in support of furthering rural development through trainings, farm production, and K-12 educational programs. Funding will be focused on the retainment of two currently held position, plus the hiring of an additional coordinator for F2S initiatives. These positions are required to support our robust educational offerings to the community of N. Kohala and adequately support the expansion of the F2S program. Currently, we are the only farm directly producing for this program and we plan to broaden the scope to include additional producing farms through our proposed networking structure.

The following goals will directly work to increase local food production in North Kohala to ensure the Farm to School project will be successful for years to come while also utilizing the site to continue our educational programming. We will accomplish these goals through the following objectives;

1. Promote rural development through agricultural initiatives that promote job and food security in the region of N.Kohala: Create a network of a minimum of five farmers to supply to the F2S initiative. Within this network we aim to facilitate trainings that will enable these farmers to be long term allies to the Farm to School Initiative. One crucial training we have already targeted in our area are trainings on proper food handling within GAP standards. We will work with these farmers to coordinate and strategize crop production and create a year round schedule of seasonal produce in Kohala. In addition to working with existing farms, we provide a variety of farmer trainings. We offer twelve weeks of internship training to twenty four individuals per year, provide one year farm apprenticeship program training to ten individuals a year. By offering a variety farmer trainings and supporting access to guaranteed markets, these initiatives will directly support job creation and food security in Kohala.

2. Increase local food production and availability for F2S and community distribution:

Through our new location, we will be able to increase our F2S production areas by fifteen acres, this alone will increase the amount of local food delivered from local farmers to F2S by 100% (7,500 lbs/year). By increasing the support of current staff and adding an additional support role for these initiatives, will enable this program's success and sustainability, in this crucial development stage. In order to support increased production in our region, we have identified that local farmers need to have access to certified processing facilities. We aim to design and build a cooperative centralized packing shed with cold storage for distribution. In our first year, we will be focusing on building the relationships and capital needed to make this a reality for our community.

3. **Educate K-12 with nutrition and agriculture programs:** Continue to grow our established youth education programs within the K-12 schools to include: leading in-classroom interactive lessons on nutrition, plants, and farming; organizing and hosting hands-on learning on site at the HIP Ag farm; generating tangible lesson plans to provide to classrooms and students; and setting up educational workstations with microscopes and STEM-based modules for advanced learning. We will reach ten or more schools, produce at least 25 educational modules and reach more than 1,500 youth within our community. Our efforts will increase students' knowledge, attitudes and behaviors around healthy eating and the importance of agriculture, and acquire a basic understanding of problems and solutions found in our ecosystem.

To best stimulate our educational programming and the ongoing produce supply to the F2S pilot program in the 2018-19 year, HIP Agriculture is requesting \$148,000. The request will directly support the retainment of two positions, Project Manager and Program Manager and create a full-time position, F2S Coordinator. Additional funds will cover operational costs including insurances, utilities, supplies, and transportation. This necessary support will rapidly boost HIP Agriculture's distribution allowing us to expand and become the most productive and reliable distributor for F2S in Kohala. These funds are needed to build the operational force behind expanding the F2S Initiative by increasing production, agriculture education, farmer trainings and establishing a solid network amongst local farmers. This request is the result of many weeks of critical assessment, visioning and long-term planning as an organization. We are excited to bring our ideas to fruition and to evolve, both as an organization and as individual facilitators, farmers, and teachers.

3. The public purpose and need to be served; North Kohala is large in land area (133 square miles), with about 85% of lands currently zoned for agriculture, a characteristic that the community wishes to preserve. Despite this productive agricultural land, data shows that about 85% of our food is imported from outside the district. One of the goals of the North Kohala Community Development Plan (CDP) is for our district to produce 50% of the food it consumes. Although the majority of Kohala lands are zoned for agriculture, there are currently only a few small vegetable farmers producing for the market. One of the CDP goals is to support local agriculture and to re-establish the district's agricultural education programs. We are committed to serving the community through youth education, farmer training, production and are committed to making the Kohala farm to school pilot program a success. Although 85% of Kohala lands are zoned for agriculture, there are currently only five small vegetable farmers producing for local markets. With a relatively small investment

in HIP Ag's operational costs, Hawaii GIA can support us to increase our local communities food production distribution by 200-300% anywhere from 60-80,000lbs of food per year. This increase in distribution will ensure HIP Ag can best support the Lt. Governor's F2S pilot project for the Kohala schools and the larger community.

In 2017, the F2S pilot program was launched in North Kohala in partnership with Hawai'i Department of Agriculture, the Hawai'i State Department of Education (HIDOE), and spearheaded by Lt. Governor Shan Tsutsui. The pilot aims to move students closer to their food sources, while also strengthening their ties to Hawaiian culture through the cultivation of native crops using traditional farming techniques. With 180,000 daily meals provided by the HIDOE in Hawai'i, it aims to increase the amount of locally-sourced food purchased by the state, which not only supports the local economy, but also encourages healthier eating. At HIP Ag, our goal is to create a replicable and scalable model for which the entire state of Hawai'i can emulate. We are the only farm within Kohala providing fresh, organic fruits and vegetables – including bananas, oranges, lettuce, tomatoes, kalo leaf, and papaya – to the F2S program. So far we've been able to provide 3,750 lbs of fresh produce directly for the F2S program. Hawaii's dependence on imported food and associated vulnerabilities are well documented. Since 2009, the North Kohala Food Forum has gathered information about the barriers to more local production and consumption in North Kohala. Data shows that 80% of the food varieties needed for local food security are already grown by North Kohala commercial food producers, but food production volume is relatively low. (Island of Hawaii Whole System Project, Phase I Report, Kohala Center 2007). Consistently, North Kohala farmers have identified the need for more infrastructure and access to capital for infrastructure to expand production (Hawaii State Fact Sheet, US Department of Agriculture and the Farm Service Agency, August, 2014).

Additionally, the Hawaii State Department of Health has a call to action to educate our youth on making healthy choices that can have a positive impact on their health. HIP Agriculture is working with students as they travel through the educational system here in North Kohala through workshops, after school programs, farm field trips, and in school farm mentorship. Our students learn about health, nutrition, sustainability, agriculture, economics, global awareness, environmental stewardship, and civic engagement. In 2016, the Hawaii Agriculture Skill Panel (HASP) stated, "A major theme and desire from all islands is to increase agriculturally based education and training to develop their interest in future careers in the field, increase agriculture programs, including internships and mentorships, and develop clear pathways from secondary to post-secondary education in agriculture."

To further help realize this goal, HIPAg offers residential agriculture training programs for post-secondary graduates, field-trip and camp-out programs for K-12 students, consulting and mentoring support for the school garden and agriculture programs, community workshops, and an educational, agricultural festival serving Hawaii Island residents. Our streamlined education

programs are designed to mentor students at every age. Our Internship and Apprenticeship Programs specifically are valuable opportunities that provide participants with a structured training program where they can gain the skills and knowledge needed to succeed in the agricultural industries. HIP Ag is able to connect its participants to agriculture by providing the ideal opportunity to generate authentic engagement in direct education about the realities of farming that encourage individuals to pursue farming as a lifestyle by utilizing our working farm as a live model classroom. From interacting with animals to picking fruit from various tropical fruit trees to working in our kalo garden, students are able to learn about the invaluable nature of a farm.

Over the last eight years HIP Agriculture has built connections with the youth and families of Kohala. It will take a community wide effort, and HIP Ag has a great leverage point with the partnerships it has nurtured with Kohala schools, local businesses and organizations to create a community wide effort to nurture our communities health and food security. Every year our community becomes more empowered to grow their own food, eat local grown produce, and lead a healthy and conscious lifestyle. We have already witnessed improved eating habits in the households of our students, more families shopping at farmers' market and new home gardens started by family members. Students, parents and teachers are taking home seed, planting material and have increased interest in environmental stewardship as a product of our education programs. We are building the foundation of the next generation of environmental leaders and community activists. Through our experiential field trips and in-school presentations, HIP Ag is preparing local youth by using a community minded approach to meet the critical need to train the next generation of health advocates, farmers, conscious consumers and environmental stewards.

4. Describe the target population to be served; and

The Hawaii Institute of Pacific Agriculture currently serves school-age children from North Hawaii (specifically Kohala and Hamakua districts). Through its weekly farmers market, Farmer Apprenticeship and Internship Programs, HIP Ag serves individuals of all ages and backgrounds from Hawai'i and the mainland. The target population are new and existing farmers, K-12 students and teachers, and anyone that would like to grow or consume local food and produce. Currently an average of 3,000 individuals participate in our programs. Population of North Kohala is 6,490, 22% are living below the poverty line. 67% of students in Kohala come from low socio-economic backgrounds, the state average is 48%, which means they are eligible for supplemental educational services. Of the 758 enrolled students; 422 are male, 336 are female, 184 are Filipino ethnicity, 322 are native Hawaiian and 124 are white. The average daily attendance is 92.5%, which is low, compared to state avg: 94.6%. (census.gov).

5. Describe the geographic coverage.

The district of North Kohala is a remote area located in the northwestern corner of the island, at the end of the Akoni Pule Highway and the Kohala Mountain Road, which are the only accesses into and out of Kohala. Along the western shore of the district, the topography is fairly level, gently sloping upward from the coast to the Kohala Mountains. In contrast, the windward side of North Kohala contains deep canyon-like valleys and steep vertical cliffs.

The population of North Kohala is expected to continue to increase. The 2005 County of Hawai'i General Plan included three population projections for North Kohala for the year 2020. These three growth rates are: relatively conservative (11,053), moderate (11,273), and rapid (12,289). However, these projections are largely based on past trends, which may be somewhat skewed, since the growth rate for the County of Hawai'i was higher than average between 1990 and 2000 (23%). In addition, it is possible for the County to direct population growth, to some extent, to more urban areas. (North Kohala Development Plan, 2008).

The overwhelming majority of Kohala lands are zoned for agriculture, 84.6% according to County zoning (67,977 acres), and 80.5% in the State Agricultural district (64,713 acres). The sentiment of Kohala residents is generally that they would like to see this land utilized for agriculture. One of their biggest concerns is the misuse of this land for luxury subdivisions and/or "gentlemen estates." (North Kohala Development Plan, 2008).

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;

The scope of this work is focused on the three positions listed below:

1. **Project Manager:** Designing and implementing farm development plan with the Executive Director, for the new 33 acre parcel. Develop financial model and manage all budgets for site activities. Manage Farm to School Coordinator, making sure that they stay on target. Develop and maintain community stakeholder relationships. Manage and create farm and health and safety training manuals for interns and apprentices. Work closely with HIP Ag Farm Manager to ensure food production and health and safety

protocols are maintained.

2. **F2S Coordinator:** Responsible for developing and maintaining all community communications around production and sales including: creating a year round schedule of seasonal produce from our new farm and farmers in Kohala, develop network of farmers who want to contribute (increase current network by five farmers), will provide trainings on proper food handling and GAP certification standards to new farmers, will coordinate and strategize crop production with the Project Manager. Increase the production supply amount by 100% to supply F2S, Increase the amount of food produced and delivered to the Kohala F2S program, Create a network of farmers that supply to the F2S initiative.
 3. **Program Manager:** Manage and lead all educational programs including K-12 education including workshops, field trips, in school presentations, and after-school programs. Manage post-secondary programming including farm internships and apprenticeships; this includes coordinating, booking, managing education team, schedules, applications, outreach, and record keeping. In collaboration with the Executive Director develop farm education learning stations at new site and 50 education modules to be used in field and in the classroom.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Q1(July-September):

Agricultural Initiatives: At our new site we will be refining our crop design and financial model. Preparing the land for plantings to go in during Q2. Host local farmers and community stakeholders to identify needed trainings, supplies, equipment and facilities needed to distribute to F2S and local markets. Organize and conduct free trainings to local farmers. In addition, we will develop plans and raise funds for critical community infrastructure and/or find and utilize existing community infrastructure. Retain 12 farm interns and three to five farm apprentices who are motivated to become local producers.

F2S: Hire and train F2S coordinator. Work with community stakeholders in F2S, to identify crops to be grown for the lunch program. Identify five or more local farmers desiring to bring their produce to F2S and/or market. Develop a calendar database of local produce available to be offered to F2S. Develop protocol for order management, billing, and chain of commands between team, farmers and HIDOE. Design feedback surveys for farmers and HIDOE to gauge expectations and performance measures.

Education: Refine and develop curriculum, set up in-field learning modules and purchase materials. Outreach to DOE teachers, booking dates for field trips and in-school presentations. Train and manage twelve farm interns and five farm apprentices, monitor learning objectives through in-class talks, readings, in-field participation and written observations. Maintain data management and tracking systems for all areas.

Q2 (October-December):

Agricultural Initiatives: Plant newly prepared fields with Apprentices. Continue community stakeholder engagement. Create a year round schedule of seasonal produce to be shared with the DOE and community members. Continue to host and offer trainings as needed. We will utilize existing infrastructure for a cooperative processing and distribution hub or we will aim to have funds and a site secured by this time to start building.

F2S: Restart regular produce distribution for F2S, we aim for this to include one to five new farms. Begin bi-weekly check-ins with farmers and HIDOE to gain feedback on overall experiences including but not limited to production, coordination, and protocols.

Education: Launch educational programming including K-12 farm field trips and in-school presentations and weekly high school mentorship in ag. classes. Train five new farm apprentices for twelve months while conducting weekly check-ins to gauge skill development and gain programmatic feedback.

Q3 (January-March):

Agricultural Initiatives: We will be continually maintaining HIP Ag's production areas for maximum output and training apprentices. Continue community stakeholder engagement. Activities will be developed based on current community needs. If building new infrastructure, we aim to have it completed in Q3.

F2S: Continue growing, producing, and distributing fresh produce for the F2S program, we aim to be distributing produce for two to five additional farms. Continue bi-weekly check-ins with HIDOE to gain feedback on farm produce, coordination, and protocols.

Education: Outreach and planning for Spring 2019 educational programming with schools while conducting outreach and managing the calendar. Reach all Kohala Elementary students through in-school workshops and continue after-school programming through 21st century. Identify next twelve Farm Interns and five Farm Apprentices.

Q4 (April-June):

Agricultural Initiatives: We will be continually maintaining HIP Ag's production areas for maximum outputs and training apprentices. Management of community infrastructure. Continue community stakeholder engagement. Activities will be developed based on current community needs.

F2S: Continue growing, producing, and distributing fresh produce for the F2S program, we aim to be distributing produce for two to five additional farms. Continue bi-weekly check-ins with HIDOE to gain feedback on farm produce, coordination, and protocols.

Education: Finish the school year with end of the year programming including; field trips and in-school modules plus community events including: educational booths at May Day events and end of the year school celebrations. Run our annual 6-week summer farming program for students K-5.

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

Education--

1. Train Farmers through internship and apprenticeship:
 - a. Monitor and Evaluate - We will track the number of interns and apprentices while evaluating their progress, skills, and feedback
 - b. Improve Results - We will constantly look for new opportunities to improve the programs through participant and staff feedback which we will gather through meetings and evaluations.
- 2) Educate K-12 Youth through field trips, workshops, and in-school presentations:
 - a. Monitor and Evaluate - We will track the number of students taught, grade level, time spent, student surveys, teacher feedback and costs of programming.
 - b. Improve Results - If student learning surveys are anywhere less than 75%, we will change our curriculum to enhance learning objectives. We will improve programming with teacher survey feedback.

Agriculture--

- 1) Increase local food production
 - a. Monitor and Evaluate - We will track the amount of produce brought to F2S.
 - b. Improve Results - We will consistently check in with school coordinators and chefs to improve our production offerings and coordination methods.
- 2) F2S Farmer Network
 - a. Monitor and Evaluate - We will track the amount of farmers we connect to F2S and the amount of produce allocated from local farmers to the F2S program.

- b. Improve Results - We will constantly look for new opportunities to improve the programs through participant and staff feedback which we will gather through meetings and evaluations.
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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.

It is important to us that the information we collect is valid, reliable, and precise. To ensure this, it is a core responsibility within the three roles of Project Manager, F2S Coordinator, and Education Program Specialist to further develop tracking systems and collect information from their area of management. The F2S Coordinator will be responsible for recording farm data including production timelines and results and a local farmer contact database including produce availability. Within our educational programming, data comes from an assortment of quantifiable tracking methods such as participation and numbers served and is collected pre and post program by our Program Manager.

The surveys HIP Ag distributes collect a mixture of qualitative and quantitative information regarding our programs and performance. For our K-12 field trips and workshops, we distribute evaluations to the teachers pre and post to understand first how to tailor sessions to students needs and post to gather information on staff conduct, learning objectives met, and ways to improve. HIP Ag tracks its participants including demographics, length of programming, and learning objectives. We also have developed pre- and post surveys to gauge prior knowledge of student groups (pre) and learning objectives learned through our farm field trips and workshops (post). These surveys will include both 1-10 ratings and written responses. The data will demonstrate whether our core learning objectives are being fully achieved. If our learning objective responses are less than 75%, we will revise our method of communicating the lesson. Surveys and evaluations are also distributed for our internship and apprenticeship program to both staff and participants. The surveys include quantifiable tracking with ratings of 1-10 and open-ended questions collecting written responses. Through these indicators we are seeing positive and constructive feedback that HIP Ag staff carefully considers when organizing programs.

HIP Ag in-field staff are trained to be attentive to those being served; observations of the participants experience are collected during programs and subsequently organized by the Program Director. These in-field observations are a keynote to how our programs are being

experienced. During meetings staff is notified when certain aspects of a program are going well or not, with the ability to collaborate on a solution.

Lastly, financial management is measured through our revenue tracker which we update monthly. The tracker compares our actual revenue to our projected income and reveals our progress to our income goals. HIPAg staff reviews this monthly together to analyze our ability to meet on the deficits causing us to miss projected goals. In addition, our contracted certified public accountant is working with us to monitor and organize our finances.

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
\$37,000	\$37,000	\$37,000	\$37,000	\$148,000

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

Fundraising (individual donors and annual event)- \$100,000

County in Aid - \$20,000

DFF Foundation - \$26,500

Atherton Foundation - \$25,000

FLEX Foundation - \$25,000

HCF Career-Connected Learning \$15,000

O'io Foundation \$10,000

Total 2018 Grants = \$221,500.00

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.

Hawaii County in Aid = \$4,500 (restricted to K-12 Youth Education) 2017-18

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

\$18,400

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.

Organizational Capacity: Established in 2008, HIP Ag's staff brings together over 50 years of experience in the area of education, agriculture, non-profit management, and community development. Through its partnerships, programs, and numerous foundation grants, HIP Ag has developed successful programs focused on the needs of its community. In developing and implementing these successful programs, HIP Ag demonstrates its proficiency in agriculture, outreach, community building, education, and rural development. We measure the success of our programs through participant surveys. Through these surveys we track the statistics related to participant engagement including feedback, pre and post knowledge, and demographics. In addition to asking for community feedback, we have weekly staff meetings to discuss in-depth management and opportunities for organizational improvement. Our advisors and board members are utilized for their expertise in areas including cultural decisions, grant editing, education, financial direction, and property improvements.

Finances: Financial management is measured through our revenue tracker which we update monthly. The tracker compares our actual revenue to our projected income and reveals our progress to our income goals. HIPAg staff reviews this monthly together to analyze our ability to meet on the deficits causing us to miss projected goals. In addition, our contracted certified public accountant is working with us to monitor and organize our finances.

HIP Ag has received 13 grants since 2015, totaling in \$167,000. Other funding sources have come from programs (\$120,000), individual donors (\$34,521) and our annual event (\$65,000) totaling \$219,641 since 2015.

Grants 2017	Awarded 2017
County in Aid	4,500
HMSA	25,000
Atherton	25,000
FLEX	18,400
HCF STEM	10,000
Oio	10,000
21st Century	10,000
Kohala Lions Club	200
Total	103,100

Partnerships: *(Our strategy to improve our impact within our community involves consistent networking with similar organizations and community stakeholders. In addition, we aim to provide continual education opportunities for ongoing staff development and increased community relationships)*

North Kohala School District - HIP Ag main focus has been within the public school system in North Kohala, in addition, we host schools from the districts of South Kohala, Kona and Hamakua since 2011. Every school year, we teach garden-based workshops for K-5 and offer farm field trips for all ages. HIP Ag has partnered with the North Kohala DOE and the 21st Century Program to provide quality after-school garden programming for the past two years. At the Middle school in North Kohala, we were contracted to install an edible school yard of kalo, kukui, citrus, papayas, bananas, and surinam cherries at the middle school, in concert we provide garden education in the space. Our lead instructor along with contracted Hawaiian cultural leaders, mentors students in the agriculture class at the Kohala High School twice every week.

-Please find letters of support attached from each school principal.

Beyond Green Sustainable Food Partners - Chef Greg Christian, president and founder of Beyond Green Sustainable Food Partners is part of the executive committee working on the Hawaii Farm to School Initiative Pilot Project. He has been a critical ally to HIP Ag in making the pilot program succeed. We look forward to continuing our work with him to grow this program in Kohala.

Kohala Cafeteria Manager - The Kohala Cafeteria Manager Perscilla Galan and Greg Christian have been working to develop recipes that incorporate more fresh food that kids both love and are familiar with into the daily menu. HIP Ag has supported this in more ways than just fulfilling orders. We have had the Cafeteria staff out to the farm multiple times, to deepen our partnership and for them to get first hand experience of what food we have growing. In addition, we educate the cafeteria staff about what grows locally in Kohala and how to use different crops. We look forward to deepening our relationship with staff and increasing the amount of fresh local food in the cafeteria.

Beyond Organic - Dr. Jana Bogs is a research scientist and soil consultant, whose motto is "Creating health from the soil up!" Dr. Bogs worked closely with HIP Agriculture to perform soil analysis and crop consultation, during the planning and cultivation of our vegetable garden, in which we have planted several varieties of kalo, which will be utilized in poi pounding and education.

Kōkua Hawai‘i Foundation: HIP Ag is a destination for the Kōkua Hawai‘i Foundation’s Field Trip Grant program, which provides micro-grants to teachers and schools to help fund hands-on, outdoor learning adventures for grades K-12.

Kohala Institute at ‘Iole: HIP Ag is a project partner with ‘Iole, a 2,400 acre land stewardship project offering opportunities to be immersed in the rich natural and cultural history of Kohala. HIPA leases and farms on about seven acres of that land hosting an abundance of native plants such as awa, olena, kalo, coconuts, and varieties of banana in our tropical agro-forest.

Hui Aloha ‘Aina Momona - Promotes the sale and consumption of traditional kalo food products like hand-pounded poi or pa‘i ‘ai. They supported HIP Ag with our poi board project since 2016, which led HIP Ag to grow, eat and share traditional Hawaiian practices of taro with our youth and adult educational programs.

North Kohala Eat Locally Grown Campaign: This organization has been helping the community move towards a county mandated plan to produce 50% of the food it consumes. HIP Ag is a partner helping to grow and teach about food while inspiring young farmers.

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.

HIP Agriculture currently maintains three different agricultural lots as its main facilities.

Properties include: 1) A half acre commercial market garden and packing facility, 2) A seven acre property which is our main headquarters, containing the main office and residential spaces.

Along with a diverse set of tropical agroforestry and permaculture plantings. 3) A one and a half acre lot at its I'ole location that we use as our agroforestry and traditional Polynesian crops teaching garden.

The new 33 acre property is divided into two sections, it is divided between an farm area and a retreat area. The main farm area which is on the mauka side of road which has approximately twelve acres. The buildings in this area include a barn with attached living quarters, a workshop, a large kitchen and two full bathrooms, nearby the barn are two additional housing units, a small barn for agricultural storage near the main field systems and a manager's house. The agricultural area includes a premier poly-field which was planted by Dash back in 2012, will be utilized as a classroom for our field trips, workshops, and farmer trainings. There are six arable lands that we can utilize for crop production. The retreat side, the makai of road has approximately sixteen acres. The buildings in this area include a finished indoor activity space, open-dining hall, four studio hales, and a jungalow. Here there is also a six acre orchard which includes a variety of tropical trees (mango, papaya, avocado, breadfruit, lemon, lime, coconut) and polynesian crops (kalo, turmeric, bananas, plantains).

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.

Due to limited funding, HIP Ag has only been able to fund five-full time positions at considerably low wages with staff willing and committed due to our mission-based organization. We are proposing increasing wages of Program Manager and Project Manager for retainment purposes while also creating a full time position of F2S Coordinator who will be a support person under the Project Manager.

HIPAg has 5 full-time staff:

Dash Kuhr; Founder and Executive Director, is the lead facilitator for the organization and has fifteen years of experience in youth and adult education, business management, and agriculture. He has a certificate in Permaculture Design and Permaculture Teacher certificate. He has developed education programs that have served thousands of youth and adults.

Erika Kuhr; Founder and Assistant Director, received her B.S. in Food Science + Nutrition and B.A. in Spanish from San Diego State University. Erika has a Permaculture Design Certificate and a certificate as a Permaculture Teacher from Permaculture Design Institute. She is dedicated to teaching people about the importance of eating healthy foods. Erika has been teaching nutrition and cooking classes the past 15 years.

Elizabeth Crone; Director of Development, develops and implements the organization's strategic plan, raises vital funds for the organization while managing goals and maintaining donor relations. She graduated with a business degree from NYU and has over 15 years experience managing, directing, and acting as a consultant for various businesses and non-profits.

Lauren Ruotolo; Education Program Manager, oversees all educational and residential programs and educates K-12. She has degrees in Environmental Science & Sociology and has been involved with non-profit and youth education efforts for the past 10 years. Lauren has held lead educator positions in various non-profit settings and has worked with students of various backgrounds and abilities.

Sarah Freeman; Project Manager, holds a Bachelor of Science in Conservation and Resource Studies from UC Berkeley with a concentrated focus on urban agriculture, conflict resolution and city repair. While at Berkeley, her research thesis was on Garden and Nutrition Education programs in California. Sarah's combined knowledge of Farm to School initiatives nationwide, her study and practice of sustainable agriculture, partnered with her 13 years of nonprofit and project management experience make her an ideal candidate to run lead this program.

F2S Coordinator; potential candidates have been identified and will be considered once we acquire adequate funding.

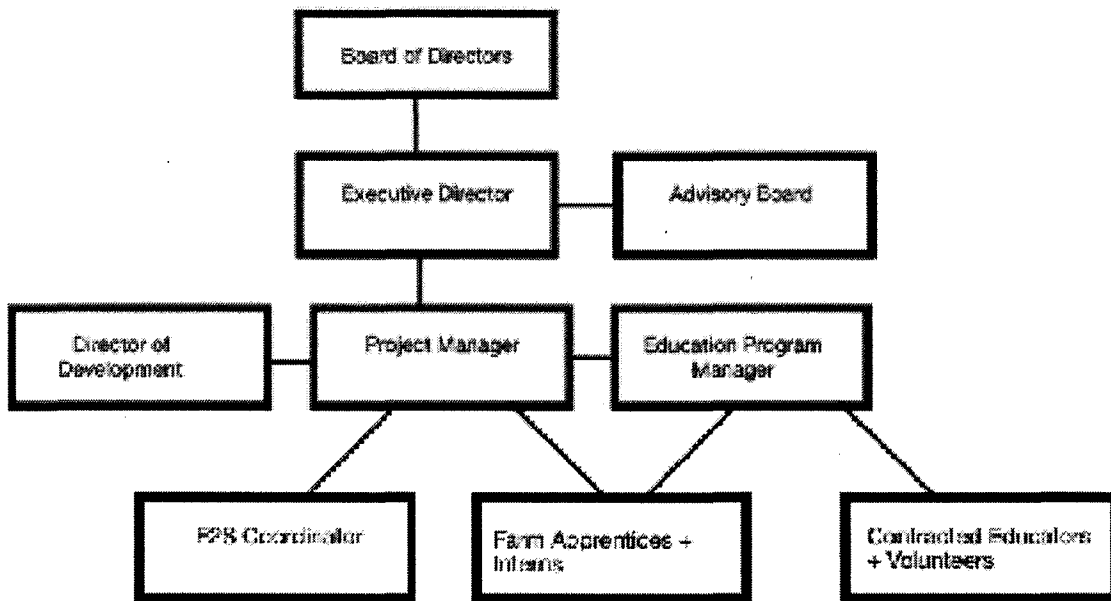
Training: All HIP Ag staff participate in New Employee orientation and training as well as a variety of program specific trainings to be fully prepared for the service provided. All staff are required to read through manuals, assigned readings, and curriculum designed to familiarize them with our organization's mission. Ongoing training to expand staff knowledge and ability is emphasized and supported for all employees.

Advisors: Board of Directors: Vanessa Stone (Founder of Amala Foundation), Dash Kuhr and Erika Kuhr (Founders and Executive Directors - over 50 years combined experience in education and nonprofit management).

Board of Advisors: Kai Kaholokai (Native Hawaiian cultural practitioner), Gayle Yamasaki (21st Century Community Learning Centers Program Coordinator), Donna Maltz (entrepreneur, farm to table restaurant owner, wellness and business consultant), Deborah Winter (psychologist and retired professor).

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.



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.

Executive Director: \$25,000

Program Manager: \$24,000

Communications Coordinator: \$12,000

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 1, of the State Constitution for the relevance of this question.

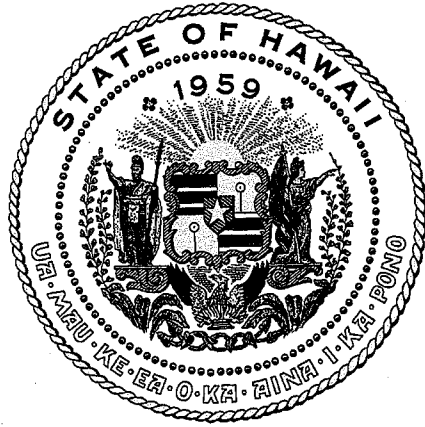
N/A

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. After 2019, sustaining the F2S coordinator position will be met by the growth of the F2S program at the Kohala Complex and with an increase of local farm production and distribution management that is essential to the F2S program. While the youth education programs are a free service funded through grants, the need to educate the youth on nutrition and agriculture will continue to be a needed service. The youth education will sustain due to the community's commitment to the next generation's health and well-being.

Furthermore, we plan to sustain our income in 2018-19 by implementing a more robust grant schedule, fulfilling more youth education contracts, and filling paid program enrollment. Our strategic plan is guiding the team to maintain sustainability by:



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

HAWAII INSTITUTE OF PACIFIC AGRICULTURE

was incorporated under the laws of Hawaii on 03/26/2014 ;
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 17, 2017

Director of Commerce and Consumer Affairs

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Institute of Pacific Agriculture

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	75,000		12,000	
2. Payroll Taxes & Assessments	6,000		1,500	
3. Fringe Benefits			0	
TOTAL PERSONNEL COST	81,000		13,500	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	15,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space			5,000	
5. Staff Training	6,000		2,000	
6. Supplies	10,000		8,000	
7. Telecommunication	2,400			
8. Utilities	12,000			
9. Apprenticeship Program	15,000			
10. Transportation	6,600		2,500	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	67,000	0	17,500	
C. EQUIPMENT PURCHASES	0	25,000		
D. MOTOR VEHICLE PURCHASES	0	0		
E. CAPITAL	0	0		
TOTAL (A+B+C+D+E)	148,000	25,000	31,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	148,000	<div style="font-size: 1.2em; font-family: cursive;">Erika Kuhr (808) 8961331</div> <div style="font-size: 0.8em; text-align: right;">Phone</div> <div style="font-size: 1.2em; font-family: cursive;">1/18/18</div> <div style="font-size: 0.8em; text-align: right;">Date</div>		
(b) Total Federal Funds Requested	25,000			
(c) Total County Funds Requested	31,000			
(d) Total Private/Other Funds Requested	0			
TOTAL BUDGET	204,000	<div style="font-size: 1.2em; font-family: cursive;">Erika Kuhr Treasurer</div> <div style="font-size: 0.8em;">Name and Title (Please type or print)</div>		

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Institute of Pacific Agriculture

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager	1	\$36,000.00	75.00%	\$ 27,000.00
F2S Coordinator	1	\$36,000.00	75.00%	\$ 27,000.00
Education Program Manager	1	\$36,000.00	75.00%	\$ 27,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ 81,000.00
JUSTIFICATION/COMMENTS:				

Applicant: Hawaii Institute of Pacific Agriculture

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

Period: July 1, 2018 to June 30, 2019

Applicant: Hawaii Institute of Pacific Agriculture

FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS			0			
LAND ACQUISITION			0			
DESIGN			0			
CONSTRUCTION			0			
EQUIPMENT			0			
TOTAL:						

JUSTIFICATION/COMMENTS:

N/A

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Institute of Pacific Agriculture

Contracts Total: 4,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	County in Aid (Hawaii)	2017-2018	County Of Hawaii	Haw	4,500
2					
3					
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7					
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30					

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


The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Hawaii Institute of Pacific Agriculture
(Typed Name of Individual or Organization)

 _____
(Signature) 01/18/18
(Date)

Dashiell Kuhr Executive Director
(Typed Name) (Title)

DAVID Y. IGE
Governor

ARTHUR F. SOUZA
Complex Area Superintendent



CHRISTINA M. KISHIMOTO
Superintendent

DANNY P. GARCIA
Principal

STATE OF HAWAII
DEPARTMENT OF EDUCATION
KOHALA ELEMENTARY
SCHOOL

P.O. BOX 819
KAPA'AU, HAWAII 96755

"All students at Kohala Elementary School will be empowered to reach their full potential. "
-Kohala Elementary School Faculty & Staff

October 26, 2017

Re: Letter of Support for HIP Agriculture - Ha Ike Pono Youth Education Program To

Whom It May Concern:

I am writing this letter to show my support for the Hawaii Institute of Pacific Agriculture's Ha Ike Pono Youth Education Program. I am the Principal for the Kohala Elementary School and have worked closely with HIP Agriculture for the past 8 years and feel confident expressing my full support of their work. This includes workshops serving the entire K-5 population with garden, nutrition, and sustainability education, after-school garden education, in addition to farm field trips. It is my hope that through this grant, HIP Agriculture may continue serving Kohala Elementary School with service learning and experiential education in the garden and on their farm.

If you have any questions, please feel free to contact me.

Mahala Nui Loa,


Danny Garcia
Principal

Phone: (808) 889-7100 Fax: (808) 889-7103

<http://www.kohaloel.k12.hi.us/SCHOOLS/05/KOHA>

[LAE/home.nsf](#) AN AFFIRMATIVE ACTION AND EQUAL

OPPORTUNITY EMPLOYER

DAVID Y IGE
GOVERNOR

ALAN G BROWN
PRINCIPAL



DR CHRISTINA M KISHIMOTO
SUPERINTENDENT
ARTHUR F SOUZA
COMPLEX AREA SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
KOHALA MIDDLE SCHOOL
P.O. BOX 777
53-4155 AKONI PULE HIGHWAY
KAPA'AU, HAWAII 96755
PHONE (808) 889-7119
FAX (808) 889-7121

November 2, 2017

To whom it may concern,

The Hawaii Institute of Pacific Agriculture (HIPA) has partnered with Kohala Middle School in a number of ways over the past few years. This year HIPA helped beautify our campus by planting 5 ulu trees, 4 citrus trees, and other plantings including a two sample rain gardens. These plantings are beautiful and also educational and are being used for classroom investigations as well as campus beautification. Illene Grossman visiting from the Kohala Center said, "I saw the rain garden you built and love it!!"

HIPA looked at erosion and water flow around the school as part of a watershed unit with Kohala Middle School teacher Maureen Appleton and her students. What a difference the rain garden makes, especially after a hard rain.

We at Kohala Middle look forward to working with HIPA more in the future to provide our students with more hands-on and garden-based education. I am currently in my fifth year as the Principal of Kohala Middle and it is so important for us to have partners such as HIPA to support us and engage with us.



E kulia i ka nu'u
Strive for the highest

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER
Kohala Middle School does not discriminate on the basis of race, color, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups-ESE only. The following person has been designated to handle inquiries regarding the nondiscrimination policies:
Alan Brown, Principal, PO Box 777 Kapaau, HI 96755
Telephone: (808) 889-7119 x224 Email: alan_brown@notes.k12.hi.us

DAVID Y. IGE
GOVERNOR

ARTHUR F. SOUZA
COMPLEX AREA
SUPERINTENDENT



DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT

JANETTE SNEILING
PRINCIPAL

STATE OF HAWAII
DEPARTMENT OF EDUCATION
KOHALA HIGH SCHOOL
P.O. BOX 279
KAPAAU, HAWAII 96755

October 31, 2107

To Whom It May Concern:

The Hawaii Institute of Pacific Agriculture is actively helping to increase participation in Kohala High School's school farm through hands on activities, guest lecturers, and in-field permaculture workshops.

HIP Agriculture's mission is in alignment with our school's focus on improving the school farm with the interaction and cooperation from our students. We welcome the opportunity to partner with HIP Agriculture to provide our students with authentic, hands on learning opportunities in support of student learning of sustainable agricultural practices.

Sincerely,



Kohala High School

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

Kohala High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups-ESE only. The following persons have been designated to handle inquiries regarding the nondiscrimination policies: Janette Snelling, Principal, P.O. Box 279, Kapaa, HI 96755 Ph (808)889-7117 email: janette.snelling@does.k12.hi.us