

**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 Island Business Plan Competition                      Hiplan

Amount of State Funds Requested: \$ 135,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):  
Hawaii Island Business Plan Competition (dba: Hiplan) is an educational non-profit (501c3) with the mission of developing of an entrepreneurial ecosystem on Hawaii Island leading to job creation and sustainable economic development. Hiplan recruits, trains and encourages Hawaii Island entrepreneurs in business planning and communication skills. Hiplan undertakes various activities on a year round basis to educate entrepreneurs with a goal of stimulating economic development. (cont on back)

Amount of Other Funds Available:  
State:                      \$ \_\_\_\_\_  
Federal:                      \$ \_\_\_\_\_  
County:                      \$ 12,000  
Private/Other:                      \$ 20,000

Total amount of State Grants Received in the Past 5 Fiscal Years:  
\$ 0  
Unrestricted Assets:  
\$ 0

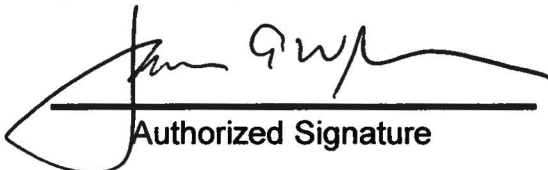
New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):

Type of Business Entity:  
 501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:  
PO Box 1095  
City:    State:                      Zip:  
Kurtistown                                      HI                                      96760

Contact Person for Matters Involving this Application	
Name: Jim Wyban	Title: President
Email: jim@hiplan.biz	Phone: 808.938.2840

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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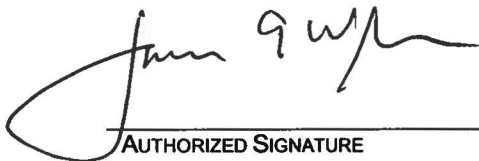
 \_\_\_\_\_ Jim Wyban, President \_\_\_\_\_ Jan 16 2019 \_\_\_\_\_  
Authorized Signature                                      Name and Title                                      Date Signed

**received**  
1/18/19 12:20p JH

## 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



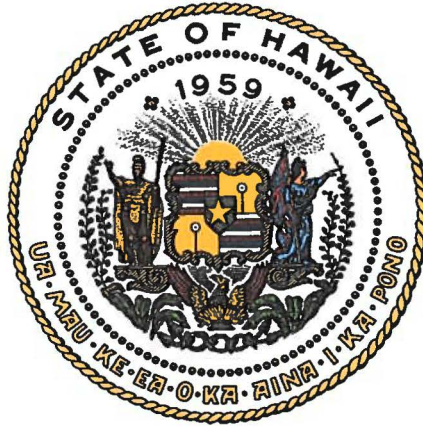
AUTHORIZED SIGNATURE

JIM WYBAN, PRESIDENT

PRINT NAME AND TITLE

JANUARY 16, 2019

DATE



## 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 ISLAND BUSINESS PLAN COMPETITION

was incorporated under the laws of Hawaii on 02/05/2018 ; 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 16, 2019

Director of Commerce and Consumer Affairs



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

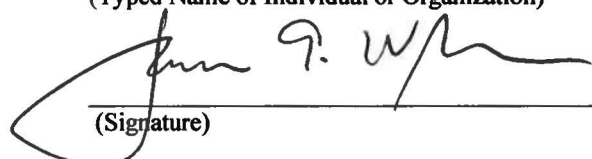
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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 Island Business Plan Competition  
(Typed Name of Individual or Organization)

  
(Signature)

January 16 2019  
(Date)

James A. Wyban  
(Typed Name)

President  
(Title)



# Application for Grants

## **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. [attached](#)

### **2. Declaration Statement**

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

### **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](#))

The applicant (HIplan) hereby certifies that this grant will be used for public purpose pursuant to Hawaii Law.

## **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;**

Hawaii Island Business Plan Competition (dba: HIplan) is an educational non-profit (501c3) with the mission of developing of an entrepreneurial ecosystem on Hawaii Island leading to job creation and sustainable economic development. HIplan recruits, trains and encourages Hawaii Island entrepreneurs in business planning and communication skills. HIplan undertakes various activities on a year-round basis to educate entrepreneurs with a goal of stimulating economic development.

HIplan first organized in 2016 with University of Hawaii-Hilo and Hawaii Island Chamber of Commerce (HICC) as HIplan's founding sponsors. Financial sponsors include Ulupono Initiative, NELHA, HSDC, HTDC, First Hawaiian Bank, DeLuz Group, Marine Genetics and Hilo Brokers. Hawaii County R&D awarded HIplan a grant in 2018.

Using a \$25,000 cash prize as enticement, HIplan attracts entrepreneurs to our annual business plan competition where we educate and encourage them in the process of developing a solid

highest scores in each round move on to the subsequent round. Our process is intended to get entrants functional in three modes of communication required for financing and success in a startup. For those needing mentoring or training we direct them to the Small Business Development Centers in Hilo and Kona or other qualified business mentors in the community. This year, we initiated a monthly Entrepreneur Meetup where, Hawaii Island entrepreneurs meet other entrepreneurs in order to build their networks.

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

**HIplan 2019 Schedule**

January 9	Entrepreneur Meetup Group – Kona – second Wednesday monthly
January 10	Entrepreneur Meetup Group – Hilo – second Thursday monthly
February 11	Entrepreneur Meetup Group – Kona – second Wednesday monthly
February 12	Entrepreneur Meetup Group – Hilo – second Thursday monthly
March 8	Entrepreneur Meetup Group – Kona – second Wednesday monthly
March 9	Entrepreneur Meetup Group – Hilo – second Thursday monthly
April 18	Hilo Launch Event at UH Hilo
April 26	Kona Launch Event at NELHA
May 11	Entrepreneur Meetup Group – Kona – second Wednesday monthly
May 12	Entrepreneur Meetup Group – Hilo – second Thursday monthly
June	SBDC Hilo How to write a business plan (for HIplan)
June	SBDC Kona How to write a business plan (for HIplan)
July 14	Entrepreneur Meetup Group – Kona – second Wednesday monthly
July 15	Entrepreneur Meetup Group – Hilo – second Thursday monthly
August 10	Entrepreneur Meetup Group – Kona – second Wednesday monthly
August 11	Entrepreneur Meetup Group – Hilo – second Thursday monthly
September 7	Round 1 Written plans due by 11.59 pm.
October 5	Round 2. 12-minute presentations
October 26	Round 3. Finals – 2-min pitch & 12-min presentation. Award.
November 12	Entrepreneur Meetup Group – Kona – second Wednesday monthly
November 13	Entrepreneur Meetup Group – Hilo – second Thursday monthly
December 9	Entrepreneur Meetup Group – Kona – second Wednesday monthly
December 10	Entrepreneur Meetup Group – Kona – second Wednesday monthly

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

HIplan’s quality assurance is based on whether we can get our entrepreneur’s moving forward in developing their businesses. In our first 3 years of operations, we received 123 qualified business plans and awarded \$125,000 worth of prizes (\$75,000 in cash, UH-Hilo and HCC scholarships worth \$35,000, and \$15,000 in-kind advertising award from Pacific Media Group). We raised and spent about \$90,000 over 3 years. As a direct result of their participation, multiple HIplan contestants have obtained outside funding and are now growing their businesses.

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

## **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.

Jim Wyban is founder and President of HIplan and Carol Wyban is Secretary/Treasurer. They are both experienced entrepreneurs. Jim received his PhD from University of Hawaii and has been both a research scientist and an entrepreneur. His biggest business success was developing (with Carol) the world's first SPF shrimp and then founding the world's first SPF shrimp broodstock company. After 18 years in business selling SPF broodstock shrimp to 26 countries worldwide, they sold their company to an Asian multinational. Hawaii's SPF shrimp broodstock industry (started by Jim) generates over \$40 M/yr in sales (all exports). Carol is a UH alum and was Executive Director of the Friends of the Library (of Hawaii). Her experience managing that 100+ year old non-profit gives her excellent qualifications to help manage HIplan. All of Jim & Carol's work to date developing and managing HIplan has been pro-bono. We are not requesting any salary funds for our work on HIplan.

HIplan has an impressive and experienced Board of Directors. In addition to Dr. Wyban and Carol Wyban, HIplan's Board includes Gregg Taketa, CPA and owner of Taketa Iwata and Hara CPAs, the State's largest CPA firm out of Honolulu and Mattson Davis, President of Ulu Development and former CEO of Kona Brewing, one of Hawaii's premier entrepreneur firms.

### **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.

To date, all of HIplan's public events have convened in public facilities at UH Hilo, NELHA or County of Hawaii facilities that we've secured free of charge. We will continue to use this approach. Our HIplan office work is done out of the Wyban home at no charge. We convene our Board meetings in the offices of Taketa Iwata and Hara.

## **VI. Personnel: Project Organization and Staffing**

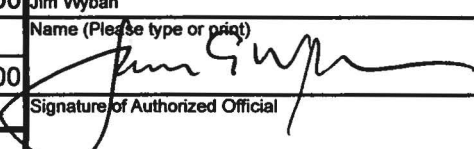
### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

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.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hlplan \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	50,000			
2. Payroll Taxes & Assessments	7,500			
3. Fringe Benefits	7,500			
<b>TOTAL PERSONNEL COST</b>	<b>65,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,500			
2. Insurance	850			
3. Lease/Rental of Equipment	1,500			
4. Lease/Rental of Space	0			
5. Staff Training	2,250			
6. Supplies	4,500			
7. Telecommunication	1,800			
8. Utilities	550			
9. Cash Prizes	45,000			
10. Web services	3,500			
11. Printing	3,300			
12. Refreshments	3,600			
13. Misc.	650			
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>70,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>135,000</b>		<b>45,000</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	135,000	Jim Wyban <span style="float: right;">808.938.2840</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	45,000			
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>180,000</b>	Name and Title (Please type or print) Jim Wyban, President		





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant:   Hiplan  

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

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Economy rental (days)	43.00	\$35.00	\$ 1,505.00	1500
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	43		\$ 1,505.00	1,500

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant:   Hiplan Not Applicable  

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: HIplan \_\_\_\_\_

Contracts Total: 12,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	Hawaii County R&D Department	11/1/18 - 6/31/19	R&D	Hawaii County	12,000
2					
3					
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