

**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:

Mālama Kaua'i

Amount of State Funds Requested: \$50,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Mālama Kaua'i is seeking funding for our Kaua'i Agriculture Internship Program. The program provides high school and college students the opportunity to gain practical knowledge and experience in farming and agriculture through a paid internship, with opportunities to explore entrepreneurial ventures in the field as well. Participants will be exposed to various career options, mentors, and future job opportunities in the agricultural sector. Students who complete the internship program will also receive a recommendation letter and internship evaluation.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 70,258 requested

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 184,883

Unrestricted Assets:

\$ Unknown; 2018 accounting not yet closed

can update 2/11

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 1414
City: Kilauea State: HI Zip: 96754

Contact Person for Matters Involving this Application

Name:
Megan Fox

Title:
Executive Director

Email:
megan@malamakauai.org

Phone:
808-828-0685 x12

Federal Tax ID#:

██████████

State Tax ID#

██████████



Authorized Signature

Megan Fox, Executive Director

Name and Title

1/16/2019

Date Signed

received
1/18/19 9:54am JR

Applicant MALAMA KAWA'I

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

Megan Fox, Executive Director

PRINT NAME AND TITLE

DATE



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: Malama Kauai

DBA/Trade Name: Malama Kauai

Issue Date: 12/21/2018

Status: Compliant

Hawaii Tax#: W09429840-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX7488

UI#: XXXXXX1691

DCCA FILE#:

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Mālama Kaua'i
(Typed Name of Individual or Organization)

Megan Fox (Signature) _____ 1/11/19 (Date)

Megan Fox
(Typed Name)

Executive Director
(Title)

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](#))

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. See Question 3 under Background and Summary for more information.

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;

Founded in 2006, Malama Kaua'i is a community-based, 501(c)3 nonprofit organization that focuses on advocating, educating, and driving action towards a sustainable Kaua'i. We consider the interrelatedness of all issues and the need for a holistic approach, with a focus on three primary areas: 'Aina, Community, & Culture. Most recently our work has focused on sustainable economic and workforce development within the agricultural sector. Some of our core programs and projects include the 8-acre Kalihawai Community Farm, Kaua'i School Garden Network, Village Harvest gleaning program, Mala'ai Kula Farm-to-School Pilot, Mahi'ai Technical Assistance Program, and the Kaua'i Ag Internship Program – which this request is for.

2. The goals and objectives related to the request;

We are seeking \$50,000 from the legislature to support us in providing over 100 weeks of paid agricultural internships to high school and college agriculture students each year. Our long-term goals include replacing imported "Wwoofers" labor with local ag students interested in developing careers in agriculture, creating and institutionalizing a hands-on ag internship program within our island's college and high school systems, and growing an interested pipeline of talent to become our future farmers by filling the gap of in-field mentorship that currently exists. All of these goals are in line with Hawai'i's goal of doubling food production by 2020, as we must increase the number of new farmers to achieve this goal.

3. The public purpose and need to be served;

The program was in response to the 2013 Hawai'i Agricultural Skill Panel Report , which made a clear yet unanswered call to action for Kaua'i to: create and strengthen high school internship and college mentorship programs; and to engage in mentoring students by people with experience with new farmers. Participants involved in this statewide report included over 600 stakeholders in the private, nonprofit, and government sectors. The #1 workforce challenge identified on Kaua'i was the disconnect between educational institutions and the agriculture industry.

Additionally, only 24.7% of Kaua'i youth aged 16-19 are employed. In 2013, only 82.0% of Kaua'i 16-24 year-olds were in school and/or employed. This rate is notably lower than the statewide average of 87.3% and also lower than the U.S. average of 85.4%. (Keiki to Career Kaua'i 2014 Youth Indicators Report). We are setting out to change that.

4. Describe the target population to be served; and

Our target population for the Kaua'i Ag Internship program is Hawai'i-based high school and college agriculture students. In 2017, we hosted 18 high school and college interns who participated in a total of 46 weeks of paid agricultural internships across Kaua'i. In 2018, we placed 34 interns who then completed 56 total weeks of paid agricultural internships across Kaua'i. We also increased access and exposure of agriculture-related career pathways to underrepresented and socially disadvantaged groups in the agriculture sector; 74% of interns were Native Hawaiian and 29% were female.

5. Describe the geographic coverage.

The Kaua'i Ag Internship Program covers the entire island of Kaua'i, and also serves students from Ni'ihau, and on rare occasions, other Hawai'i-based students with family living on Kaua'i.

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;

Objective 1: Close the gap between the educational institutions and the farm sector that creates successful career pathways for beginning farmers and increases farm operators.

Activities:

- We will establish and strengthen relationships between schools (high school and college) and farmers by coordinating farmer outreach sessions in classrooms, sharing and discussing progress and annual reports with all parties, encouraging farmworker recruitment through teachers by farmers, and offering support in institutionalizing an ag internship program. Each school will have a list of farmers in their area developed so that they may also connect with them on other opportunities to support students.
- We will build an Ag Career incubator that will establish pathways for internship participants to gain relevant knowledge, skills, and experience to enter the Agricultural sector on Kaua'i. We will incorporate not only an in depth focus on farming education, but additionally we will build an entrepreneurial component into the internship program, allowing interns to combine this knowledge to seek employment and business opportunities relating to agriculture on Kaua'i. Interns will be involved in development of value added products produced on the Community Farm which will in turn continue to fund the program.
- We will identify Internship Site Partner Farms (Farm Mentor) in each DOE School Complex Area by utilizing our network of farmers to discuss the program with local farmers to see if there is a mutual fit for participating in the program. Through these partnerships, we will organize field trips and workdays at these sites to supplement the program based out of our Community Farm. We will attend farmer meetings for the Kaua'i County Farm Bureau and Kaua'i Chapter of Hawai'i Farmers Union United, as well as direct calls and visits to farmers. Malama Kaua'i has very strong existing relationships with most of the farmers on island, and we will leverage these relationships to ensure the most effective sites are chosen for the program.
- Annual Reporting will be delivered electronically to all Stakeholders, including funders, School Partners, Farmer Mentors, DOE administration, and other government partners that illustrate program learnings, challenges, and successes.
- We will be developing and coordinating in-class presentations with School Partners and Farmer Mentors to strengthen their relationships and provide engaging content for students, with Q&As on what it's like to be a farmer on Kaua'i, enriching existing agriculture classes.

Objective 2: Increase the number of early career and beginning farmers with the skills and experience in professional farming environments needed to run and own farms.

Activities:

- Presentations on the Kaua'i Ag Internship program will be developed and delivered to high school and college-level agricultural classrooms, allowing students not only to learn about the internship program, but what it's like to be a farmer. Students will get to ask questions and interact with farmers who run farms in their area to get inspiration and information about running a farm on Kaua'i. The Project Director will schedule sessions with School Partners and Farm Mentor will present.
- Social media messages and marketing will be developed and delivered to outreach directly to target population, increasing interest in farming. Messages will change each year to include pictures and quotes from participating students and will be highlighted on Facebook, Instagram, and Twitter.
- Target agriculture students with a sincere interest in a farming career, will be identified by instructor referrals/School Partners and directly given materials and application for the Kaua'i Ag Internship Program.
- Hands-on, in-field internships on farms are secured and monitored that provide recommendation letter, and a wage of \$10.10/hr, upon successful completion of the internship.
Internship hours/days will be pre-determined by site based upon their availability, needs, and schedule.
- Interns will be mentored by experienced farmers and experience service-learning projects across the island's ag industry. Project Director will consistently be developing relationships with new farmers throughout program to ensure high-quality, diverse Farm Mentor are available to students.
- Interns will complete hands-on activities on Farm Mentor, working directly under farm owner/operator, to learn more about what it's like to be a farm owner/operator. Each site's internship experience will be unique to their environment, crops, farming style, and season; as well as intern's experience and knowledge level. This allows for a holistic mentorship experience that meets students where they are and helps them to grow to the next level.

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

Date: July

- **Activities:** 1. Summer AG Internships Held (4 weeks x 4 interns = 16 weeks of internships).
- **Major Outputs:** 1. Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm manager.

- **Associated Outcomes:** 1. Increased level of interest in farming as a career of students in high school & college agricultural classes; Increase the level of interest in high education in agriculture of students in high school & college agricultural classes: Kaua'i Ag Internship Program graduates have increased skills and knowledge in farming; as well as increased confidence in their ability to own and operate a farm.
- **Responsible Parties:** Project Coordinator(s), Farm Manager.

Date: August

- **Activities:** 1. Summer Internship documentation (Intern Surveys, Evaluations, Pictures, Social Media Posts).
2. Re-confirm all Farm Mentor/ School Partners & finalize all program materials.
- **Major Outputs:** Preliminary reporting and documentation complete; Ag Internship Program Structure & Materials developed; Program presentations for Ag Classes developed; Social media messages developed to target population.
- **Associated Outcomes:** 2. Ag Internship Program Model developed and integrated into schools, public awareness and support for program developed.
- **Responsible Parties:** 2. Project Coordinator(s), Executive Director, Farm Manager, School Partners.

Date: September

- **Activities:** 1. Develop Fall Internship Schedule.
2. Schedule and conduct recruitment sessions.
3. Conduct interviews and make intern selections, notification of selection.
- **Major Outputs:** Partner schools and colleges committed to internship program and to facilitate communication with their students; Internship preparation commences.
- **Associated Outcomes:** 2. Ag internship program institutionalized within high schools and college; Expanded outreach and increased participation in program; development of student applicant skills.
- **Responsible Parties:** 2. Project Coordinator(s), Farm Manager, School Partners.

Date: October

- **Activities:** Fall Ag Internship Held (1 week x 8 students = 8 weeks of internships).
- **Major Outputs:** Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under manager.
- **Associated Outcomes:** Increased level of interest in farming as a career of students in high school & college agricultural classes; Increase the level of interest in high education in agriculture of students in high school & college agricultural classes; Kaua'i Ag Internship Program graduates have increased skills and knowledge in farming; as well as increased confidence in their ability to own and operate a farm.
- **Responsible Parties:** Project Coordinator(s), Farm Manager, School Partners.

Date: November

- **Activities:** 1. Winter Break Ag Internship Interviews, Selection, & Notification.
2. Internship Alumni Project Planning; update Kaua'i 'Aina group to reflect any new participants.

- **Major Outputs:** Kaua'i 'Aina alumni network launched/updated to serve as support and network for Internship graduates; Colleges, farm organizations, state and county ag programs invited to support Aina members and assist them with their farming.
- **Associated Outcomes:** Kaua'i Ag Internship Network of Alumni ('AINA) supports graduates in their efforts to grow as farmers (ongoing).
- **Responsible Parties:** Project Manager(s), Farm Manager, Executive Director.

Date: December

- **Activities:** 1. Winter Break Ag Internships Held (1 week x 8 interns = 8 weeks of internships).
2. Internship Alumni Project Execution.
3. Annual Program Reporting & sharing with stakeholders (including info on Summer Break Internship); recommendations for adjustments & process improvements discussed & taken into consideration.
4. Annual School Partner & Internship Site Partner Farm.
- **Major Outputs:** 1. Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm owner/operator; Strengthened relationships between schools and farmers.
3. Annual Reporting to Stakeholders; Ag Internship Program Structure & Materials improved if needed; Established relationships between schools and farmers.
- **Associated Outcomes:** 1. Increased level of interest in farming as a career of students in high school & college agricultural classes; Increase the level of interest in higher education in agriculture of students in high school and college agricultural classes; Kaua'i Ag Internship Program graduates have increased skills and knowledge in farming; as well as increased confidence in their ability to own and operate a farm.
- **Responsible Parties:** Project Coordinator(s), Farm Manager, Executive Director, Internship Alumni, School Partners.

Date: January

- **Activities:** 1. Winter Break AG Internship Reporting.
2. Spring/Summer Break Ag Internship Outreach Sessions.
- **Major Outputs:** 1. Project Progress Report.
2. In-class presentations by farmers; Strengthened relationships between schools and farmers; Target Students identified by instructor referrals/ school partners.
- **Associated Outcomes:** 2. School Ag curriculum enriched by farmer participation and presentations.
- **Responsible Parties:** Project Coordinator(s), Farm Manager, School Partners.

Date: February

- **Activities:** Spring Break Ag Internship Interviews, Selection, & Notification.
- **Major Outputs:** Partner schools and colleges committed to internship program and to facilitate communication with their students; Internship preparation commences.
- **Associated Outcomes:** Expanded outreach and increased participation in program; development of student applicant interview skills.

- **Responsible Parties:** Project Coordinator(s), Farm Manager.

Date: March

- **Activities:** Spring Break Ag Internships Held (1 week x 10 interns = 10 weeks of internships).
- **Major Outputs:** Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm owner/operator.
- **Associated Outcomes:** Kaua'i Ag Internship Program graduates have increased skills and knowledge in farming; and increased confidence in their ability to own and operate a farm.
- **Responsible Parties:** Project Coordinator(s), Farm Manager.

Date: April

- **Activities:** Spring Break Ag Internship documentation (Intern Surveys, Evaluations, Pictures, Social Media Posts) and Reporting.
- **Major Outputs:** Project Progress Report; Preliminary reporting and documentation complete; Ag Internship Program Structure & Materials established.
- **Associated Outcomes:** Ag Internship Program Model developed and integrated into schools, public awareness and support for program developed.
- **Responsible Parties:** Project Coordinator(s), Farm Manager, Executive Director.

Date: May

- **Activities:** Summer Break Ag Internship Outreach Sessions, Interviews, and Selection.
- **Major Outputs:** In-class Presentations by farmers; Strengthened relationships between schools and farmers; Target students identified by instructor referrals/ school partners.
- **Associated Outcomes:** School Ag curriculum enriched by farmers participation and presentations.
- **Responsible Parties:** Project Coordinator(s), Farm Manager, School Partners.

Date: June

- **Activities:** 1. Summer AG Internships Held (4 weeks x 4 interns = 16 weeks of internships).
- **Major Outputs:** 1. Internships secured and monitored that provide recommendation letter, stipend and performance evaluation; Interns mentored by experienced farmers; Interns completed hands-on experiential activities on farm, working directly under farm manager.
- **Associated Outcomes:** 1. Increased level of interest in farming as a career of students in high school & college agricultural classes; Increase the level of interest in high education in agriculture of students in high school & college agricultural classes: Kaua'i Ag Internship Program graduates have increased skills and knowledge in farming; as well as increased confidence in their ability to own and operate a farm.
- **Responsible Parties:** Project Coordinator(s), Farm Manager.

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

We perform data tracking on all students in the program, including:

- Interns who repeat/return to the internship program
- Interns who are hired or continue their education in agriculture
- Completion of end of internship surveys by students to improve program satisfaction and impacts
- Discussions with School Partners to gain an understanding of student impact in school after completion of an internship

2018 Ag Interns were surveyed to gain their feedback on the program, how it impacted their future direction, and how we could make improvements. Students were highly engaged and a 21% of them returned for a second internship session. From participant surveys, interns shared how they were impacted:

- 87% learned more about farming and agriculture (12% somewhat)
- 81% felt they increased their job preparation and earning potential (18% somewhat)
- 60% reported an increase in their confidence in finding an agriculture job (36% somewhat)
- 60% had more general confidence in themselves (36% somewhat)
- 75% increased their interest & motivation to continue their education in agriculture (18% somewhat)
- 51% had an increase in their interest & motivation]
- 60% felt prepared to work in, run, or own a farm (39% somewhat)

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Effectiveness will be reported through an end of funding period report in July, as well as our Annual Program Report in January. Data included in this report:

- # of participating interns
- # of weeks of paid ag internships provided
- % of interns that were Native Hawaiian
- % of interns that were female
- #/% of returning interns
- Stories and data on interns hired and/or continuing their education
- Intern Impact Survey Results

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
12,500	12,500	12,500	12,500	50,000

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

Corporation for National Community Service - cost-share program for AmeriCorps VISTA & Summer Associates

Hawai'i Community Foundation's Career Connected Learning Grant

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

N/A

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

See Page 10 of this application, titled "GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID"

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

This is currently unavailable as our accounting firm doesn't close 2018 and provide us with reports until the end of January 2019.

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.

This is our fourth year delivering on the Kaua'i Ag Internship Program, and the successes of Years 1-3 provide a clear example of our capacity and ability to supervise, train, and provide administrative oversight for the program. Staff involved in running the Kaua'i Ag Internship Program include Program Manager Megan Fox, two Youth & Food Programs AmeriCorps VISTA members, Farm Mentors, and a wide variety of guest speakers and service project sites. Please see Personnel section for further staff qualifications.

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.

The main Internship site for the next series of programs will be the 8-acre Kalihiwai Community Farm. The farm offers an abundant amount of learning opportunities. For instance, there is a Youth Garden on the property that interns can work with and learn the different ways to grow fruit trees, vegetables, and canoe plants. The interns can also learn how to care for a small scale garden plot and help manage and learn from the Youth Garden throughout the program. Kalihiwai Community Farm also offers some hands-on farm animal work. At certain times there are pigs on the property that the interns will learn how to care for and keep. Value-added products are also an addition to the farm. The interns can use materials from the farm, including what they would be growing, to create a product that can be sold. By going through this process of start to finish with a product, interns can learn the business side to agriculture and see that there is more to agriculture than just field work. A Community Supported Agriculture (CSA) program is also a project the interns can be involved with. Kalihiwai Community Farm wants to organize a CSA program to fully utilize the excess fruit produced at the farm, and to show the interns another aspect of the business side of farming. Overall, Kalihiwai Community Farm has ample plots for interns to utilize for a variety of projects, offers hands-on learning experiences, and gives an inside look to the business part of the agriculture world and all the different ways interns can be involved in the agriculture field in the future. Facilities have adequate equipment and areas for education,

including farm space, restrooms, rest areas for lunch, etc. We also spend much of the internship periods visiting farms and nonprofit agriculture organizations across Kaua'i.

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.

This is our fourth year delivering on the Kaua'i Ag Internship Program, and the success of Year 1, although underfunded, provides a clear example of our capacity and ability to supervise, train, and provide administrative oversight for the program. Staff involved in running the Kaua'i Ag Internship Program include Program Manager Megan Fox, two Youth & Food Programs AmeriCorps VISTA members, Internship Site Partner Farms, and a wide variety of guest speakers and service project sites.

Megan Fox has been with Malama Kaua'i since 2014 serving as Program Manager / Project Director, Director of Operations, and as of 2017 – Executive Director. Megan supports general operations, program management, fundraising, marketing, and general administration of the organization. Megan has a diverse background that spans nonprofits, startups, and educational institutions with over a decade of focus on workforce development, organizational capacity building, business development, and program launches and turnarounds. She has created numerous career services and internship programs throughout her career, with a passion for building capacity and growth within Kaua'i's agriculture industry. Megan has a Bachelor of Science in Management and Public Policy with a focus on Human Resources and is a published author on creating job programs. She is also the VP for the Advisory Board of the University of Hawaii's Kaua'i Master Gardener program.

In the Kaua'i Ag Internship Program, Megan is responsible for overall Program Management, including fundraising, partnership development, staff supervision and mentoring, program direction, internship program planning with schools, and all project administration. Two AmeriCorps VISTAs in our Youth & Food Programs are responsible for in-school student recruitment, interviewing, and selection; recruiting and confirming guest speakers and service learning projects for internships; day-to-day intern support and supervision; and completing end of internship paperwork. These AmeriCorps VISTAs also support our Kaua'i School Garden Network program during the school year, so they develop close relationships with school-level staff and are knowledgeable about what students are learning in class, so that the program may supplement their in-school education. Our current AmeriCorps VISTAs in these roles are Joe Capellupo and Laura Manser.

Joe services the Kapa'a Complex schools (from Kapa'a north), and has a Bachelor of Science in Environmental Studies, with a focus in Policy, Planning, and Law from the SUNY College of Environmental Science and Forestry. He previously participated in the Aloha 'Aina

Program at Hawai'i Pacific University/Sea Education Association where he completed policy analysis on the proposed changes to the Hawaiian Island Humpback Whale National Marine Sanctuary, and participated in various service projects throughout Hawai'i involving restoration, invasive removal, fishpond construction, and more. Joe's experience also includes being an Assistant Team Leader for AmeriCorps NCCC across the western U.S. and a Sustainable Materials Management Stewardship Program Intern for Syracuse University Center for Sustainable Community Solutions.

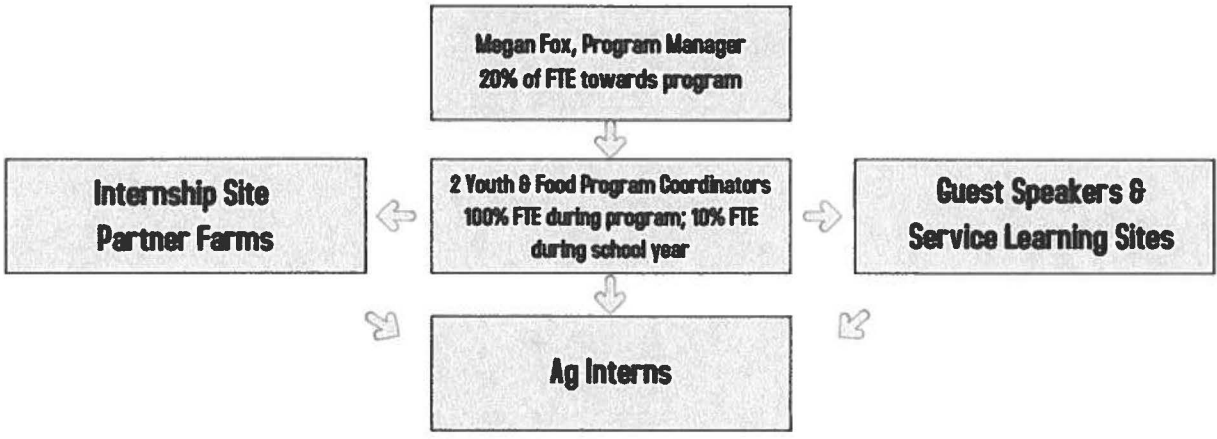
Laura supports Waimea Complex schools (from Kalaheo west), she received her Bachelor of Science in Wildlife Conservation with a minor in Entomology from University of Delaware, which included semester abroad experiences in Costa Rica and Tanzania and hands-on experience in land management and vegetable farming. Laura's a bug expert whose previous experience includes being a Farm Apprentice for Roots to River Farm, where she worked on preparing for the CSA and farmers market, as well as general field operations for the organic farm. She has also provided habitat restoration work for the Mid-Atlantic Center for Herpetology and Conservation, farm and land management at the Delaware Nature Society and entomology research at the University of Delaware.

Farmer Mentors provided experiences by offering dozens of guest speakers and service learning projects with partners across the island, including Makaweli Valley, Ke Kula Ni'ihau O Kekaha PCS School Garden, KUGA Agriculture, Waimea Community Garden, Westside Worms, National Tropical Botanical Garden, Omao Ranch Sheep Farm & Farmer Adam's property, Huleia Farm area, Kawaikini NCPCS School Garden, Kauai Community College, Waimea Canyon Middle School, Theo Lady Farms, Moloa'a Bay Coffee, Lo'i in Puhi, Lani Po Farms, Hanalei Poi Company, Anahola Taro Patch, Hanalei Elementary School, Kuamo'o Farm, Hale Puna Farm, and many more.

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.

Kauai Ag Internship Program Organizational Chart



Malama Kauai Program Organizational Chart



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.

2018 Gross Salaries for top 3 highest paid staff:

- Executive Director - \$72,223
- FT Program Manager - \$39,000
- PT Program Manager - \$9,760

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 1, of the State Constitution](#) for the relevance of this question.

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

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.

The Kaua'i Ag Internship Program aims to run with this grant through June 30, 2020 although it is an ongoing program that we plan on continuing to invest in. Continued programmatic funding will be received through grant funding and fundraising initiatives. We are also considering having service project sites make a small donation to the program to cover student stipends during future programs once the program has become better established and proved to have a high return on investment for participating organizations. Ideally, on-farm revenue generation could help to supplement the program's ongoing expenses as well.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Mālama Kaua'i - Kaua'i Ag Internship Program

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	42,832.0			7,280.0
2. Payroll Taxes & Assessments	7,168.0			2,854.4
3. Fringe Benefits				1,064.8
TOTAL PERSONNEL COST	50,000.0	null	null	11,199.2
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				3,300.0
7. Telecommunication				
8. Utilities				
9 Fuel / Mileage for Program Staff				1,200.0
10 Contractors (AmeriCorps & Kumu)				43,358.4
11 Printing & Copying				600.0
12 Advertising & Marketing				600.0
13 Administration (under 10%)				10,000.0
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES		null	null	59,058.4
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000.0	null	null	70,257.6
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested	null			
(c) Total County Funds Requested	null	Signature of Authorized Official _____ Date _____		
(d) Total Private/Other Funds Requested	70,258			
TOTAL BUDGET	120,258	Name and Title (Please type or print) _____		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2019 to June 30, 2020

Applicant: Mālama Kaua'i's Kaua'i Ag Internship Program

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Director	20% FTE	\$14,560.00	50.00%	\$ 7,280.00
Interns (\$10.10 HOURLY)	no standard equivalency	\$35,552.00	100.00%	\$ 35,552.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				42,832.00
JUSTIFICATION/COMMENTS:				
Approx. 10 interns each session at \$10.10/hr for 32/hrs week for 11 weeks (during Spring, Summer, Fall, & Winter Breaks)				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES Period: July 1, 2019 to June 30, 2020

Applicant: Malama Kaua'i's Kaua'i Ag Internship

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2019 to June 30, 2020

Applicant: Malama Kaua'i's Kaua'i Ag Internship

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	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
TOTAL:			null		null	null
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Mālama Kaua'i

Contracts Total: \$576,665

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Mea'ai on Wheels (Flood Relief)	2019	Office of Economic Development	Kau	\$57,208
2	Kaua'i Farm-to-School Hui	2019	Office of Economic Development	Kau	\$49,574
3	Mahi'ai Technical Assistance Program	2019	Office of Economic Development	Kau	\$10,000
4	Mahi'ai Technical Assistance Program	2018	Office of Economic Development	Kau	\$10,000
5	Volunteer Kaua'i	2018	Office of Economic Development	Kau	\$10,000
6	GIA: Ag Internship Program	2017 - 2018	Department of Agriculture	State	\$25,000
7	GIA: Mobile Commercial Kitchen Trailer	2017 - 2018	Department of Agriculture	State	\$25,000
8	SPP17 for Kalalea/Anehola Farmers Hui Farmers Market & Membership Promotions (Fiscal Sponsor)	2017 - 2018	Department of Agriculture	State	\$9,885
9	Community Product Enrichment Program	2016	Office of Economic Development	Kau	\$5,000
10	Fresh Fruit & Vegetable Program (FFVP) Outreach	2015 - 2016	Dept. of Health / Hawai'i Child Nutrition Program	State	\$4,998
11	Kilauea Ag Park (Fiscal Sponsor)	2015	Office of Economic Development	Kau	\$100,000
12	GIA: Kilauea Ag Park (Fiscal Sponsor)	2015	Department of Agriculture	State	\$120,000
13	SNAP/EBT Processing at Farmers Markets	2014 - 2016	Office of Economic Development	Kau	\$150,000
14					
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