

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:

Hawaii Institute of Pacific Agriculture

Amount of State Funds Requested: \$ 300,274.00

Brief Description of Request (Please attach word document to back of page if extra space is needed):
We aim to increase the amount of local food produced and distributed to the DOE North Kohala Complex. We are working towards this goal by continuing to build a network of local farmers in Kohala and working with them to increase their production and access to markets. In conjunction, we are continuing to offer and further develop our youth programming that teaches students about agriculture and nutrition; that further connects them to the food they are being served in the cafeteria. Our educational programming is also focused on increasing the number of young people interested in agriculture as a career path, to expand students overall awareness of nutrition, and connection to the agriculture industry. We

Amount of Other Funds Available:

State: \$ 97,030.00
Federal: \$ 0
County: \$ 8,000.00
Private/Other: \$ 88,000.00

Total amount of State Grants Received in the Past 5

Fiscal Years: \$ 75,000.00

Unrestricted Assets:

\$ 53,0000.00

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

PO BOX 497, Kapaau, HI 96755

City: State: Zip:

Contact Person for Matters Involving this Application

Name:
Lauren Ruotolo

Title:
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Federal Tax ID#:

State Tax ID#

Dashiell Kuhn

Authorized Signature

Dashiell Kuhn Executive Director

Name and Title

01/18/19

Date Signed

received
1/18/19 10:11am JFR



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

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Dashnell Kuhr Executive Director
PRINT NAME AND TITLE

01/18/19
DATE

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

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

Dashiell Kuhr
(Signature)

01/18/19
(Date)

Dashiell Kuhr
(Typed Name)

Executive Director
(Title)

The Hawaii Institute of Pacific Agriculture affirms the grant funds will be used for a public purpose pursuant to 42F-102 HRS. Contained in this application are:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget.

Dashiell Kuhr

Executive Director

01/18/19

Name

Title

Date

Dashiell Kuhr

Signature

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2018.

2. Declaration Statement

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

3. 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](#))

II. 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) provides agriculture and nutrition education to students grades K-20. Established in 2008, HIP Ag provides programs primarily in Kohala. HIP Ag's work is to train new farmers, educate youth, support Farm to School initiatives and develop replicable HS ag curriculum. HIP Ag has a track record of offering successful programming to Kohala schools and ongoing partnerships to build upon our success.

Over the past ten years, we have provided our community with educational programming which includes farm field trips, in-school workshops, infield farmer training, and community events. We have added to our offerings over the past two years by developing a High School Agricultural Mentorship and Internship program, a one year post-secondary Farm Apprenticeship program, and have been actively supporting 'Aina Pono in creating a successful Farm to School Pilot (F2S) and Garden to Cafeteria Programs Pilot (G2C) at the Kohala Complex in Hawaii. We also have a small farm that serves as our classroom for our educational programming and an avenue to supply F2S in Kohala with fresh fruits and vegetables. As we build capacity to meet the needs of production for F2S, we are working to develop a local distribution network of at least five

additional farms to aggregate local produce to supply F2S in Kohala. In 2018 HIP Ag provided 4,500 lbs of fresh produce to the Kohala DOE Complex and 13,000 lbs to the Kohala community.

One of the goals of the Farm to School Initiative is to address the supply and demand issues surrounding the purchasing of local food for our State school cafeterias. We are committed to working with local farmers in our area to provide training and resources that can increase their production and access to markets, along with the DOE to develop a localized food system in Kohala, that can be a model for the state. We have identified that procurement for small and local farms with the DOE is one of the biggest challenges to increase localized production for the F2S program. We are committed to working with our partners at the Hawaii State Department of Education (HIDOE), Hawaii Public Health Institute, Farm to School Hui, Ulupono Initiative, Dorrance Family Foundation, Hawaii Department of Agriculture, and The Kohala Center to address these challenges together so that together we make the F2S program a success. We are dedicated to teaching the youth and working to support 'Aina Pono's efforts to bring in local foods into the cafeteria through Farm to School and Garden to Cafeteria programs.

2. The goals and objectives related to the request;

We aim to increase the amount of local food produced and distributed to the DOE North Kohala Complex. We are working towards this goal by continuing to build a network of local farmers in Kohala and working with them to increase their production and access to markets. In conjunction, we are continuing to offer and further develop our youth programming that teaches students about agriculture and nutrition; that further connects them to the food they are being served in the cafeteria. Our educational programming is also focused on increasing the number of young people interested in agriculture as a career path, to expand student's overall awareness of nutrition, and connection to the agriculture industry. We will accomplish these goals through the following objectives;

Objective 1 (Agriculture): Develop Local Produce Supply Chain in North Kohala

Main Objective: Increase the amount of local produce provided to the Kohala School Complex and beyond. Our approach to increasing local food procurement is a multi-faceted process. We are working to bridge local production with the needs of the DOE. On one level we have been working within our farmer networks to understand what they grow, how much and when so that we can communicate that to the DOE. This data will give DOE a better understanding of what grows well in our area and what is currently available and produced in North Kohala. On another level, we are working with the DOE to understand their needs around fresh fruits and vegetables. Then we will be able to share that information with the local farmer network, and they will increase production accordingly or divert more food that they are currently growing into the cafeteria. Currently, we have identified 16 year-round crops, and five seasonal crops produced by these local farmers.

One of the main areas that we have identified that will support the Hui's capacity to increase production and distribution is the development of a community aggregation site with cold storage. From a survey, we found that 80% of the farmers in our Hui stated that they would benefit from cold storage and distribution support. We will be piloting this site starting this year, beginning with six farmers. As we streamline the process of procurement with the DOE, we hope to slowly add more farmers that are interested in supplying to F2S and other networks. In addition, we are working with local farmers to provide any necessary trainings that would increase their production or their ability to supply. Some of the trainings that local farmers have requested thus far are around Food Safety, citrus pruning and fertilization, fruit grading, organic matter production, and pest management.

- Develop and revamp a community aggregation site, from an existing unused location. We will clean it out, install wash pack, and get the walk-ins up and running.
- Secure a delivery van for the aggregation site.
- We will bid for solicitations we know we can fulfill and grow our capacity through time. Our goal is to provide at least 50% of the 21 locally grown fruits and vegetables used in the Kohala Cafeteria through local farms and the garden to cafeteria program by the 2019-2020 school year.
- We aim to increase the amount of local food delivered to the cafeteria by at least 20% each year; this would include food from the Garden to Cafeteria Pilot Program through the High School Mentorship Program.
- Work with Faculty, Cafeteria Staff, Administration, and Students to create a student action group aimed to integrate more student grown and local produce into the lunch menu and gaining more student participation in school lunch by at least 10%.

Objective 2 (Education): Increasing Agriculture & Nutrition Experience within K-20

Main Objective: Expand learning, awareness and skills in agriculture and nutrition to K-20 at the Kohala Complex and with post-secondary students looking to pursue a career in agriculture. We provide K-8 students with in-school workshops on farm-to-fork, garden and nutrition, and pa'i'ai. High school students are reached through the HS mentorship program, which serves all of the natural resource classes as well as intro to engineering and career technical education (CTE) classes. The school farm serves at the class room for this program. High School students also have the opportunity to participate in a six-week summer farm internship. Post-secondary students are served through a year-long farm apprenticeship at HIP Ag. Our goal is to increase students' understanding and connection to regenerative food systems and healthy lifestyle choices through the following:

1) K-5 In-class Workshops: We will serve all classes at the Kohala Elementary School with three series of workshops including:

- A. Farm to Fork:** A nutrition class incorporates a "farm to table" lesson that uses school garden produce and other local ingredients. This connects students to food being served in the cafeteria and to crops that students are growing in their campus gardens. We believe this is important lesson since 68% of the students are on free or reduced lunch, meaning that the majority are eating lunch from the cafeteria within the Kohala complex.
 - Crops to be highlighted are: taro, banana, poi, taro leaf, vegetables, fruit, breadfruit, and cocoyams.
 - We aim to increase students' fondness and familiarity to foods by at least 50%.
 - These classes will be offered throughout the Fall semester, with emphasis in October during Farm to School month.
 - Youth Program Director will give "Farm to Fork" class for all Discovery Garden classes, grades K-5 (serving 340 students), using Kokua Hawaii Foundation 'Aina in Schools curriculum at its core.
- B. Garden & Nutrition:** In the Spring, we follow the cooking demos with an in-depth garden and nutrition lesson on canoe crops, plant medicine remedies, beekeeping, soil investigations, bamboo building, and plant propagation to all 340 students in K-5 classes at KES.
 - Kindergarten: Pollinators & Beekeeping - 60 students will learn about the ecological importance of pollinators while looking at their anatomy under the microscope and watching bees in our observation hive.

- 1st Grade: Seed saving and planting seeds - 60 students will learn about heirloom seeds that are easily saved and replanted. A tactile activity to include shucking seeds, sorting for quality, and drying for planting in the future.
- 2nd Grade: IMO potions - 60 students will create indigenous microorganism potions to help increase soil fertility while learning about the benefits of IMOs for soil and plant health.
- 3rd Grade: Nutrition and Wellness - "Taste the Rainbow" - 60 students have a taste of various fruits, veggies, and herbs while learning about how the shapes and colors relate to powerful nutritional and healing properties. With access to a food prep space, we will also work with the students, in groups, to prepare or cook their tastings.
- 4th Grade: Canoe crops (kalo, 'ulu, 'uala, niu, ti) - 40 students will gain knowledge on Hawaiian canoe crops, their uses, and how to propagate these.
- 5th Grade: Bamboo building, hau rope making - 60 students work with bamboo and hau to create garden trellises.
- All students are given pre and post surveys.
- All students are given an educational coloring book after the workshop.

C. Pa'i'ai Pounding: We offer pa'i'ai (poi) pounding workshops to all 340 students during the last month of school. We bring cooked kalo, boards, and stones to share the traditional tastes and experience of pounding pa'i'ai. Students are much more willing and excited to eat poi or kalo when they have been a part of creating the finished product. This activity highlights Hawaiian tools, traditional kalo preservation, and why kalo was such an important staple food crop. We utilize pre and post surveys to gauge whether or not we are achieving our intended outcomes, such as:

- Increase knowledge of pa'i'ai by 80% (including knowledge of Hawaiian terms, how kalo is grown, and how to make pa'i'ai).
- Increase student desire to eat more kalo by 50%.
- Increase Enhance student experience by 50% through hands on, place-based learning; introduce new experiential learning by 50%.
- All students are given pre and post surveys.

2. 9-12 High School Mahi'ai Mentorship & Internship: Mahi'ai mentorship program mentors Kohala High School (KHS) students grades 9-12 on gardening, farming, cooking, and leadership skills. Mentorship primarily takes place at KHS farm, but incorporates other farm site visits. We are working with teachers to build replicable curriculum and infrastructure for on-campus exposure to agriculture and farmer training. We have been supporting the revitalization of the Career Technical Education (CTE) line and its connection to the farm. Starting this year the HS will be participating in the new State pilot program Garden to Cafeteria (G2C). We will be working with students, faculty, and the administration to provide food grown at the HS farm to the Kohala Complex cafeteria. We also host a 6-week Mahi'ai Summer Internship with a stipend to students who participate in the Mentorship Program.

A. Mahi'ai Mentorship:

- Two HIP Ag educators work with students during classes 4 days a week providing lectures, hands on Project Based Learning, reflection talking circles, and core agriculture education curriculum.

- HIP Ag currently works with five different classes in the CTE. In 2019-2020, we will work to add at least six additional CTE classes to the program with the principal's support, to create the farm as the focus of learning.
- Host a minimum of four guest teachers from various fields of agriculture. We give post-surveys to gauge learning objectives and likability.
- Take students on at least two Farm Field Trips to visit other farms in Hawaii. We give post surveys to measure student experience.
- Distribute annual pre and post surveys to students to measure our target outcomes.
- Host a minimum of two cooking classes where students learn to cook with the food being grown on the school farm.
- Increase student rate in growing food by 50%.
- Increase student rate of interest in careers in farming by 30%.
- Increase student rate of interest in growing food by 50%.
- Increase student self-rate of health and physical stamina by 50%

B. Mahi'ai Summer Internship:

- HIP Ag hosts a minimum of five HS students for 6-weeks, where students engage in land and project-based learning alongside the HIP Ag Farm Team.
- Distribute pre and post surveys to HS interns.
- Conduct bi-weekly check-ins to gauge their comprehension, engagement, personal needs, and the program's goals.
- Increase student rate of interest in careers in farming by 50%.
- Increase student rate of interest in growing food by 50%.
- Increase student self-rate of health and physical stamina by 50%.

C. Garden to Cafeteria

- Providing one food safety training to Elementary and High School Ag Teachers and related staff.
- Further improve the in-field packing shed at the High School for harvesting produce going to the cafeteria.
- Support crop planning that will direct food being grown at KES and KHS into the cafeteria.
- Increase the percentage of food grown by the students that is diverted to the cafeteria by at least 20%.
- Increase the likelihood of students eating at the cafeteria by at least 10%.
- Host a minimum of two community volunteer days to support the school gardens.

5. Farm Apprenticeship: We provide an opportunity for post-secondary students to serve on HIP Ag's farm for one year. We are working to build this program to so that it becomes more attractive to graduating local seniors serving those interested in exploring a career in agriculture locally. This year we will be expanding our island outreach for apprenticeship in hopes of increasing the number of Hawaii residents that apply to the program. The overarching goal of the program is to give a more in-depth farmer training to provide students who are pursuing a career in agriculture and want to increase their knowledge and technical skills. Students learn through hands-on engagement, readings, and weekly educational sessions. Each apprentice receives food safety training, in-depth training on market gardening, permaculture, Korean natural farming, agroforestry, beekeeping, crop design, planting, harvesting, herbal medicine making, and value-added food processing. Apprentices leave the program with an agricultural certificate, which can

leverage to attain a job within the agricultural sector or to access ag loans to start their own operation.

- Distribute pre and post surveys to Apprentices.
- HIP Ag staff provides training and mentorship to Apprentices throughout the year segmented into the following 8-week rotating management modules such as: Food Safety Management, Nursery Management, Amendment Management, Irrigation Management, Bee Management, and Communications. Apprentices receive a survey after each module to evaluate the module and share what they learned. Farm Managers receive a survey to evaluate the progress of the apprentice whom they mentored throughout the module.
- Increase Apprentices subject knowledge by 75%.
- Increase Apprentices rate of interest in careers in farming by 50%.
- Increase Apprentices rate of interest in growing food by 75%.
- Increase Apprentices self-rate of health and physical stamina by 75%
- Partner with a college that is able to provide college credit to the apprentices.
- At least two out of five Apprentices are local youth from Hawaii for the 2019-2020 cohort.

3. The public purpose and need to be served;

North Kohala has a land area of 133 square miles, of that 85% of lands are currently zoned for agriculture. Despite this productive ag land, the state imports 85-90% of its food. In 2016, Governor Ige committed Hawaii to double its food production by 2020, stating "We need to provide food security through the protection of lands and water and support for our local farmers." The economic impact of food import replacement is significant; replacing just 10 percent of the food the state currently imports would amount to about \$313 million, according to a state report. Furthermore, in 2016 the North Kohala Community Development Plan (NKCDP), set a district goal to produce 50% of the food it consumes, and to support local agriculture by re-establishing the district's ag-based education programs. One of the biggest challenges for our district to meet this goal is that the majority of farmers in Hawaii are 60 or older and the state doesn't currently have the needed workforce to replace them, preventing the expansion and development of new agricultural lands for food production.

According to the Coordinated Framework of Support for Preschool through Post-Secondary Agriculture Education in HI, the UH System Report to the 2019 Legislature states, "To meet the State's aspirations for increased food security, the number of local farms and farmers, the amount of food produced, and funding to agriculture education will need to increase significantly. A primary cause of the shortage in new farmers is the lack of support in agriculture education with an absence of agricultural teachers causing a reduced interest in youth pursuing fields in agriculture or natural resource management." HIP Ag agrees that education is key to increasing the number of future farmers along with healthy and conscious consumers. By expanding this job sector within our state, it will also advance rural economic development and Hawaii's overall health and food security. To support this vision, we are further developing a replicable agricultural K-20 education pipeline that includes farm excursions, in-school workshops, high school farm mentorship, and a summer internship, and a 1-year Farm Apprenticeship.

4. Describe the target population to be served; and

HIP Ag currently serves K-20 from North Hawaii (specifically Kohala and Hamakua districts) through its educational programs. Additionally, we serve individuals of all ages and backgrounds

from Hawai'i and the mainland through our weekly farmers market, volunteer days, and annual event. Our target population is new and existing farmers, K-12 students and teachers, and anyone that would like to grow or consume local food and produce. In 2018 2,000 individuals participated in our programs. We served 721 students K-12 through in-school workshops, farm field trips and HS mentorship. We served 60 post-secondary students through our Apprenticeship and field trips. Additionally, we engaged 35 teachers through trainings and 1,184 community members through our annual event and volunteer days.

The primary populations to benefit from GIAS within objective 1 include new and existing farmers in Kohala as well as the Kohala DOE Complex (population of 864 students). Kohala community also benefits by receiving and consuming more locally grown food from both HIP Ag and KHS Farm. The target populations served through objective 2 are K-20 students: an average of 50% of K-12 students from Kohala, as well as post-secondary students who have an interest in pursuing a career in agriculture. These students will benefit from a comprehensive hands-on educational experience that they can leverage to build their career in agriculture. Our burgeoning Apprenticeship Program is designed to be an attractive next step in ag education for students participating in the HS Mentorship and Summer Internship. We will be expanding our outreach to let other youth in Hawaii know about this opportunity.

The overall target population is North Kohala, where 6,490 individuals are residing, 22% of which 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 average of 94.6%. (Census.gov).

5. Describe the geographic coverage.

Kohala has a rich and historical tradition of large scale agriculture production. In Hawaiian times, the deep volcanic soils, gentle slopes, and year-round streams made it the most verdant and abundant district of Hawaii, sustaining the largest population of natives on the islands. The district was so productive that it was the ideal location for King Kamehameha the 1st to grow enough food to feed the army that conquered and unified the islands. This historical precedent makes it an ideal place to develop a breadbasket for the state again.

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 relatively 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 overwhelming majority of Kohala lands are zoned for agriculture; 84.6% (67,977 acres) according to County zoning, 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 the biggest concerns is the misuse of this land for luxury subdivisions and/or "gentlemen estates." (North Kohala Development Plan, 2008).

III. 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 five positions listed below:

1. **Executive Director & Lead Educator:** Develop P-20 agriculture workforce development pipeline. Work with HS administration to build curriculum that incorporates all CTE classes and academy into building Garden to Cafeteria program. Develop core infrastructure, cropping schedules, and farm plan at Kohala HS farm. Create packing shed for washing and distributing produce to cafeteria, culinary arts department, and student homes. Manage HS Mentorship Program and farm site, guiding HS Farm manger to make farm economically self-sufficient. Oversee all core programs and operations as executive director and lead educator.
2. **Managing Director:** Develop financial model and manage all budgets for food production and aggregation site activities. Manage Farm to School Coordinator, making sure that they stay on target. Develop and maintain community stakeholder relationships related to F2S, G2C, and the Apprenticeship program. Manage and create systems and protocols related to procurement, sales, distribution, and food safety practices. Work closely with HIP Ag Farm Manager to ensure food production and health and safety protocols are maintained.
3. **Youth Program Director & Lead Educator:** Manage and lead all educational programs including K-12 education, 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 24 education modules to be used both in field and in the classroom.
4. **F2S Coordinator:** Responsible for developing and maintaining all community communications around production and sales. Continue to manage data on a year-round schedule of seasonal produce from our farm and farmers in Kohala. Further develop the network of farmers who want to contribute, providing trainings on proper food handling and FSMA standards to new participants. Support the Managing Director with the development, design, and management of the community aggregation site.
5. **HS Farm Instructor:** Work on the HS farm to maintain farm objectives and plant as directed by Dash, the lead educator for the HS mentorship. Instruct students in the field and classroom. Works with classes 3 days a week, while also maintaining the farm in between and after classes.

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

Q1 (July-September, 2019):

○ **Objective 1 (Agriculture Initiatives)**

- In July, we will host our first quarterly meeting with the local farmers participating in the Food Hub. We will hand out surveys and discuss the farmers' challenges or needs for support. We will identify any additional trainings needed by the group, as well as whether or not the expertise is within the cohort or we need outside consultants.
- We will continue to improve our distribution site in preparation for receiving produce in the 2019-2020 school year.
- In August, we will offer Food Safety and Produce Grading training to all participating farmers.
- We will start aggregation of produce for 2019-2020 School year.

○ **Objective 2 (Education)**

K-5:

- In September we will get all supplies, curriculum, pre and post surveys ready for the KES 'Farm to Fork' classes in October.
- We will set up the schedule for workshops with STEM Garden teacher.

9-12:

Mentorship:

We will:

- Prepare pre-surveys for KHS Mentorship teachers to be administered in August.
- Start KHS Mentorship: two educators at the KHS 4 days a week- totalling 6 classes served weekly.
- Create calendar for guest educators for KHS Mentorship.
- Meet with HS teachers to develop 2019-2020 curriculum plan.
- Prepare main field system, adding amendments to main field and fertilizing orchard fruit trees.
- Service and maintain all equipment with students.
- Develop and install nursery irrigation.
- Develop and install main field irrigation system.
- Administer quarterly evaluation of students knowledge and performance.
- Host first guest educator in September, distributing post-survey to gauge guest performance.

Internship:

- Host HS Internship at HIP Ag's farm June 10 - July 19.
- Distribute pre and post surveys for this program in addition to bi-weekly check-ins.

G2C:

- Create calendar and flyer for 2019-20 volunteer days, distributing via schools, community events, and online.
- Provide one food safety training to Elementary and High School Ag Teachers and related staff.
- Support crop planning with KES garden and HS farm leads to produce food for the cafeteria during the 2019-20 school year.
- Install packing shed at the HS farm, including potato washer, three bin sink, and stainless tables.
- Begin tracking school lunch purchases.

Apprenticeship:

- Final four months of current 2018-19 Apprenticeship.
- Continue recruiting local applicants for 2019-20 Apprenticeship.
- Continue outreach to colleges, seeking partnership for college credit.
- Accept a minimum of 5 Apprentices who qualify by: i. Committing to one year, ii. Have an interest in pursuing a career in agriculture, iii. Have experience in agriculture.
- Apprentices will serve as mentors to the HS Farm internship cohort.

Q2 (October-December, 2019):

○ **Objective 1 (Agriculture Initiatives)**

- We will continue to aggregate produce for the school. We will host our quarterly meeting with farmers to address their needs and concerns, disseminating surveys to capture responses and requests for support. We will identify any additional trainings needed by the group, as well as whether or not the expertise is within the cohort or we need outside consultants.
- Continue to deliver food to the cafeteria and surrounding community.
- Host trainings on citrus pruning and fertilization for increased community production.
- Host trainings on banana, papaya, and ulu cultivation for increased production of these items in Kohala.

○ **Objective 2 (Education)**

K-5:

- Conduct first in-school workshop series, "Farm to Fork" by providing every class in each grade at Kohala Elementary with a local food lesson. These will happen Oct-Nov and will reach the entire student body of KES, which is 264 students.
- Distribute, compile, and analyze survey data from all KES students.

9-12:

Mentorship:

- Two educators present 4 days per week.
- Repair greenhouse for tomato and cucumber production.
- Set up Korean natural farming pig pen.
- Install aquaculture pumps.
- Plant main field crops for cafeteria and culinary arts.
- Implement student workshops and trainings on food safety protocols.
- Field trip to visit local farm site and distribute post-survey.
- Host second guest teacher and distribute post-survey.
- Host one cooking class relating to food grown on the school farm.
- Clean and set up on-site certified kitchen for making value-added products.
- Start nursery in shade house area.
- Administer quarterly evaluation of students knowledge and performance.

Internship:

- Will resume in Q3.

G2C:

- Maintain field crops planted by HS Mentorship students for cafeteria.

- Start weekly produce drops to cafeteria, recording varieties and weight of produce delivered to the cafeteria weekly/monthly.
- Host first volunteer day, tracking volunteer attendance and work completed.

Apprenticeship:

- 2018-19 Apprentices will graduate from our program in late October. They will be given a final post-survey, which will be compared to their pre-survey to gauge successes and learning objectives achieved.
- Team will meet to discuss program successes, suggest improvements, and assess survey data to improve 2019-20 program offerings.
- Five new Apprentices will join the team in early November. They will be given introductions, safety protocols, manuals, and trainings during their first two weeks of the program.
- Apprentices will rotate through management modules on the farm every eight weeks. Modules include: Food Safety Management, Nursery Management, Amendment Management, Irrigation Management, Bee Management, and Communications. After each module, we will give surveys to the Farm Managers to evaluate the Apprentices, and one to the Apprentices to evaluate the module, Farm Managers, and express what they learned.
- Bring 1-2 local experts to teach subjects such as: soil health, vermiculture, and organic matter production.
- Continue outreach to colleges, seeking partnership for college credit.

Q3 (January-March, 2020):

○ **Objective 1 (Agriculture Initiatives)**

- We will continue to aggregate produce for the school. We will host our quarterly meeting with farmers to address their needs and concerns, disseminating surveys to capture responses and requests for support. We will identify any additional trainings needed by the group, as well as whether or not the expertise is within the cohort or we need outside consultants.
- Continue to deliver food to the cafeteria and surrounding community.
- We will host a training in greenhouse production of cucumbers and tomatoes for increased production of these crops in our area.
- We will host a training in organic matter production for increased crop production and soil health.
- Team will attend Eco-Farm conference held by the Ecological Farming Association

○ **Objective 2 (Education)**

K-5:

- Schedule and plan 10 farm field trips and pa'i'ai workshops for Spring semester. Obtain any supplies necessary.
- Provide 'Garden and Nutrition' workshops to all K-5 students during the garden wheel class in January and February.
- Distribute pre surveys for teachers to conduct in-class, collect and analyze.
- Conduct post surveys at the end of each workshop and distribute coloring educational coloring books to each student.

9-12:

Mentorship:

- Begin second round of cover cropping and amendments.
- Plant greenhouse tomatoes and cucumbers for spring crop.
- Harvest test batch of tilapia.
- Put on Farm to fork cooking class.
- Conduct second round farm field trip to a local farm.
- Conduct second round of equipment maintenance.
- Install weed mat to strategically phase out invasive weeds from farm.
- Administer quarterly evaluation of students' knowledge and performance.
- Host third guest educator and distribute post-survey to gauge guest performance.
- Host second cooking class relating to food grown on the school farm.

Internship:

- Set dates for 2020 Summer Internship.
- Create flyer for Summer 2020 Internship.
- Distribute flyers to CTE HS Mentorship by end of Q3.
- Set date for informational session in Q4.

G2C:

- Continue to plant, harvest and amend fields for G2C program and sending home produce with the students.
- Host second volunteer day, tracking volunteer attendance and work completed.
- Continually record varieties and weight of produce delivered to the cafeteria.
- Track school lunch purchases weekly/monthly.

Apprenticeship:

- Continue with weekly readings and in-field trainings.
- Students continue to rotate through the farm management modules. We will continue to conduct surveys after each module.
- Teach classes on crop planning and business management, supporting students in the creation of their own business plan.
- Integrate students in 2020 crop plan development.
- Teach classes on permaculture and agroforestry. We will select an area for apprentices start on a site map and have them create recommendations based on principles of permaculture.
- Continue outreach to colleges, seeking partnership for college credit

Q4 (April-June, 2020)

○ **Objective 1 (Agriculture Initiatives)**

- We will continue to aggregate produce for the school. We will host our quarterly meeting with farmers to address their needs and concerns, disseminating surveys to capture responses and requests for support. We will identify any additional trainings needed by the group, as well as whether or not the expertise is within the cohort or we need outside consultants.
- Continue to deliver food to the cafeteria and surrounding community.
- We will host a training in integrated pest management.
- Provide additional training requested by hui members.

○ **Objective 2 (Education)**

K-5:

- Administer pa'i'ai workshops to all K-5 classes at KES by May 31. Compile teacher feedback. Compile and assess teacher feedback and complete program reporting.
- Utilize previous year's feedback to improve classes in order to meet the needs and requests of teachers and students
- Complete program reporting and final evaluations from teachers.

9-12:

Mentorship:

- Plant cover crop fields to close out season.
- Make kimchi with students and sell at local farmers market.
- Reorganize and improve tractor shed, tool shed, and fertilizer area.
- Hold end of year celebration with harvesting final crops, making pa'i'ai and a farm to fork feast.
- Expand nursery plantings for distribution of trees and plants to community.
- Propagate 20 breadfruit trees using air layering techniques.
- Administer quarterly evaluation of students knowledge and performance.
- Host fourth and final guest educator, distributing post-survey to gauge guest performance.

Internship:

- Host informational session for HS internship at KHS.
- Hand out applications to be returned by May 1st.
- Select a minimum of five candidates who are able commit and return a parental permission slip.
- Launch internship in June 2020.

G2C:

- Continue weekly harvest for cafeteria.
- Continue recording varieties and weight of produce delivered to the cafeteria.
- Track school lunch purchases weekly/monthly.
- Analyze data including: how much produce was delivered to cafeteria and student lunch purchases.

Apprenticeship:

- Continue with weekly readings and in-field trainings.
- Students continue to rotate through the farm management modules.. We will continue to conduct surveys after each module.
- Teach classes on Korean Natural Farming and support apprentices to achieve level one and level two certifications.
- Start recruiting local applicants for 2020-21 Apprenticeship.
- Continue outreach to colleges, seeking partnership for college credit.

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

The Executive Director of HIP Ag will work directly with the core staff on this proposed project to establish attainable benchmarks, deliverables and timelines to ensure project success. The executive director, managers, and coordinators will schedule and hold weekly meetings during Q1, bi-weekly meetings in Q2-Q4, or more as deemed necessary. We will consistently monitor and evaluate project development in order to learn and improve our results.

Objective 1: Agriculture Initiatives--

1) F2S:

Monitor and Evaluate - We will track the amount of produce brought to F2S.

Improve Results - We will consistently check in with school coordinators and chefs to improve our production offerings and coordination methods.

Monitor and Evaluate - We will track the number of farmers we connect to F2S and the amount of produce they contribute to the program.

Improve Results - We will seek opportunities to improve the programs with the help of participant and staff feedback, which we will gather through meetings and evaluations.

Objective 2: Education--

1. K-5:

A. In-school workshop series

Monitor and Evaluate: We will track the number of students taught, grade level, contact hours, student surveys, teacher feedback and costs of programming.

Improve Results: If student learning surveys demonstrate less than 75% success, we will reassess our curriculum to achieve learning objectives. We will improve programming by incorporating teacher and student survey feedback.

2. 9-12:

A. HS Mahi'ai Mentorship

Monitor and Evaluate: We will track the number of students taught, grade level, contact hours, student surveys, teacher feedback and costs of programming. We will also track school farm progress by recording what is planted, harvested, and taken home by students.

Improve Results: If student learning surveys demonstrate less than 75% success, we will reassess our curriculum to achieve learning objectives. We will improve programming by incorporating teacher and student survey feedback.

Monitor and Evaluate: We will track efficacy of guest teachers and farm visits through post-surveys to gauge learning and impact.

Improve Results: If student learning and impact surveys demonstrate less than 75% efficacy, we will reassess and incorporate new speakers, sites, and methods to achieve program objectives

B. HS Summer Mahi'ai Internship

Monitor and Evaluate: We will track the number of interns taught, contact hours, grade level, student surveys, instructor and intern feedback and costs of programming.

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.

C. G2C:

Monitor and Evaluate: We will track the amount of produce from the school farms to the cafeteria, student lunch purchases, and improvements made to school farm infrastructure for proper food safety measures.

Improve Results: If there is less than 20% of food entering the cafeteria from school farms, we will change our methods by investigating 1) school garden production 2) limiting factors (time, energy, tools, student involvement). We will improve programming with student, teacher, and cafeteria survey feedback.

4. Apprenticeship:

Monitor and Evaluate: We will track the number of apprentices while evaluating their progress, skills, and feedback

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

5. 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 Director of Youth Programs to continue 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 Managing Director and Youth Program Director.

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. HIP Ag 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.

IV. 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 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$75,068.50	\$75,068.50	\$75,068.50	\$75,068.50	\$300,274.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
 - County in Aid (2019-20) - \$39,317
 - Atherton Foundation \$41,570
 - Hawaii Community Foundation - Career Connected Learning \$41,570
 - Dorrance Family Foundation \$16,500
 - HMSA Foundation \$40,554.54
 - County Innovation \$25,000

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 2020 for program funding.
 - County in Aid (2017-18) \$4,500
 - County in Aid (2018-19) \$7,125
 - County Innovation (2018-19) \$15,000
 - Department of Agriculture - KOHALA DEMO18 (2018-19) \$75,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.
 - Individual Donors: \$20,048
 - Annual Event: \$27,000
 - Unrestricted Grants: \$5,000
 - Total Unrestricted Current Assets = \$52,048

V. 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 quickbooks. Our accountant supports in monitoring and labeling of grants, expenses, income, invoices, and running reports. HIP Ag directors

review monthly financial reports to analyze organization's ability to meet goals and financial needs.

HIP Ag has received 26 grants since 2015, totaling in \$463,125. Other funding sources have come from programs (\$136,456), individual donors (\$55,066) and our annual event (\$92,000) totaling \$283,522 since 2015.

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 DOE - 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.*

Kohala Cafeteria Complex- The Kohala Cafeteria Manager Perscilla Galan has 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.

One Island: Partnered in 2018 with their “The Same Canoe Local Food Challenge” program which is a new initiative aimed at encouraging more local food buying choices and purchases island wide. The Local Food Challenge encourages participants to double their local food purchases at farmers’ markets, grocers, restaurants and cafes through SNAP coupons, RX programs, and other educational events. HIP Ag’s community volunteer days are one way participants can earn “extra coupons” to put towards One Island’s initiative.

The Kohala Center: The Kohala Center is an independent, community-based center for research, conservation, and education. They have been a partner since 2016, guiding us in Federal grant processes and most recently with a Farmer Training that our Managing Director and F2S Coordinator attended.

The Hawaii Farmers Union United: HFUU asserts that a multitude of smallholder diversified family farms that implement regenerative eco-logical techniques, in growing and raising our food, will create a resilient, vital and productive agricultural system to better feed the people of Hawai’i. Our staff are all members and attend bi-weekly meetings with farmer trainings.

Dorrance Family Foundation: Their mission is to support education and natural resource conservation; they have been supporting our efforts since we started and most recently they have been helping us to leverage existing community infrastructure for our F2S Programming.

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 Ag currently maintains three different agricultural lots as its main facilities. Properties include: 1) HALAWA has a one acre commercial market garden and wash-pack facility and is a seven acre property which is our main headquarters, containing the main office and residential spaces for apprentices, Executive Director and Youth Programs Director. It also has a diverse orchard of tropical agroforestry/permaculture plantings to include macadamia nuts, cacao, banana, and others. 2) ‘IOLE- Is a productive two acre lot located at the Kohala Institute. We use ‘Iole as our agroforestry and traditional Polynesian crops production and teaching garden. 3) STARSEED RANCH- HIP Ag leases 12 of the 33 acre property called Starseed Ranch and it is divided into two sections, a farm area and a retreat area with a fruit orchard. The main farm area has approximately twelve acres, with three acres of arable lands that we can utilize for crop production. Nearby the barn are two additional housing units where the Director of Development, Managing Director and Farm Manager reside. In the agricultural area there is intercropping of papaya, breadfruit, banana, plantain, and tropical fruits and will be utilized as a classroom for our field trips, workshops, and farmer trainings. The fruit will be utilized for the F2S program. The retreat side has approximately

sixteen acres. Here there is a six acre orchard to include a citrus, lychee, avocado, breadfruit, coconut and bananas. 4) KOHALA WISHING WELL- KWW is the F2S Aggregation site and housing for the F2S coordinator. This site includes two-walk in coolers, one-walk in freezer, wash pack area, loading zone, and parking lot. Land owner is donating the aggregation site rental fees for at least 2 years and we are working to secure a 10+ year lease.

VI. 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.

HIP Ag has 5 full-time staff:

1. Dash Kuhr - Executive Director: Manages overall strategic and operational responsibility for HIP Ag staff, programs, expansion, and execution of its mission. Works closely with Kohala complex to ensure strong partnership with schools and success of youth education and farm to school programs. With over a decade of youth education, agriculture, and non-profit experience, he brings expertise and understanding of how to work with multiple stakeholders including administration, teachers, students and parents to build successful programs within the school. He is the lead educator for high school mentorship program and teaches for the KES workshops.
2. Sarah Freeman - Managing Director: Directs our Apprenticeship and Farm to School programs along with co-managing the farming operations at HIP Ag. She serves on the Hawaii State working group for the Garden to Cafeteria Pilot Program at the Kohala Complex. Her background includes business and nonprofit management, project management, agriculture, community-initiated projects, and culinary arts. She holds a Bachelor of Science in Conservation and Resource Studies from UC Berkeley.
3. Erika Kuhr - Director of Youth Education: Manages and leads all educational programs including K-12 educational workshops, field trips, and after-school programs. Her role includes coordinating, booking, managing education team, maintaining schedules, applications, outreach, survey distribution and record tracking. She has a BS in Nutrition and Food Sciences and uses her passion for health towards farming, educating youth on gardening, eating healthy, and teaching others to make meals with local ingredients grown in Hawaii. She has been sharing with others her love of local cuisine in Hawaii for 10 years.
4. Lauren Ruotolo: Director of Development: Manages and writes all grants and reports. Leads fundraising efforts including communications with individual donors and foundations in addition to planning and executing HIP Ag's annual event, community volunteer days, and smaller fundraising events. She also manages all communications involving e-mail correspondence, social media, newsletter, articles, and media marketing. Lauren started as our Program Manager which makes her well aware of the many details concerning our operations. She has B.A. degrees in Environmental Science & Sociology from Flagler College. Lauren has been involved with non-profit and youth education efforts for the past 10 years.

5. Megan Roberts - Farm to School Coordinator: She comes to HIP Ag from a background in non-profit development and management, food safety, systems and organizational management, social justice, healthcare, and art. She is responsible for developing and maintaining all community communications around production and sales including. Further developing and supporting the network of farmers who want to contribute. She will provide trainings on proper food handling and GAP certification standards to new farmers and will coordinate and strategize crop production with the Managing Director.

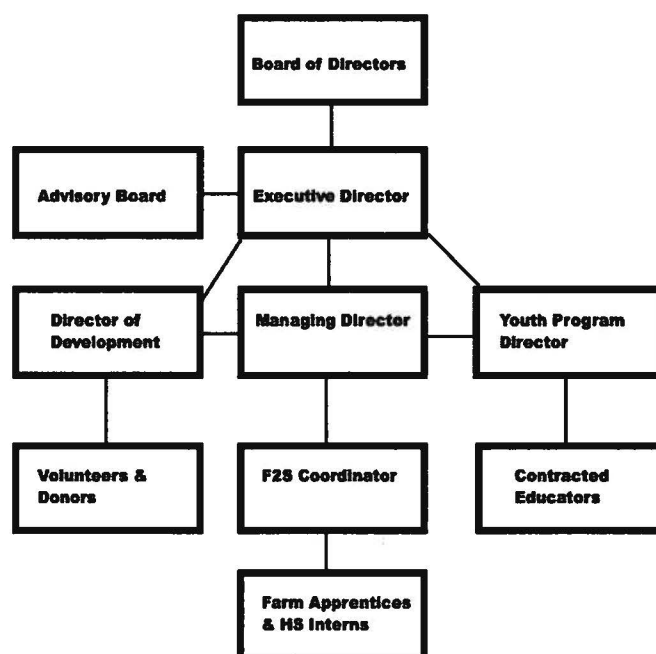
Training: All HIP Ag staff participate in new employee orientation and training as well as a variety of program specific trainings to be fully prepared for the service provided. All staff are required to read through manuals, assigned readings, and curriculum designed to familiarize them with our organization's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

Board of Directors - Vanessa Stone (Founder of Amala Foundation), Dash Kuhr and Erika Kuhr (Founders and Executive Director - 30 years combined experience in education and nonprofit management), Gayle Yamasaki (21st Century Community Learning Centers Program Coordinator).

Board of Advisors - Kai Kaholokai (Native Hawaiian cultural practitioner), Donna Maltz (entrepreneur, farm to table restaurant owner, wellness and business consultant), Deborah Winters (psychologist and retired college 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 an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- Executive Director: \$36,000
- Managing Director: \$28,800
- Director of Development: \$28,800

VII. 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.

Not applicable

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.

Not applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

We are establishing more resilient financial systems through: Building programs that can eventually pay for themselves, implementing a more robust grant schedule, fulfilling more youth education contracts, filling paid program enrollment and by increasing our individual donors. After 2020, sustaining the Agriculture Initiatives in time will be met as the program builds capacity. The growth of the F2S program at the Kohala Complex and the increase of local farm production and distribution is essential to the Hawaii F2S program success as well. We are

working toward farm sales from our aggregation site to eventually cover the F2S Coordinator position, along with all needed equipment and supplies. While our 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, well-being, and need for future farmers. Eventually, we would like the HS Farm Manager be hired by the DOE or to grow enough food that is purchased through the G2C program and community markets to cover the wage. In two years, after the Mentorship Program has been fully developed and trialed, we will propose to the DOE that they adopt the program and curriculum and fund it within their budget overtime.

Last year we have increased our fundraising capacity through hiring a Development Director. She is guiding our core fundraising strategy and planning, to work in tandem with our executive leadership team. For individual donors we use targeted appeals to existing and new potential donor groups as part of an effort to develop a more robust annual fund and major gift program. We maintain regular communication with prospects will allow us to increase awareness and in turn support for our programs. We will also target new individuals who support education, our community and our work. We are doing this through personalized major donor asks, a newly developed donor ask card and envelope, plus adding a donation widget to our website and newsletter. We will increase grant and foundation support by focusing on a broader pool of foundation prospects that support K-20 education, environmental work and increasing request amounts from current funders. Lastly, we will increase tuition-based programs that generate a steady source of revenue for operations.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: _____ Hawaii Institute of Pacific Agriculture

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)
A. PERSONNEL COST			
1. Salaries	98,400		13,786
2. Payroll Taxes & Assessments	21,435		3,931
3. Fringe Benefits	14,516		266
TOTAL PERSONNEL COST	134,351		17,983
B. OTHER CURRENT EXPENSES			
1. Airfare, Inter-Island	2,400		
2. Insurance	0		3,501
3. Lease/Rental of Equipment	0		0
4. Lease/Rental of Space	36,000		3,200
5. Staff Training	10,000		2,000
6. Supplies	12,000		7,015
7. Telecommunication	6,613		0
8. Utilities	5,620		5,620
9. Farm Apprenticeship Stipends	28,800		0
10. HS Farm Internship Stipends	0		0
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL OTHER CURRENT EXPENSES	101,433		21,336
C. EQUIPMENT PURCHASES	21,000		
D. MOTOR VEHICLE PURCHASES	44,490		
E. CAPITAL			
TOTAL (A+B+C+D+E)	301,274	0	39,319
SOURCES OF FUNDING		Budget Prepared By:	
(a) Total State Funds Requested	300,274	Lauren Ruotolo	
(b) Total Federal Funds Requested	0	Name (Please type or print)	
(c) Total County Funds Requested	39,319	Signature of Authorized Official	
(d) Total Private/Other Funds Requested	108,212	Dashiell Kuhr - Executive Director	
TOTAL BUDGET	447,805	Name and Title (Please type or print)	

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

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)
Executive Director	1	\$36,000.00	55.56%	\$ 20,000.00
Managing Director	1	\$28,800.00	62.50%	\$ 18,000.00
Youth Program Director	1	\$28,800.00	50.00%	\$ 14,400.00
F2S Coordinator	1	\$24,000.00	100.00%	\$ 24,000.00
Contract: HS Farm Manager	1	\$24,000.00	50.00%	\$ 12,000.00
Contract: Accountant	0.5	\$12,000.00	83.34%	\$ 10,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
TOTAL:				98,400.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Institute of Pacific Agriculture

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Mobark 2070XL Twister 12 Chipper	1.00	\$21,000.00	\$ 21,000.00	21000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 21,000.00	21,000

JUSTIFICATION/COMMENTS:

The chipper will be beneficial for our farmer hui and school farms to disable weed growth and grow more food.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
2002 Dodge 1-ton Dump Truck	1.00	\$15,000.00	\$ 15,000.00	15000
2018 Mercedes Metris Cargo Van	1.00	\$29,490.00	\$ 29,490.00	29490
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2		\$ 44,490.00	44,490

JUSTIFICATION/COMMENTS:

Van: We need a reliable delivery can to distribute produce from our aggregation site. Truck: Will be used to share tools and deliver mulch.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Institute of Pacific Agriculture

Contracts Total: 97,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	County in Aid	2018-19	Finance	Haw	7,500
2	County Innovation	2018-19	R&D	Haw	15,000
3	KohalaDEMO18	2018-19	DOA	State	75,000
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DAVID T. IGE
GOVERNOR

DANNY GARCIA
PRINCIPAL



DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT
ART SOUZA
COMPLEX AREA SUPERINTENDENT

STATE OF HAWAII
DEPARTMENT OF EDUCATION
KOHALA ELEMENTARY SCHOOL
PO BOX 819
KAPAAU HAWAII 96755
PHONE (808) 889-7100
FAX (808) 889-7103

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

January 17, 2019

To Whom It May Concern:

HIP Agriculture is a vital partner that has supported our school with agriculture education since 2011. They have supported us by offering farm excursions and in-school workshops that highlight gardening and nutrition.

Last year the Lt. Governor selected the Kohala K-12 complex to be the pilot for the 'Aina Pono Farm to School program. HIP Ag has played an active role in this initiative by being an active educational resource to our students by connecting them to local farms, canoe crops, and cultivation methods. With their existing relationship to the school and role in localized food production, they are a leading community partner for the implementation of F2S. Additionally, they have been working with the Hawaii Department of Agriculture and the School Garden Hui to create the first Garden to Cafeteria program which is scheduled to launch in February, 2019.

Their efforts to educate K-20 through in-school workshops, High School Mentorship, and post-secondary agricultural training programs are crucial to the education of the next generation of farmers. We support their mission in increasing the production of fresh produce in Kohala by building a distribution network, aggregation center, and hui of farmers. We believe this will drastically increase the availability of local produce to the state's F2S efforts. HIP Ag has directly supported the success of the Lieutenant Governor's F2S pilot at Kohala complex by successfully collaborating with the DOA, DOE, Beyond Green, HFUU, the Kohala Center and other vital organizations.

Kohala Elementary School is committed to continuing a partnership with HIP Ag to increase the amount of locally grown food provided to the schools and educate students on the importance of healthy, locally grown food. I encourage our legislators to support them as well.

Mahalo Nui Loa,

A handwritten signature in black ink, appearing to read "Danny P. Garcia".

Danny P. Garcia, Principal



P.O. Box 99,
Wailuku, HI 96793-0099
January 16, 2019

Vincent Mina
State President

Kyle Studer
Vice-President
Ka'u, Hawai'i

David Case
Secretary
Kona, Hawai'i

Briana Rodrique
Treasurer
East Hawaii

James McCay
Waimanalo, Oahu

Dash Kuhr
Kohola, Hawai'i

Dave Burlew
North Shore,
Oahu

Maureen Datta
Kona, Hawai'i

John Dobovan
Haleakala, Maui

Steve Lund
Puna, Hawai'i

Ray Maki
Kauai

Matt
VanPaepeghe
Hana, Maui

Robert Pahia
Mauna
Kahalawai, Maui

Kaipo Kekona
Lahaina, Maui

Kyle Studer
Ka'u, Hawai'i

Yuri Zhuraw
East Hawai'i

Christian
Zuckerman
Wai'anae, Oahu

To Whom it May Concern,

HIP Agriculture is a leader in the Kohala district for producing high-quality local produce for the Kohala Farm to School (F2S) Program, increasing crop production in the region, and training next generation farmers and producers through their educational programs. They have taken on a pivotal role by becoming a distributor to the Kohala educational complex.

Hawaii Farmers Union United (HFUU) represents and advocates for family farmers and ranchers throughout Hawai'i. Our members represent Farm Owners/Operators, Food Enthusiasts, Ranchers, Fishers, Gardeners, Permaculturists, Cultural Practitioners, Landscapers, Suppliers and Businesses that are part of the local food economy. HFUU is recognized and respected as a voice for farmers, ranchers, and fishermen throughout all the Islands of Hawai'i. HFUU encourages its members to earn a prosperous living through regenerative stewardship of our lands, waters, and communities.

HIP Agriculture's efforts to educate K through 20 students, train more farmers, increase Kohala production and set up a food distribution network could greatly increase the availability of local produce for the state's F2S efforts. They have directly supported the success of the Lieutenant Governor's F2S pilot project at the Kohala educational complex, successfully collaborating with the DOA, DOE, Beyond Green Partners, Kohala Center and other organizations.

HFUU is committed to supporting HIP Agriculture's long-term mission to increase the amount of locally grown food provided to the schools, organizing and training a network of farmers to supply the schools, and mentoring the next generation of farmers. I encourage our legislators to support them as well.

Sincerely,
HAWAII FARMERS UNION UNITED

Vincent Mina, President

The Hawai'i Farmers Union United and its Chapters are a nonprofit corporation formed under Hawai'i law and Section 501(c)(5) of the Internal Revenue Code. HFUU advocates for the sovereign right of farmers to create and sustain vibrant and prosperous agricultural communities for the benefit of all Hawai'i through cooperation, education and legislation. Because HFUU is an agricultural advocacy organization, donations to it are not tax deductible

DAVID Y. IGE
GOVERNOR

ARTHUR F. SOUZA
COMPLEX AREA
SUPERINTENDENT



DR. CHRISTINA M. KISHIMOTO
SUPERINTENDENT

JANETTE SNELLING
PRINCIPAL

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

November 26, 2018

To Whom It May Concern:

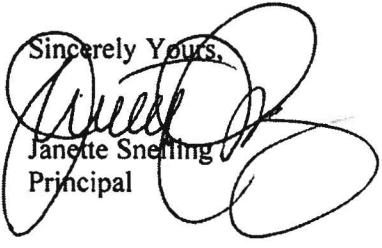
HIP Agriculture is a vital community partner that has supported our school with agricultural education since 2016. They have supported the revitalization of the high school farm growing food that has fed our staff, students, and families. We now have a productive farm that acts as an important educational resource for our classes.

Last year the Lt. Governor selected the Kohala K-12 complex to be the pilot for the Aina Pono Farm to School program. HIP Agriculture has been the most active and involved non-profit to support this program. With their existing relationship to the school and role in localized food production, they emerged as a leading community partner for implementation of farm to school. HIP Agriculture is now one of our complex distributors of locally grown produce to the cafeteria. Additionally, they have been working with the Hawaii Department of Agriculture and the School Garden Hui to create the first garden to cafeteria program. When this work is complete, produce will be able to go directly from the high school farm to the cafeteria.

Additionally, HIP Agriculture provides in-class presentations, mentorship, farm field trips and other offerings that support students making a connection to where their food comes from. Connecting students to local farms, traditional foods and methods of cultivation is an important need for creating a successful farm to school program.

We are committed to a multiyear partnership with HIP agriculture to increase production at our high school farm, educate students on the importance of healthy locally grown food, and increase the amount of locally grown foods delivered to the cafeteria.

Sincerely Yours,


Janette Snelling
Principal

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 inquires regarding the nondiscrimination policies: Janette Snelling, Principal, P.O. Box 279 Kapaa, HI 96755 Ph (808)889-7117 email: janette_snelling@notes.k12.hi.us

November 27, 2018

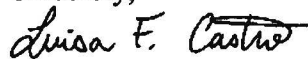
To Whom It May Concern,

HIP Agriculture is a leader in the Kohala district for producing high-quality local produce for the Kohala Farm To School (F2S) effort, increasing crop production in the region, and training the next generation of farmers and producers through their educational programs. They have taken on a pivotal role by becoming a distributor to the Kohala complex. Their efforts to train more farmers, increase Kohala food production, and set up a distribution network could greatly increase the availability of local produce for the state's F2S efforts. They have directly supported the Lieutenant Governors farm to school pilot at Kohala complex, successfully collaborating with the DOA, DOE, Beyond Green Partners, Kohala Center and other organizations.

HIP Agriculture's Farm Manager attended a FSMA Produce Safety Rule training with me in Kona and plans on attending the FSMA trainer training in the near future. This will position HIP Agriculture to train other farmers on food safety and thus increase the number of eligible producers for F2S. In the meantime, HIP is gauging interest in organizing a Produce Safety Alliance Grower Training in Kohala and a similar training specifically geared for agricultural teachers and students at Kohala High School, thus reaching a broader audience in the Kohala community.

I am committed to supporting HIP Agriculture to increasing the amount of local produce provided to the Kohala School Complex and beyond and increasing an agricultural and nutrition experience within K-12 by providing needed educational resources related to food safety. I encourage funding to support them in their mission to increase the amount of locally grown food provided to the schools, organizing and training local farmers to supply the school, and mentoring the next generation of farmers within the school system all within a food safety mission.

Sincerely,



Luisa F. Castro, PhD
Hawaii Produce Safety Program Manager
Hawaii Department of Agriculture
16 E Lanikaula Street
Hilo, HI 96720

Dear Legislators,

HIP Agriculture is a leader in the Kohala district for producing high-quality local produce for the Kohala F2S, increasing crop production in the region, and training next generation of farmers and producers through their educational programs. They have taken on a pivotal role by becoming a distributor to the Kohala complex. We are thrilled to partner with them to make this much needed project in our community a reality.

Kohala Wishing Well, LLC ("KWW") will be partnering with Hawaii Institute of Pacific Agriculture, a 501 c-3 ("HIP Ag") to create a fresh food aggregation and distribution site in Hawi, North Kohala ("Kohala Food Hub") to feed the students and staff of the public schools of Kohala ("Kohala Complex") via the Farm to School initiative at the Kohala cafeteria to increase sales for local farmers by selling their produce to the Kohala Food Hub that will be distributed to Kohala cafeteria.

Kohala Wishing Well is offering a donation to support the Kohala Farmer Hui and aggregation site by covering the start up costs of getting the walk-in coolers turned on and operating with new compressors and labor estimated to cost \$9000.00 and contributing monthly rates of the aggregation site for 2 years, including:

- | | |
|--|-----------------|
| • Wash pack station area | \$1,200.00/year |
| • 2 walk-in coolers (10'x20' and 8'x12') | \$2,400.00/year |
| • Office space | \$3,600.00/year |
| • Utilities: water & electric | \$7,200.00/year |

HIP Agriculture's efforts to educate K-20, train more farmers, increase Kohala production and set up distribution network could greatly increase the availability of local produce for the state's F2S efforts. They have directly supported the success of the Lt Gov farm to school pilot at Kohala complex, successfully collaborating with the DOA, DOE, The Kohala Center and other organizations.

We are committed to supporting HIP Agriculture's long term mission in increasing the amount of locally grown food provided to the schools, organizing and training a network of farmers to supply the school, and mentoring the next generation of farmers. I encourage our legislators to support them as well.

Sincerely,



Delphina Dorrance

1/17/19