

House District(s) ALL
Senate District(s) ALL

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): DEPARTMENT OF EDUCATION

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kupu

Dbas:

Street Address:

677 Ala Moana Blvd., Suite 1200, Honolulu, HI 96813

Mailing Address: *same as above*

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MATTHEW BAUER

Title Chief Operating Officer

Phone # (808) 735-1221 ext 1007

Fax # (808) 356-3264

E-mail matthew.bauer@kupuhawaii.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:

HAWAII YOUTH SUSTAINABILITY CHALLENGE

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 133,487

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

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

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

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 0

JOHN LEONG, CHIEF EXECUTIVE OFFICER
NAME & TITLE

1/18/18
DATE SIGNED

Objective 1: To award mini-grants for student-driven projects that test, prototype, or implement small-scale solutions to environmental challenges within local schools and communities.

Objective 2: To promote environmental mindsets and innovation among Hawaii's next generation of leaders by providing opportunities for them to design and execute their own conservation and sustainability projects.

Objective 3: To improve project quality and completion rates by beginning recruitment earlier, creating a more robust and interactive application, and pairing each project team with a professional mentor.

3. *The public purpose and need to be served;*

Hawaii is confronted by exceptional environmental challenges that demand critical action. In 2014, elected officials signed the Aloha+ Challenge Declaration as a statewide commitment to achieve six ambitious, interconnected sustainability goals by 2030. The targets include: 1) Clean Energy Transformation, 2) Local Food Production, 3) Natural Resource Management, 4) Solid Waste Reduction, 5) Smart Sustainable Communities, 6) Green Workforce and Education. The last goal to increase local green jobs and education is paramount to our State's overall ability to meet all Aloha+ Challenge targets as well as build a more secure, sustainable, and resilient economy.

Unfortunately, levels of environmental public awareness and support for environmental education are lacking in Hawaii. In a 2010 Hawaii Statewide Assessment of Forest Conditions and Trends, the Department of Land and Natural Resources states that many of Hawaii's residents "have little connection to, or knowledge of, native taxa". Without this connection, there is little public prioritizing of natural resource management issues. In its 2015 Hawaii Environmental Literacy Plan, the Hawaii Environmental Education Alliance noted that Hawaii Department of Education funds to connect schools to environmental education resources, field trips, professional development, and curriculum development have not existed since the 1980s. Essentially, educators in our public schools are left on their own to teach environmental education.

Little progress in addressing Hawaii's sustainability issues can be expected if we do not support educational efforts that build our citizens' understanding of the systems of the natural world and about what each of us needs to do – individually or as part of a community – to keep the environment healthy and sustain its resources (The Environmental Education & Training Partnership, 2011). Furthermore, we are missing out on key opportunities to harness the energy and creativity of our youth to lead us toward a more sustainable future.

4. *Describe the target population to be served; and*

The Hawaii Youth Sustainability Challenge targets Hawaii's **6th-12th grade students**. Projects must be associated with a **public, private, or charter school**, to which the mini-grant funding will be transmitted to. Projects may be spearheaded by an individual student, a group of students, or a collaboration of students from multiple schools. All projects are required to be supported by a teacher adviser.

5. *Describe the geographic coverage.*

Applications for the Hawaii Youth Sustainability Challenge are solicited **statewide**. Projects selections are made, in part, towards the goal of supporting a wide geographic range of schools and communities across the Hawaiian Islands.

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 3rd annual Hawaii Youth Sustainability Challenge (HYSC) is a mini-grant competition and educational initiative for 6th-12th grade students that will take place during the 2018-2019 school year. Students will be challenged to identify a conservation- or sustainability-related problem affecting their school or community, then propose, prototype, and implement an innovative project to address it. School-based project teams will submit applications for mini-grants typically amounting up to \$1,000 per project. Through HYSC, students will be able to harness their passion for the environment, practice design thinking, and take on leadership roles while creating a positive impact on the protection of their environment and sustainability of their school and/or community.

The scope of work required to implement HYSC programming includes:

Recruitment – We plan to begin recruitment earlier than in Year 1 and Year 2 by conducting outreach among teachers and schools in the spring of 2018 to create cohorts of students that are well-positioned to apply to HYSC in the fall of 2018. This will provide sufficient time to give teachers and schools the option to create a structured setting, such as an advisory period or student club, to support student participation in

HYSC. In addition, staff will raise awareness about the HYSC opportunity through the following methods:

- Targeted email campaign to Kupu's contact list of over 700 educators and partners
- Kupu's e-newsletter, which has a reach of nearly 9,000 subscribers
- Kupu's Facebook page with nearly 5,000 followers
- Statewide and island-specific press releases
- Features on local morning shows highlighting past participants
- DOE newsletters and social media
- Kokua Hawaii Foundation's (contracted partner) e-newsletters with a reach of over 27,000
- One-on-one outreach to teachers and individual classrooms via email, phone calls, and presentations
- Distribution at the Hawaii State Student Council meeting

Application and Selection – Kupu staff will develop the content of the application, conduct outreach, and design training videos to assist applicants with developing their proposals. We will also coordinate an advisory committee comprised of educators who will make award selections based on evaluation of the mini-grant applications.

Project Advising – Each project team will be paired with a staff member of Kupu's Environmental Education Leadership Development Program (EELDP) or contracted partner Kokua Hawaii Foundation. We will also solicit outside partners to serve as mentors as needed and appropriate. To ensure project quality and successful completion, these professional mentors will provide advising for a minimum of 7 hours per project. As much as possible, students will be encouraged to use the five (non-linear) stages of *Design Thinking* to ensure a meaningful and creative process throughout the application, implementation, final reporting, and presentation stages:

- *Empathize* (through interviews)
- *Define* (problem identification based on information from interviews)
- *Ideate* (brainstorming)
- *Prototype* (experiment)
- *Test* (which may lead to redefining the problem or new ideas of how to solve the problem)

As possible, we also plan to provide project mentors, as well as interested teacher advisers, with Design Thinking training.

Project Wrap-Up and Presentations – Project teams will be required to submit a final report documenting their project results and be invited to a closing debrief session. We will provide select students the opportunity to present their projects at the 2019 Hawaii Conservation Conference, while other awardees will have the opportunity to attend part of the conference to watch the presentations and meet environmental professionals.

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

Spring 2018*	Recruitment begins
August 2018	Mini-grant application is released
September 2018	Outreach is conducted to support the development of student proposals
October 2018	Mini-grant application closes; advisory committee makes selections
November 2018	Notification of awards; pre-deployment meetings (virtual or in-person) between all awardees and mentors
December 2018	Mini-grant funds are transferred to schools
January 2019	Begin implementation of projects
March 2019	Each project team completes a mid-term check-in with their mentor
May 2019	Project teams submit final reports
June 2019	Closing debrief session
July 2019*	Presentations at 2019 Hawaii Conservation Conference

*Note: these activities will take place before or after the Grant-in-Aid award period and will be supported by other sources of funding.

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

Project quality will be monitored through an initial pre-deployment meeting (virtual or in-person), mid-project check-in (virtual or in-person), and final report. Kupu will host a share-out and debrief session following the completion of the projects to gather feedback on program successes, challenges, and suggested areas of improvement. As a result of feedback gathered at the close of the 1st annual HYSC, we are currently implementing a variety of improvements during the 2nd annual HYSC, including:

- 1) Launching applications and transmitting award funds earlier to give students more time to complete their projects

- 2) Moving up the final report deadline from June to May to help ensure that projects are complete before the school year ends
 - 3) Offering the opportunity for students to present their projects to a wider audience and meet environmental professionals at the Hawaii Conservation Conference
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.*
- 60 students participate directly in HYSC project teams
 - 600 total students benefit/learn from HYSC projects
 - 20 schools served
 - 7 hours of professional advising delivered per project team
 - 85% of projects successfully completed
 - 5 select projects present at the annual Hawaii Conservation Conference
 - 85% of students served report an increase in knowledge of sustainability and conservation challenges and solutions facing their school and community
 - 85% teachers report an increase in knowledge and enthusiasm among students about addressing sustainability and conservation challenges facing their school and community

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
\$32,247	\$35,946	\$30,497	\$34,797	\$133,497

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

Kamehameha Schools – \$45,209 (pending)
 NOAA Environmental Literacy Program – \$29,943 (pending)
 Harold K.L. Castle Foundation – \$21,780 (pending)

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

Not Applicable.

5. *The applicant shall provide a listing of all federal, state, and county government contracts, 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.*

The Hawaii Youth Sustainability Challenge has not received any financial support from government sources to date. Kupu recently submitted a pre-proposal to the National Oceanic and Atmospheric Administration’s Environmental Literacy Program seeking \$29,943 in fiscal year 2019 funding for the Hawaii Youth Sustainability Challenge, and will be notified in February 2018 if we are invited to submit a full proposal.

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

Kupu’s balance of unrestricted assets as of November 30, 2017 is \$2,523,323. This figure as of December 31, 2017 is not yet available.

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.

In 2016, Kupu's programs provided experiential learning opportunities in conservation and sustainability to 320 youth and young adults who delivered a total of 1,024 presentations and environmental awareness events that educated 39,958 students and community members across the State, along with generating many other impacts. Since the 2013-2014 school year, Kupu has been partnering with the Hawaii Department of Education to place college graduates in roles assisting with environmental education efforts at public schools throughout Oahu. Across the island, Kupu's participants have created curricula to increase scientific exploration and environmental literacy, helped implement school gardens, arranged volunteer groups and recycling programs, built aquaponics/hydroponics systems, provided support for outdoor field trips, and established environmental clubs and natural resource classes.

Completing its 10th year of operation, Kupu is increasingly called upon to help provide leadership for the environmental education movement. Our organization had the honor of chairing the K-12 Working Group of the National Host Committee for the 2016 IUCN World Conservation held in Honolulu. Kupu was responsible for developing youth programming during the ten-day conference, which engaged 1,500 youth from 20 countries. In this role, we worked with the Deputy Superintendent of the DOE Steven Schatz, headmaster of Punahou School Dr. James Scott and CEO of Kamehameha Schools Jack Wong.

The Hawaii Youth Sustainability Challenge was originally established as a legacy initiative that arose out of the 2016 IUCN World Conservation Congress and was made possible by the Harold K.L. Castle Foundation, Kamehameha Schools, and Public Schools of Hawaii Foundation, with support from the Hawaii Department of Education. During HYSC's inaugural 2016-2017 year, 34 applications were submitted and 28 schools across six islands were awarded mini-grants totaling to \$25,140 (average grant size was \$897.85). A select HYSC awardee was featured as a speaker at Kupu's 2017 Environmental Fair. She shared about her waste reduction project called "Marker for Sustainability," which successfully converted her entire school campus to use of refillable, environmentally friendly dry erase markers, thereby solving a reliance on disposable markers. Examples of other funded project proposals include:

- Design and building of a solar-powered brewer of vermicompost tea with increased healthy microbes for nourishing soil for gardening/farming
- Teaching 5th graders how to grow their own vegetables through hydroponic buckets, while comparing how hydroponics compares to gardening in soil
- Creation of a Hawaiian garden, or mala, on campus to grow native plants based on the Hawaiian moon calendar and learn traditional Hawaiian cultivation knowledge

Kupu is currently implementing Year 2 of HYSC during the 2017-2018 school year. Selections for mini-grant awards have yet to be made, with examples of proposed projects including:

- An electric car parade on Molokai to help increase knowledge and awareness of electric vehicles in the community
- Prototype and design of an attachment for combining water bottles and reusable utensils
- Design of a lettuce box kit for school children to grow and sell lettuce to cafeterias across the State

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.

Project activities for the Hawaii Youth Sustainability Challenge will primarily take place within students' school facilities. If needed, Kupu's training facility will be available for project activities such as delivering design-thinking training to staff mentors and teacher advisers as well as hold the closing debrief session. Kupu currently leases an 8,000 square foot, ADA compliant training facility located in Kewalo Basin, Honolulu from the Hawaii Community Development Authority. The facility serves as the base of operations for Kupu's Hawaii Youth Conservation Corps Community program, newest culinary social enterprise, and occasionally for special events and trainings for other Kupu and partners' programs.

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.

Senior Program Manager, Sustainability Initiatives - Legacy, Kupu – Elia Herman will oversee implementation of the overall Hawaii Youth Sustainability Challenge program. Her responsibilities will include program strategy; recruitment; training and support of project mentors and teacher advisors; application development and

deployment; coordination of advisory committee/award selection; communication with grantees; coordination of presentations, travel, and debrief; and evaluation and reporting. Elia has over 17 years of experience working on local, national, and global conservation and sustainability issues. Most recently, she spent six years at the State of Hawaii's Department of Land and Natural Resources (DLNR) managing the Hawaiian Islands Humpback Whale National Marine Sanctuary and DLNR's marine protected species program, as well as providing leadership and direction on a range of marine resource management issues. While at DLNR, Elia also served as the Acting State Sustainability Coordinator. Prior to returning home, she worked in Washington D.C. as a legislative fellow with the U.S. Congress developing aquaculture, energy, and ocean education policy and managed a campaign at the Pew Charitable Trusts that focused on strengthening U.S. international environmental policy to ensure national security, economic stability, and women's wellbeing. Throughout her career, Elia has partnered with various organizations, including National Geographic and the University of Hawaii, on marine research and outreach efforts. She has also written for magazines and journals, broadcast on the radio, and developed media products on a range of environmental and community management issues. Elia earned her bachelor's degree from Brown University and Master's degree in Environmental Management from Duke University.

Program Coordinator, Sustainability Initiatives, Kupu – this position is currently open and will be responsible for assisting the Senior Program Manager, event and outreach coordination, monitoring grantees, and other program administrative tasks. Kupu is seeking a qualified candidate with a Bachelor's degree or higher, experience or interest in working in conservation or sustainability, and experience running programs and events.

Project Mentors, Kupu – a handful of Kupu's Environmental Education Leaders, who are placed throughout public schools on Oahu, will serve as HYSC Project Mentors. These individuals are college graduates with various academic backgrounds (education, ecology, botany, biology, natural resources and environmental management, forestry, Hawaiian studies, etc.) that have prepared them to engage students in activities relating to the natural world and possess one to two years of related work experience.

Kokua Hawaii Foundation (contract) – Kupu will be contracting Kokua Hawaii Foundation, a nonprofit that supports environmental education in Hawaii's schools and has been offering mini-grants for over a decade, to assist with the implementation of HYSC. Kokua Hawaii Foundation will provide grant administration support by collecting student proposals through their web-based application portal, transmitting award payments to schools, and tracking program information for reporting. The organization will also assist with recruitment, communication with program funders and partners, and

providing staff to serve as project mentors. The Kokua Hawaii Foundation is led by Executive Director Natalie McKinney who has over 20 years of experience in program management and budget oversight. Grants Administrator Diane Fitzsimonns has served with the organization for over three years. Staff who will serve as project mentors have expertise in waste reduction, composting, and garden technical support.

Program Director, Kupu – Nate Gytoku will oversee the Senior Program Manager, provide strategic support, and develop partnerships key to the implementation of HYSC. Nate currently serves as Kupu’s Director of Sustainability Initiatives, which involves directing the Sustainability Initiatives Internship, Hawaii Youth Conservation Corps Summer and Community, Pacific Resiliency Fellowship, and the Hawaii Youth Sustainability Challenge programs. He has extensive experience helping to build, stabilize, and grow new or existing businesses, including in the food, information technology, and construction industries. In 2012, Nate served as President for the Honolulu Japanese Junior Chamber of Commerce, organizers of the Cherry Blossom Festival of Hawaii, Hawaii’s longest continually running cultural festival. His involvement in the local Japanese community led to a position at the Japanese Cultural Center of Hawaii as the Chief Operating Officer and Director of Programs in 2015.

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.

See attached organizational chart, which highlights the positions and lines of supervision relevant to Kupu’s Hawaii Youth Sustainability Challenge programming in green.

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.

Chief Executive Officer – \$127,000
Chief Operating Officer – \$100,425
Chief Financial Officer – \$100,425

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.

Not applicable.

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.

Kupu is an accredited 21st Century Conservation Service Corps, which means that our programs meet and are informed by the high standards of quality set by the initiative's Federal Advisory Committee. In early 2015, Kupu also earned accreditation from the Corps Center of Excellence, which is a national accrediting body for Service and Conservation Corps. In order to attain this standing, our organization underwent an in-depth evaluation of internal operations, financial management practices, risk management practices, governance standards, and youth programming operations. Accreditation is granted only to corps that demonstrate a high level of accountability to the communities in which they operate and to the corps members they enroll.

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.

No funds from the proposed grant, if awarded to Kupu, will be used to support private educational institutions. State funds will only be used to award mini-grants to student projects associated with public schools. Kupu is seeking other revenue to fund any student projects associated with sectarian or non-sectarian private schools.

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.*

Kupu's highly qualified team has the vision, leadership, and experience to sustain its programs beyond the grant period. We recently submitted a pre-proposal to the NOAA Environmental Literacy Program for a three-year grant that could serve as HYSC's first

federal and multi-year funding source. As HYSC programming continues to develop and demonstrate a longer and more robust record of success, we will seek additional grant funding from new and existing partners and stakeholders concerned with environmental education in our State.

Over the past three years, Kupu has also worked to diversify revenue streams. Recognizing the need for a strategic donor relations program, we invested in our Development Department last year with the goal of increasing corporate and individual giving. We are increasing the level of our board of directors' engagement in fundraising, and recruited two new members to our board who possess relationships to help us raise additional funds. Our new focus on fundraising initiatives poses an enormous opportunity to increase unrestricted revenue. In the meantime, Kupu has demonstrated excellent fiscal stewardship and maintains adequate savings to support operational deficits.

Our financial sustainability strategy also includes developing fee-for-service components with partner organizations to generate program revenue beyond grant funding. Still in its infancy stages, this capacity-building strategy yielded \$675,568 in revenue in 2016, which was invested back into program services. With anticipated completion commercial kitchen and event space at its Kewalo Basin training facility, Kupu is also beginning to develop social enterprise programming that could provide a new earned income revenue stream for the organization, while offering job training opportunities for youth and supporting local farm-to-table initiatives. A major private foundation on the west coast has already committed to investing \$833,000 over three years to launch this endeavor.

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.

See attached.

6. **Declaration Statement**

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

See attached Declaration Statement. Kupu complies with all standards for the award of grants under Section 42F-103 of the Hawaii Revised Statutes.

7. **Public Purpose**

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

The proposed grant, if awarded to Kupu, will be used for public purposes pursuant to Section 42F-102 of the Hawaii Revised Statutes.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Kupu

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	67,760	17,500		14,560
2. Payroll Taxes & Assessments				
3. Fringe Benefits	30,492	7,875		6,552
TOTAL PERSONNEL COST	98,252	25,375	0	21,112
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	3,200			3,600
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	1,500			2,250
7. Telecommunication	0			
8. Utilities	2,400			
9. Student Mini-grants	7,000			23,000
10. Transportation & Travel (non-airfare)	3,450			2,750
11. Participant Training	4,050			2,500
12. Marketing	1,500			
13. Consultants and Contracts				2,250
14. Administrative Expenses	12,135	4,568		9,527
TOTAL OTHER CURRENT EXPENSES	35,235	4,568	0	45,877
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	133,487	29,943	0	66,989
SOURCES OF FUNDING			Budget Prepared By:	
(a) Total State Funds Requested	133,487		Elia Herman, Senior Program Manager 808-735-1221 x1020	
(b) Total Federal Funds Requested	29,943		[Redacted] (print) Phone	
(c) Total County Funds Requested	0		1-18-18	
(d) Total Private/Other Funds Requested	66,989		Signature of Authorized Official Date	
TOTAL BUDGET	230,419		Janice Kim, Chief Financial Officer Name and Title (Please type or print)	

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Kupu

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Senior Program Manager	0.6	\$43,680.00	75%	\$ 32,760.00
Program Coordinator	1	\$40,000.00	50%	\$ 20,000.00
Program Director	1	\$75,000.00	20%	\$ 15,000.00
TOTAL:				67,760.00

JUSTIFICATION/COMMENTS:
 Senior Program Manager (SPM) will develop program strategies and oversee recruitment, application development and deployment, grantee selection, ongoing project support by mentors, and student presentations. Program Coordinator (PC) will assist SPM with program implementation, including recruitment and application deployment, mentor support, event and outreach coordination, and other program administration activities. Program Director (PD) will provide strategic support and develop partner relationships.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

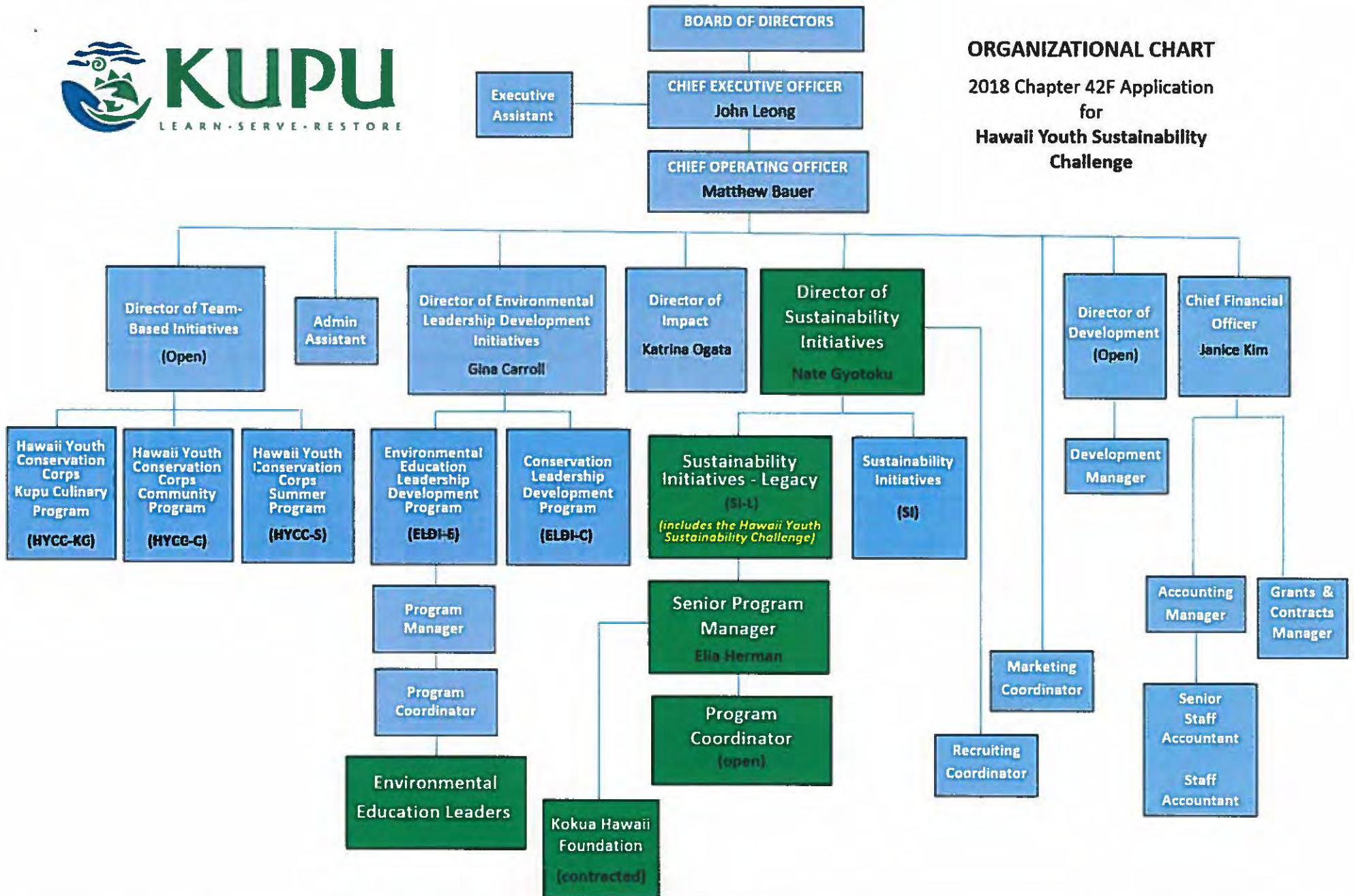
Applicant: Kupu

Contracts Total: \$0

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	None				
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ORGANIZATIONAL CHART
 2018 Chapter 42F Application
 for
 Hawaii Youth Sustainability
 Challenge





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

KUPU

was incorporated under the laws of Hawaii on 01/26/2007 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: December 20, 2017

Director of Commerce and Consumer Affairs

**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, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

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

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

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

Kupu



1/18/18

(Date)

John Leong
(Typed Name)

Chief Executive Officer
(Title)