

**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:

Japanese Cultural Center of Kona

Amount of State Funds Requested: \$ 331,110

Brief Description of Request (Please attach word document to back of page if extra space is needed):

- a. Architectural 3-D Conceptual Master Plan
- b. Hiring of Professional Graphic and Website Designers
- c. Consultant-Marketing Plan
- d. Hiring a Professional Fundraiser
- e. Rental of Office Space and Purchase of Equipment and Furniture
- f. Hiring of Executive Director and Staff

Amount of Other Funds Available:

State:            \$ 0

Federal:        \$ 0

County:        \$ 0

Private/Other: \$ 0

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:

P. O. Box 365

City:

Holualoa

State:

Hi

Zip:

96725

Contact Person for Matters Involving this Application

Name:  
Walter Kunitake

Title:  
Chair

Email:  
kunitake@earthlink.net

Phone:  
808-938-3624

Federal Tax ID#:

[REDACTED]

State Tax ID#

[REDACTED]



Authorized Signature

Walter Kunitake, Chair

Name and Title

January 15, 2019

Date Signed

**received**  
1/15/19 1:44pm JR

January 15, 2019

Walter Kunitake  
P. O. Box 365  
Holualoa, Hawaii 96725

Mr. Donovan M. Dela Cruz  
Senate Committee on Ways and Means, Chair  
State Capital, Room 208  
Honolulu, Hawaii 96813  
Attn: GIA

Dear Mr.Dela Cruz,

Enclosed is a completed grant application for operating funds for fiscal year 2020 by the Japanese Cultural Center of Kona (JCCK).

JCCK will develop an international, world class gathering place spread over 30 acres with over 500 parking spaces to preserve and share the Japanese culture and the unique Kona's history.

The Cultural Center will include a large authentic Japanese garden, a cluster of buildings with ballrooms, classrooms, certified kitchens, exhibit rooms, tearoom, and etc. and structures for a business plaza.

The Cultural Center will be developed LEED platinum rated powered by 100% renewable energy consistent with Hawaii State's aim to reach in 2045.

Sincerely,

A handwritten signature in black ink that reads "Walter Kunitake". The signature is written in a cursive, flowing style.

Walter Kunitake, JCCK Chair

## 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

Walter Kunitake, Chair

PRINT NAME AND TITLE

1-15-19

DATE

Rooms would allow local organizations such as the Kenjinkais and others to meet.

Spaces should be provided to Japanese Prefectures to participate in the Center to highlight anything of their choosing.

#### C. Outdoor facilities

An outdoor amphitheater, children's jungle gym playground, cafe, rest areas and gift shop would be strategically located.

#### D. Ample parking

Parking for over 500 cars and buses will be provided. Kona over the many years lacked a public gathering place with ample parking except for the Old Airport Park in Kailua.

#### E. Security

F. For long-term sustainability of the Cultural Center, a commercial plaza will be developed.

The entire Cultural Center need to be designed to protect the property and people. First, the entire Center grounds must be protected from unwanted radicals, thieves, and vandals and unwanted animals. Proper fencing, cameras, and lighting are crucial here, and children's safety cannot be overlooked.

A world-class Japanese Cultural Center in Kona would undoubtedly attract many from around the world.

#### 4. Describe the target population to be served;

The target population spans a wide range from the very young to the elders from the local population of Kona to members of the international community. For the youngsters, they would start from ages that could participate in lantern parades, girls' and boys' day activities, origami making, Japanese dancing, as well as attending the adult events. Children with Japanese heritage will begin to learn about their own cultural roots.

Children that are not from the Japanese lineage will learn about culture other than their own. Students from local schools could engage in any of the offerings of the Cultural Center. Today's cross-cultural marriages, interlinking experiences through travel, media and the like has brought the peoples of the world much closer. Understanding of other ethnic groups and their culture will educate any lack or misunderstanding of the other. The younger this experience begins in their lives, the world will become a more harmonious place to live in the long run.

Students from local public and private schools could be brought in as group excursions, even from neighboring islands. Student exchange programs from any part of the globe will help educate and promote better network of relationships across continents.

By promoting volunteerism in the development and maintenance of the Cultural Center, the more these individuals will have ownership in the Center while at the same time gaining knowledge of Japanese culture which may deepen their interest in genealogy of their own.

The adult population local or international will all experience the same benefits as discussed for the youngsters.

Professional performers, artisans, experts, and speakers of the world could participate live at the center of the Pacific Ocean to help bring people even closer together. So this Center could serve as a gathering for people of all walks of life from all corners of the globe.

## 5. Describe the geographic coverage.

The geographic coverage spans the entire globe. Kona having become a highly desirable destination for people from all over the world with more direct flights to and from Japan, the Mainland and more, tourists are flocking into Kona at an increasing rate. The trend can only increase with the attractions of Kona's well known coffee, the world class deep sea fishing, the clearest mountain top for telescopes and stargazing, triathlons, active volcanos, the clear air and the laidback country atmosphere. The stable year-round mild climate and a safe and conflict free environment adds to visitor's likability of Kona's destination. Permanent residency moving to Kona is increasing at record level paces.

An international, world-class Japanese Cultural Center will become another reason for Kona to become the gathering place. The Board is aware of Japanese cultural centers and gardens available in Hawaii, yet this planned Center in Kona will be comprehensive, large and unique and not a duplicative Center.

### 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 the effectiveness from the request. The applicant shall:

1. Describe the scope of work, tasks, and responsibilities;

The past three years was the period to establish the foundation of the Japanese Cultural Center of Kona organization. Board members made their second annual contribution to build the cash balance for JCCK's treasury. JCCK was able to proceed with establishing itself by Board members volunteering, receiving pro bono services from outside professionals, and receiving in-kind contributions. That is how over the past three years JCCK was able to accomplish receiving an approved 501c3 application, participating in a capital campaign workshop provided by a top rated fundraiser in the State, spending a one and a half day strategic planning session led by a professional facilitator, developing documents such as the Article of Incorporation, Bylaws, and Conflict of Interest policy. Without its own facility, monthly meetings were always held at various locations from in-kind contributions.

With the strategic plan developed by the Board in March 2017, it established a foundation for planning a conceptual rendition of an aerial 3-D master plan. A planning charrette with the community members providing input to this process would assemble additional ideas to the plan of the Cultural Center and allow ownership to members of the broader community. The cost of carrying out the charrette and involving professional architectural planners is requested here. This planning process is prerequisite to advancing the project.

Having recently received an approved 501c3, Board members have begun soliciting cash donations from local individuals through face to face contacts. Planning for fundraisers such as golf tournaments,

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

Cost of planning and executing a charrette with a professional architect and planners with the computer technology and software , skill, and experience would be held as early as early July 2019 depending on funding availability. A report along with the video showing an aerial rendition of the entire cultural center is expected to be completed soon after the charrette. Once the 3-D rendition becomes available to JCCK, it will become a tool to attract donors in a significant way. It will also clarify visually to all, the scope and details of the Cultural Center.

Graphic and website designs and developing the marketing plan would begin as soon as funds become available.

Hiring the professional fundraiser is JCCK's high priority to begin raising significant amount of funds from major donors. The fundraiser would assist in fundraising as long as the cost effectiveness of the position is positive.

Renting a space in 2019, and furnished, and hiring a clerical staff will support the Board members' efforts in fundraising as well. The office space would be rented until the office building is completed at the permanent Cultural Center location. The staff would assist in coordinating fundraising projects such as private solicitations, golf tournaments, and others fundraising efforts the board undertakes. These fundraising efforts will be in addition to that by the professional fundraiser requested above.

Hiring a temporary lead person serving in the Executive Director role in July 2019 is also included in this request. The request is made to fund salaries and related personnel costs. Having a lead person for this project would enhance the Boards efforts to advance the project. This position would be filled on a permanent basis at a reasonable time later.



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

Board members have participated in charrettes with professional architects that have produced 3-D renditions of aerial video plans for a 112 acre Old Kona Airport Park in 2009 and another for the 190 acre Kealakehe Regional Park a few years later. An architect with such qualifications would be secured. Board members are experienced with organizing festivals, shinnen enkais, and events large and small, including fundraisers and are capable to monitor, evaluate, improve these planning charrettes and other events.

Members of the Board are experienced with professional fundraisers such as the one that provided a pro bono workshop on a capital campaign for JCKK. A professional fundraiser must be familiar with foundations and other major donors on the Hawaii island. There will be goals set for several years beginning the hire. Tables and charts will be prepared for progress made on the campaign. The fundraiser would attend and report at the board meetings from time to time or provide written updated amounts raised. Any improvements would be discussed at these meetings.

Various rental spaces will be considered to fit the needs at the present time in terms of square footage, location, price, etc.

Regarding a clerical staff, a job description would be prepared, the position announced, candidates interviewed and then hired. The position would likely be filled with a part-timer at first , but would be increased to full time when the level of work requires it. Performance evaluation of the staff will be conducted at reasonable intervals and performance feedback will be provided.

Given that the Cultural Center will be developed to be world class, the quality of the website needs to match the Center's characteristics. As one reviews international organizations' websites, JCKK's website needs to be designed at their same level of quality and sophistication. The website will constantly be updated as needed.

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 accomplishments. 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.

The measures of effectiveness for planning a charrette will be the date(s) to which the charrette was held, the number of participants at the charrette, the cost, the responsiveness of the planners and architects, the quality of the report and the 3D video rendition and architects' and planners' response time.

The measure of effectiveness of the the graphic and website designers will be based on quality of the designs, their costs, the positive interactive relationships, and their response time.

The primary measure of the hired professional fundraiser's effectiveness will be the cash donations raised in relation to the cost and time of hire and the rate of return on investment. Funds raised will be reported in categories by geographic location such as those from Kona, Hawaii island, statewide, mainland USA and other. The breakdown will also be by individuals, foundations and businesses. The person to be hired has to have successful records of fundraising such as the person that provided the pro bono half-day workshop to JCCK who has raised over \$240,000,000 in the past 26 years for nonprofit organizations such as the JCCK.

The measure of effectiveness on office space obtained will be the square footage obtained versus its cost. The utilization rate of the office space will also be recorded. The equipment utilization rate will also be noted. The clerical staff will be performance evaluated against the job description.

#### IV. FINANCIAL

##### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the costs of the request.
  - a. Budget request by source of funds. ATTACHED
  - b. Personnel salaries and wages. ATTACHED
  - c. Equipment and motor vehicles. ATTACHED
  - d. Capital project details. N/A
  - e. Government contracts, grants, and grants in aid. N/A
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal 2020.

Quarter 1	\$ 82,777
Quarter 2	\$ 82,777
Quarter 3	\$ 82,777
Quarter 4	\$ 82,779
Total Grant	\$ 331,110

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

N/A

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior 3 years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grant in aid it has been granted within the prior three years and will be receiving for fiscal year 2020, for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

\$ 0

## 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 requests. State your experience and appropriateness for providing the service proposed with 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.

The Japanese Cultural Center of Kona is made up of all volunteer board members. The nine member board is comprised of individual leaders of the community with vast and varied experiences in planning, fundraising, human resources, marketing, banking, and more. At this time there is no executive director (ED) so the board volunteers are sharing the role of an ED to move the Japanese Cultural Center forward.

Below is the list of each board member's experiences, knowledge, and abilities regarding the requests. A board member was born and raised in Japan and another lived in Japan for two decades so they bring the Japanese culture in their DNA. In aggregate, the other members have visited Japan dozens of times experiencing the culture of their heritage.

The Board was organized with a dream and passion to develop an internationally recognized world-class Japanese Cultural Center to preserve and share the Japanese Culture and the Kona's Japanese immigrants's unique way of life. Dream, Believe and Achieve is a model triad. The Board members ranging from being issei (first generation Japanese) to yonsei (fourth generation Japanese) have had this passionate dream to establish a significant and permanent repository and gathering place especially in Kona. Given the location, the timing, the world situation, the Japanese culture, the focussed passion of the Board and community members, the Board believes the project to be very viable. The Board is now entering the "Achieve" phase.

## Part V

## Compensation and Other Financial Agreements with . . .

3a. re: For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties.

**Walter Kunitake, Director and Chairperson**

Mr. Kunitake is a volunteer director, and our Chairperson of the Board of Directors. Born and raised in Kona, Mr. Kunitake earned a Ph. D. in Accounting, MBA, BBA, CPA. He has served as Director at the University of Hawaii West Hawaii and taught accounting at Pennsylvania State University, University of Arkansas, University of Hawaii at Manoa, Hilo, and West Hawaii. He currently owns Country Samurai Coffee Company. His community involvement includes serving as President for the Kona Japanese Civic Association, Hawaii Island Hongwanji Layman's Association, Kona Hongwanji Mission, Fukuoka Kenjin Kai, Keopu Citizens Club, Inc. Kumiai; Acting Chair, Vice Chair and Treasurer at the Pacific Buddhist Academy; Chair of the Saddle Road (Dankiel K. Inouye Highway) Task Force, West Hawaii Parks & Athletic Corporation and Board member for the Hawaii Community Federal Credit Union and Lions Club. His duties are spelled out in our bylaws, and include managing the day-to-day business of the organization, attending meetings of our board of directors and voting on board decisions. Mr. Kunitake receives no compensation of any kind, and performs his duties on an "as needed" basis.

**Claudia Chang, Director and Vice Chairperson**

Mrs. Chang is a volunteer director, and our Vice Chairperson of the Board of Directors. Born and raised in Kona, Mrs. Chang graduated from Kaplalani Community College and the University of Hawaii at Manoa. She has been employed by the State of Hawaii's Department of Attorney General as a Legal Assistant working on paternity and child support cases since 1986. Her community involvement includes being the President of the Kona Hiroshima Kenjin Kai, First Vice President of the Kona Japanese Civic Association, Youth Programs Director for the Kona Hongwanji Kyodan, Director and Treasurer of the Kona Coffee Cultural Festival and Past President of Akitsu Kumiai. She also co-chaired the Kona PONY Baseball Memorial Day Tournament for more than 10 years and has coached youth soccer, baseball and basketball. Mrs. Chang's duties are spelled out in our bylaws, and include attending meetings of our board of directors, voting on board decisions, and presiding in the absence of the Chairperson. Mrs. Chang receives no compensation of any kind, and performs her duties on an "as needed" basis.

**Steven Kaneko, Director and Treasurer**

Mr. Kaneko is a volunteer director who serves as our treasurer. Born and raised in Kona, Mr. Kaneko earned a Bachelor's Degree in Business Administration with an emphasis in Marketing from the University of Michigan. He is currently employed by Bank of Hawaii as a Commercial Banking Officer and has held various positions throughout the organization including Banking Center Manager and Business Banking Officer since 2001. He also held various positions including Assistant Branch Manager, Loan Officer, Management Trainee and Branch Manager of Finance Factors, Ltd., from 1994 - 2001. His community involvement includes being Vice Chair of Finance for the Kona-Kohala Chamber of Commerce, Treasurer for the Lions Club of Kona, Vice President for the Konawaena Foundation and Board Member for the Kona Japanese Civic Association and Kona Hongwanji Buddhist Temple. He is also a former member of the Honolulu Japanese Chamber of Commerce, Past President of the Honolulu Japanese Junior Chamber of Commerce and former Board Member of the Young Business Council. Mr. Kaneko was also a member of the Pacific Business News Forty Under 40 Class of 2006 and is a proud 2007 Honolulu Marathon finisher. Mr. Kaneko duties are spelled out in our bylaws, and include financial record-keeping, accounting and reporting, attending meetings of our board directors and voting on board decisions. Mr. Kaneko receives no compensation of any kind, and performs his duties on an "as needed" basis.

**Tricia Buskirk, Director and Secretary**

Mrs. Buskirk is a volunteer director who serves as our secretary. Born and raised in Kona, Tricia Buskirk earned a BA in Economics from the University of Hawaii Moana. She has 27 years of experience in the financial industry and 2 years in the mortgage software industry serving primarily in managerial and executive roles in lending, operations, marketing, advertising, public relations and communication. She is currently the President & CEO of Hawaii Community Federal Credit Union, President of the Big Island Credit Union Manager's Association, President of the Hawaii Credit Union League Big Island Chapter

## Part V

## Compensation and Other Financial Agreements with . . . (cont'd)

3a re: For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties. (cont'd)

and State of Hawaii's National Credit Union Legislative Action Council (CULAC) Board Trustee. Her community involvement includes being a Board of Director for the American Cancer Society – Hawaii Pacific, and Board of Director for the Hawaii Credit Union League. She has served as Board Treasurer for The Food Basket, Hawaii's Food Bank and is a member of the Hiroshima Kenjin Kai. Mrs. Buskirk's duties are spelled out in our bylaws, and include day-to-day administrative functions, attending meetings of our board of directors, voting on board decisions and properly recording minutes. Mrs. Buskirk receives no compensation of any kind, and performs her duties on an "as needed" basis.

Jennifer Shimada-Heimgartner, Director and Japanese Secretary

Mrs. Shimada Heimgartner is a volunteer director who serves as our Japanese secretary. Born in Hawaii but raised in Japan, Jennifer Shimada-Heimgartner has been residing in Kona since 2011 and belongs to the Hawaii State Bar Association, West Hawaii Bar Association and is a member of Wealth Counsel. She is an attorney and owner of Shimada Estate Planning located in Kona. She has been an attorney in the State of Hawaii for 9 years with experience in multiple areas of the law including family law. Her community involvement includes serving on the Board for Hospice of Kona. Mrs. Shimada Heimgartner's duties are spelled out in our bylaws, and include assisting the board of directors in any and all situations that relate to the Japanese language, attending meetings of our board of directors and voting on board decisions. Mrs. Shimada Heimgartner receives no compensation of any kind, and performs her duties on an "as needed" basis.

Linda Nagai, Director and Nominating Committee Chair

Mrs. Nagai is a volunteer director who serves as the nominating committee chair. Born and raised in Kona, Mrs. Nagai has been a Travel Agent for 33 years, Adult Education Instructor for 12 years, Reading Literacy Tutor and was employed at various hotels and resorts as Front Office Clerk, Reservations and Assistant Hotel Manager. She is currently employed at Kahakai Elementary School as an After-School Enrichment Program Coordinator and Parent Community Network Coordinator and Instructor in two after school classes for Japanese and Cooking. Her community involvement includes being the President of Buddhist Women's Association of the Kona Hongwanji Mission, 2nd Vice President of the Hawaii Island United Hongwanji Buddhist Women's Association and 1st Vice President of the Hawaii Federation of Buddhist Women and Vice President of the Board of Directors for the Kona Hongwanji Buddhist Temple. She also currently serves as President of the Kona Kumamoto Kenjin Kai and 4th Vice President of the Kona Coffee Cultural Festival Board. She is also a former Board Member of the Millilani Town Association, former State Volunteer Coordinator for the Hawaii National Guard Family Program, Dharma School Instructor and Leader at the Kona Hongwanji Mission and Millilani Hongwanji Mission. Mrs. Nagai's duties are spelled out in our bylaws, and include overseeing the nominations committee, attending meetings of our board of directors and voting on board decisions. Mrs. Nagai receives no compensation of any kind, and performs her duties on an "as needed basis"

Nathan Kurashige, Director and Bylaws Committee Chair

Mr. Kurashige is a volunteer director who serves as the bylaws committee chair. Born and raised in Kona, Mr. Kurashige graduated from Mid Pacific Institute and earned a degree at Coe College in Cedar Rapids, Iowa. He currently owns and operates a coffee farm in Holualoa. His community involvement includes being a member of the Lions Club of Kona, Kona Young Farmers and the Kona Okinawa, Hiroshima and Yamaguchi Kenjin Kai's. He is as a Board member of the Kona Coffee Cultural Festival and co-chairperson of the Annual Kona Coffee Cultural Festival Hoolaulea event. Mr. Kurashige's duties are spelled out in our bylaws, and include reviewing the bylaws of the organization, attending meetings of our board of directors and voting on board decisions. Mr. Kurashige receives no compensation of any kind, and performs his duties on an "as needed" basis.

## Part V

## Compensation and Other Financial Agreements with . . . (cont'd)

3a re: For each of your officers, directors, trustees, highest compensated employees, and highest compensated independent contractors listed on lines 1a, 1b, or 1c, attach a list showing their name, qualifications, average hours worked, and duties. (cont'd)

**Cheryl Kurashige, Director**

Mrs. Kurashige is a volunteer director. Born and raised in Hawaii, Mrs. Kurashige has been a resident of Kona since 1975. She earned a degree in Secondary Education at the University of Hawaii at Manoa and is a retired Department of Hawaii Educator. Her community involvement includes being a member of the Kona Okinawa, Hiroshima and Yamaguchi Kenjin Kai's and a member of the Kona Coffee Cultural Festival Hoolaulea Committee. Mrs. Kurashige's duties include ensuring the activities of organization is consistent with the organization's mission, provide proper financial oversight, ensure legal and ethical integrity, attending meetings of our board of directors and voting on board decisions. Mrs. Kurashige receives no compensation of any kind, and performs her duties on an "as needed" basis.

**Takeo Izawa, Director**

Mr. Izawa is a volunteer director. Born in Tokyo, Japan, Mr. Takeo, who goes by "Uki" earned an Economics degree from Senshu University in Tokyo and is now a U.S. Citizen residing in Kona, Hawaii. He is a Big Game Sport Fishing Boat Captain, Angler and Charter Boat Wholesale Tour Operations Coordinator. He is also the State of Hawaii's Judiciary Court Japanese Interpreter and KTA Superstore Courtesy Clerk. His community involvement includes being past President for the Lions Club of Kona in 2008, 2015 and 2016, Japanese Secretary of the Kona Japanese Civic Association, Japan Team Liaison for the Hawaii International Billfish Tournament and Associate Foreign Member of the Japan Game Fish Association since 1980. He also coordinated the Hawaii-Shizuoka Environmental Student Ambassador program for young students in Hawaii and Shizuoka Shimbun/TV, Shizuoka Government and Kona Japanese Civic Association. Mr. Izawa is also a licensed Race Car Managing Officer of the Japan Automobile Association. Mr. Izawa's duties include ensuring the activities of organization is consistent with the organization's mission, provide proper financial oversight, ensure legal and ethical integrity, attending meetings of our board of directors and voting on board decisions. Mr. Izawa receives no compensation of any kind, and performs his duties on an "as needed" basis.



## 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.

For three years the Board met at various locations that have been in-kind contributions to JCCK. A request in this application is to rent an office space temporarily until the permanent site is acquired. Also included in this request is to outfit the office space with appropriate equipment, furniture and accessories to accommodate two full-time staff.

The JCCK Land Acquisition Task Force is actively reviewing many possible large parcels of land in North and South Kona to accommodate the Japanese Garden, building structures, parking spaces and commercial plaza for the Center. Fortunately Kona has viable large undeveloped tracts at reasonable locations. JCCK Board members are meeting and or discussing with realtors, landscapers, professionals in environmental issues, architects, and others related to land matters. The County of Hawaii has very helpful information online publicly available of all of the real properties on the Hawaii island. Fortunately, several of the Board members themselves are land owners in Kona and are familiar with certain land issues. JCCK will be pursuing fully or partially donated properties with naming possibilities. Otherwise JCCK will be looking to purchase properties fee simple.

## VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

### 1. Proposed Staffing, Staff Qualifications and 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.

Currently, JCKK is organized as an all volunteer Board with no compensated or non-compensated staff. The first request is to hire a temporary executive director (TED) to lead the development of the Cultural Center and to oversee its operation who reports to the Board.

The qualification of the temporary ED should be equivalent to one that would meet the qualifications of a permanent ED. The TED should have leadership, management, and communications skills to develop a large world-class and comprehensive Japanese Cultural Center. Experience in managing a project is mandatory. The TED needs to have great people skills to work with board and board of governor members, staff, and the local and global community members. He/she should be one to hire, train and supervise staff members. And the TED should also be able to lead and expand fundraising events, possess knowledge in finance, perform program evaluations, and be proactive in developing the Center consistent with its mission. The TED should have as a minimum an undergraduate degree and preferably possess an advanced degree.

The Board would provide an orientation program for the new hire to clearly communicate the expectation of the Board as outlined above. A clearly worded job description and contract would be provided for the candidate to understand the expectations and the salary level for the job.

## 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, multipurpose organization, include an organization chart that illustrates the placement of this request.

As stated in the Bylaws, the Board of Directors has powers to manage the property, business and affairs of the JCKK Corporation. The Bylaws discusses the powers, and attendance, election, numbers, terms, vacancies, indemnification and other policies of the board of directors. The Bylaws also outline the roles of the Chairperson, Vice-Chairperson, Secretary, Japanese Language Secretary, and Treasurer.

Board of Governors are appointed by the Board of Directors as advisors with experience in fundraising, financing, development and who supports the Corporation's mission. Board of Governors do not have voting rights nor do they attend Board of Director's meeting.

The Executive Director per this request will serve as the chief executive officer of the Corporation who will perform the duties that the Board of Directors shall establish by resolution from time to time. Per the Bylaws, the Chairperson shall be qualified to serve as the Executive Director and may hold both offices concurrently. The Executive Director reports to the Board of Director who in turn hire, train, and supervise the clerical staff.

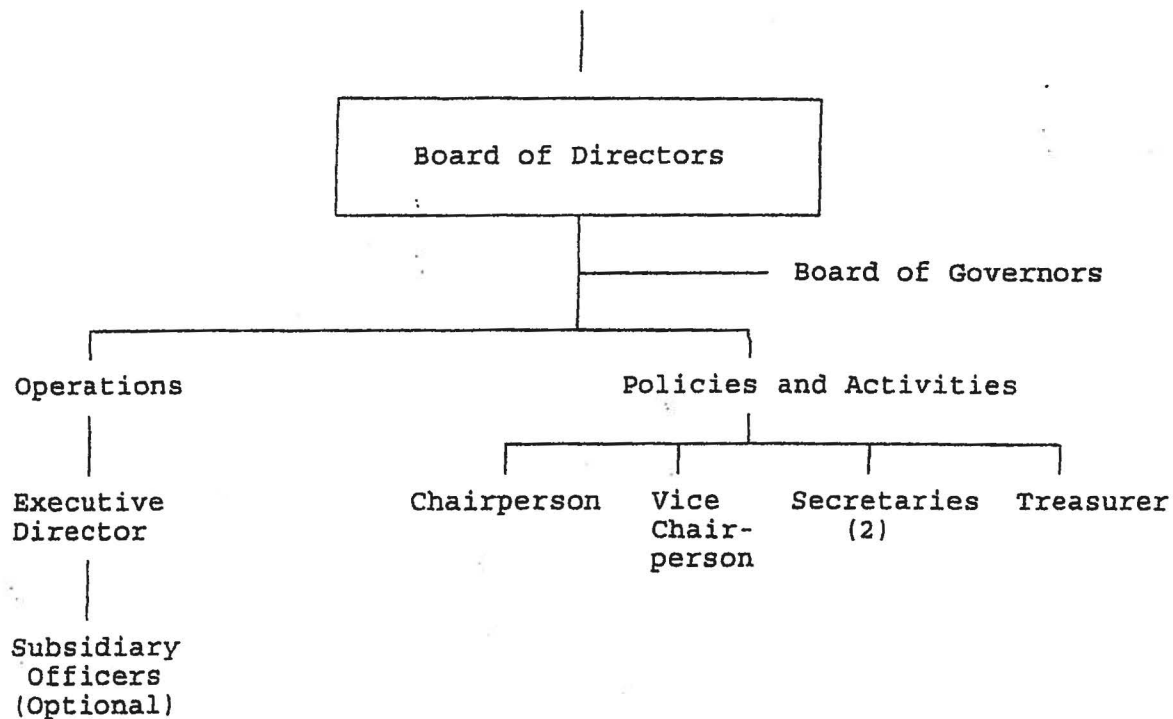
The clerical staff requested in this application reports to the ED.

Please see the attached organization chart.

# Japanese Cultural Center of Kona

## STRUCTURE

Corporation Organizers Select  
at Organization Meeting



### 3. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees the organization by position.

The JCCK Corporation currently has no paid officers, directors, or employees. The Board of Directors and the one Board of Governor are all volunteers.

## 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.

N/A

### 2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

N/A

### 3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section I of the State Constitution for the relevance of this question.

N/A

#### 4. Future Sustainability Plan

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

(a) Received by the applicant for fiscal year 2019-20,

Especially when the 3-D rendition of the conceptual master plan is completed, the applicant will be able to expand seeking donations from individuals locally, Statewide, and from the global community. Fundraising activities such as golf tournaments, banquets and other fund drives will also be enhanced. With the help of a professional fundraiser, contributions from foundations, businesses and corporations will also be sought with vigor. Further, grants applications from other charitable foundations and organizations will continually be sought.

Once the site (land) is secured the fundraising will be broadened globally including from such sources of the forty seven prefectures in Japan. Receiving the grant here will propel the development of the planned Center.

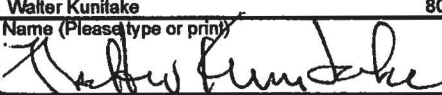
The plan for revenue sources once the Cultural Center is in operation expands to a new level. Membership drives with annual dues from students, seniors, individuals, organizations, businesses, and foundations will be sought. Corporate sponsors will also be incorporated as a source of revenue. Gift shop(s) will be strategically located. Admission fees will be assessed for events. Rental of spaces for events such as banquets, parties, weddings, etc. will also add to the sources of revenue.

Given that sustainability for the long hall is of utmost importance, a commercial center on the Cultural Center grounds will be established for businesses such as restaurants, cafes, and etc. Rental income from these business will be one of the required component for long term sustainability of the Center

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Japanese Cultural Center of Kona

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	102,695			
2. Payroll Taxes & Assessments	10,000			
3. Fringe Benefits	2,100			
<b>TOTAL PERSONNEL COST</b>	<b>114,795</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,600			
2. Insurance	4,300			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	14,400			
5. Staff Training	1,000			
6. Supplies	2,600			
7. Telecommunication	2,400			
8. Utilities	2,800			
9. Architectural 3-D	95,000			
10. Fundraising Consultant	44,000			
11. Website Design	7,000			
12. Publicity	3,000			
13. Graphic Design	20,000			
14. Marketing Plan	10,000			
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>209,100</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>7,215</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>331,110</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	331,110	Walter Kunitake <span style="float: right;">808-938-3624</span>		
(b) Total Federal Funds Requested	0	Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official <span style="float: right;">Date 1-15-19</span>		
<b>TOTAL BUDGET</b>	<b>331,110</b>	Walter Kunitake, Chair Name and Title (Please type or print)		





Applicant: Japanese Cultural Center of Kona

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
See Attached			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>\$7,215.00</b>

**JUSTIFICATION/COMMENTS:**

The Office will need to be equipped with computers, workstations, copier, and furniture.

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

**JUSTIFICATION/COMMENTS:**

Japanese Cultural Center of Kona

BUDGET JUSTIFICATION-EQUIPMENT

	<u>No. Items</u>	<u>Cost/Item</u>	<u>Total Cost</u>
1. Desks/workstations	2	\$700.00	\$1400.00
2. Folding Tables (8')	2	85.00	170.00
3. Folding Tables (6')	2	60.00	120.00
4. Desk chairs	2	150.00	300.00
5. Folding chairs	15	15.00	225.00
6. Computers & accessories	2	1500.00	3,000.00
7. Flatscreen TV	1	900.00	900.00
8. Filing cabinets	2	200.00	400.00
9. Copier Machine (Laser printer)	1	700.00	<u>700.00</u>
		Total	\$7215.00

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

Applicant: Japanese Cultural Center of Kona

Contracts Total: -

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	N/A				
2					
3					
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Period: July 1, 2019 to June 30, 2020

Applicant: JCKK

**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>						

**JUSTIFICATION/COMMENTS:**

N/A at this time