

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



Gregg Ichimura, Director

01/18/2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

I. - CERTIFICATION:

1. Certificate of Good Standing



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

NA WAHINE PA'ANI O PUNAHOU

was incorporated under the laws of Hawaii on 12/23/1986 ; 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 13, 2019

Director of Commerce and Consumer Affairs



I. - CERTIFICATION:

2. Declaration Statement

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

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

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

Na Wahine Pa'ani o Punahou

(Typed Name of Individual or Organization)

(Signature)

Gregg Ichimura

(Typed Name)

01/18/2019

(Date)

Director

(Title)

I. - CERTIFICATION:

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.

(1) The name of the requesting organization or individual;

Na Wahine Pa'ani o Punahou

(2) The public purpose for the grant;

The Pa'ani Challenge believes that the character traits athletes learn by participating in wrestling -- traits like goal setting, developing a strong work ethic and building grit & perseverance -- are skills that can also help them be successful in life. Also, many of the participants come from schools that don't have the resources to help the athlete understand their options after high school. The Pa'ani Challenge seeks to bridge this gap, to help the athletes understand there are a range of life options available to them and because of what they've already learned through wrestling, they're more equipped than they may realize to succeed in the next phase of life.

(3) The services to be supported by the grant;

The Pa'ani Challenge provides services such as scholarship and donations to highschool wrestling programs, college and career fair, motivational speakers, wrestling clinic run by Olympic Wrestling Coach, and wrestling tournament.

(4) The target group;

The Pa'ani Challenge serves female high school wrestlers from across the state. From schools as small and remote as Ka'u and Hana, to large "city" schools like Campbell, we seek to provide all the athletes with the same opportunities to compete and learn.

(5) The cost of the grant and the budget.

Grant Request = \$50,000.00

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2018.

2. Declaration Statement

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

3. Public Purpose

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

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
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.

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
\$50,000.00				\$50,000.00

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

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

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.

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.

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.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

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.

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.

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.

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.

II. BACKGROUND AND SUMMARY:

II.1 Background:

The Pa'ani Challenge was first organized in 2110 with a vision to expand the athletic, college & career opportunities of the female high school wrestlers in the State of Hawaii.

II.2 Goals Relative to the Request:

The Pa'ani Challenge seeks to provide Hawaii's female high school wrestlers with the opportunity to both compete in their sport and to learn about opportunities after they leave high school. In addition to the actual competition, athletes participate in a clinic run by the Assistant Coach of the US Women's Olympic team and coaches are provided a workshop put on by the Positive Coaching Alliance.

In addition to the athletic opportunity, the Pa'ani Challenge provides an opportunity for athletes to learn about opportunities after they graduate from high school. There is a college/career fair, typically featuring a dozen or more universities that are represented by students currently attending those institutions. Other non-academic organizations also participate, including the US military, the Honolulu Police Department and the Honolulu Fire Department, to provide the athletes the broadest view of their options.

In order to maximize participation, the tournament pays for all travel for any HHSAA athlete from the neighbor islands. This number typically approaches 200 athletes. All funds are raised through private donations.

The tournament also recognizes an athlete for Fighting Spirit. In addition to the recognition, the athlete's school receives a \$1000 donation to their wrestling program.

If awarded, we would use the grant to expand the learning opportunities for the athletes by expanding the college/career fair and establishing a scholarship to assist with academic/apprenticeship costs.

II.3 Public Purpose:

The Pa'ani Challenge believes that the character traits athletes learn by participating in wrestling -- traits like goal setting, developing a strong work ethic and building grit & perseverance -- are skills that can also help them be successful in life. Also, many of the participants come from schools that don't have the resources to help the athlete understand their options after high school. The Pa'ani Challenge seeks to bridge this gap, to help the athletes understand there are a range of life options available to them and because of what they've already learned through wrestling, they're more equipped than they may realize to succeed in the next phase of life.

II.4 Target Population:

The Pa'ani Challenge serves female high school wrestlers from across the state. From schools as small and remote as Ka'u and Hana, to large "city" schools like Campbell, we seek to provide all the athletes with the same opportunities to compete and learn.

II.5 Geographic Coverage:

We serve the entire state of Hawaii. We also invite mainland schools to participate. Out of state participation is typically 5 - 10 athletes out of ~300 total participants and having mainland athletes involved helps enhance the overall competitive experience for the Hawaii wrestlers.

III. SERVICE SUMMARY AND OUTCOMES:

III.1 Scope of Work, Tasks, Responsibilities:

Each year, the Pa'ani Challenge puts on a wrestling tournament for all female high school wrestlers in Hawaii. This is a two-day event and typically serves approximately 300 athletes.

Prior to the tournament, the tournament committee raises, through private donations, enough funds to pay for airfare and hotel accommodations for any neighbor island HHSAA athlete. We also pay travel costs for 1 to 2 coaches, depending upon team size.

The tournament has traditionally been hosted by Punahou School, at no cost to the tournament organizers. The two-day schedule is as follows:

Day 1

- Weigh ins
- Wrestling Clinic by Olympic Coach (and Roosevelt alum) Clarissa Chun
- Hosted dinner for the athletes (typically sandwiches)
- Keynote presentation - either inspirational speaker or panel discussion
- College/Career Fair
- First round of wrestling competition

Day 2

- Weigh ins
- Wrestling Competition
- Awards and closing

All work is typically handled by the tournament committee, with considerable help from volunteers from the wrestling community. As the host, Punahou School provides the facilities, trainers, and most equipment (mats, etc.) at no cost to the tournament organizers. Other schools usually provide 1 to 2 extra wrestling mats, also at no cost to the organizers.

III.2 Timeline:

Planning for the tournament typically begins in the spring, securing the venue and getting the word out within the wrestling community over the summer. In the fall, we begin recruiting participants for the college/career fair and finalize logistical planning. Athlete registration usually takes throughout November and early December, and the tournament typically takes place at the end of December.

III.3 Quality Assurance & Measurement:

Key success metrics for the Pa'ani Challenge are the number of athletes participating and the number of opportunities they're exposed to. If awarded, we intend to use the grant to increase the number of organizations participating in our college/career fair, increase the number of neighbor island participants, and assisting school programs and individual athletes via awards and scholarships.

III.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 basic measures to be transmitted will be total count of high school wrestling participants and total count of organizations and institutions participating in the college and career fair.

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)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Pa'ani Challenge

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
7. Telecommunication				
8. Utilities				
9 Educational	50,000			3,000
10 Travel Subsidy				40,000
11 Clinic				1,500
12 Tournament				2,500
13 Awards				2,500
14 Misc				500
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	50,000			50,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000			50,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Natalie Taniguchi (808) 526-2780		
(b) Total Federal Funds Requested		Name (Please type or print)  Phone		
(c) Total County Funds Requested		1/14/2019		
(d) Total Private/Other Funds Requested	50,000	Signature of Authorized Official Date		
TOTAL BUDGET	100,000	Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Pa'ani Challenge

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
None				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Pa'ani Challenge

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Pa'ani Challenge **NONE**

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						
TOTAL:	NONE	NONE	NONE	NONE	NONE	NONE
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Pa'ani Challenge

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	None				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

IV. Financial (con't)

Budget (con't)

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
\$50,000.00				\$50,000.00

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

a) Private Donations

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.

a) None

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.

a) None

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

a) \$34,000

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.

- a) The Pa'ani Challenge is in its 10th year of operation.
- b) No related projects or contracts to submit at this time

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.

- a) Punahou School provides the facilities at no cost.
- b) If current facilities are not available, gym or arena space would be secured.

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.

- a) see Organizational Chart section

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.

- a) David Lundquist – Chairman
- b) Natalie Taniguchi – Vice-Chair
- c) Mark Haworth – Fundraising, Awards, Communications
- d) Mike Lee - Educational Session & College Fair
- e) Jimmy Takatsuka – Educational Session & College Fair, Website, Publicity
- f) Yoshi Honda – Coach's Classroom Session, Facilities Coordination, Tournament Director
- g) Gregg Ichimura – Parent & Alumni Support
- h) Rick Williams – Team Registration & Tournament Management

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.

- a) No Director or Officer receives a salary.

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.

- a) None

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.

- a) Sanctioned by Hawaii High School Athletic Association (HHSAA)

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.

- a) No support or benefit to any institution, but support and benefit to students.

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 Pa'ani Challenge will continue as it has for the past 10 years, but the expansion of services provided by the grant will be curtailed if additional private donations are not secured.