

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

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: Ukulele Guild of Hawaii
Db: UGH

Amount of State Funds Requested: \$ 48000

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

- (1) To take our successful Ukuleles for Keiki program statewide - providing music education and instruments to Title I schools on Kauai, Maui, Molokai and the Big Island, without cost to either the schools or DOE;
- (2) To initiate a program to teach OCCC inmates to make, market and sell custom ukuleles, providing a financially rewarding career path, while also providing them with ongoing Guild membership camaraderie and support once they are back in the community.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ 75,000 (for Honolulu only)
Private/Other: \$ 150,000 (in-kind support)

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

\$ 10,000 (Dept. of Agriculture)

Unrestricted Assets:

\$ 4290

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:

45-159 Meheanu Loop

City: Kaneohe State: HI Zip: 96844

Contact Person for Matters Involving this Application

Name: Maryellen Markley, Ph.D.

Email: memarkley1@me.com

Title: Development Director

Phone: (808) 561-8096

Federal Tax ID#:

State Tax ID#

Authorized Signature

James M. Hussey, President

Name and Title

1/16/19

Date Signed

received
1/18/19 4:23 p

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



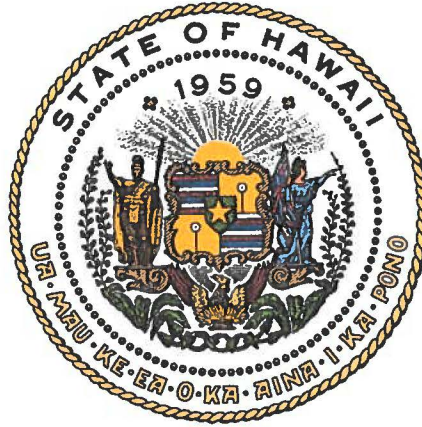
James M. Hussey, President

1/15/2019

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

UKULELE GUILD OF HAWAII

was incorporated under the laws of Hawaii on 08/29/2001 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 16, 2019

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Ukulele Guild of Hawaii

(Typed Name of Individual or Organization)

(Signature)
James M. Hussey

(Date)
Executive Director

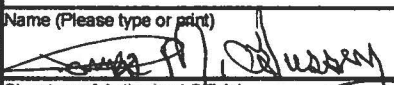
(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: UKULELE GUILD OF HAWAII

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	0			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	12,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	4,000			
6. Supplies (songbooks, tuners, music, strongs, etc.)	4,000			
7. Telecommunication				
8. Utilities				
9. Program Activities - Teacher Stipend	24,000			
10. Ukulele Repair and Maintenance - supplies	1,500			15,000
11. Feasibility Study for Ukes for Freedom Program	2,500			
12.				
13.				
14.				
15.				
16.				
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18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	\$48,000			15,000
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	0			
TOTAL (A+B+C+D+E)	\$48,000			15,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$48,000	Maryellen Markley 808-561-8096		
(b) Total Federal Funds Requested		Name (Please type or print)		
(c) Total County Funds Requested		 Phone		
(d) Total Private/Other Funds Requested	15,000	Date		
TOTAL BUDGET	\$63,000	Signature of Authorized Official James M. Hussey, President Ukulele Guild of Hawaii Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

Ukulele Guild of Hawaii

Contracts Total:

130,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY <i>(U.S. / State / Haw / Hon /</i>	CONTRACT VALUE
1	Hawaii Ukulele Festival	2017	Agriculture	State	10,000
2	Grant in Aid - UGH Service Programs	2017 - 2018	Cty & County	Honolulu	45,000
3	Grant in Aid - UGH Service Programs	2018-2019	Cty & County	Honolulu	75,000
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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)

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

Attached

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

Attached

3. Public Purpose

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

If granted, these funds will be used for a public purpose pursuant to Section 421F-102, Hawaii Revised Statutes.

II. Background and Summary

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

1. A brief description of the applicant's background;

The Ukulele Guild of Hawaii was started in 2002 to support the teaching and building of high quality ukuleles from endemic woods. Members are ukulele builders, music teachers, entertainers, and wood growers who produce materials used to make ukulele. Over the past several years, the Guild members have developed successful and much-in-demand social service programs:

(a) Ukes for Keiki - providing free music education programs and ukuleles for low-income keiki attending Title I public schools in Hawaii, while training local music teachers and social workers in best techniques to teach ukulele music to children;

(b) Warriors in Transition - providing free high-quality ukuleles and teachers for a music therapy program for disabled active duty military personnel who are transitioning out of the military generally due to emotional or psychological disabilities; and

(c) Ukes for Freedom – We are currently developing a program to provide training, materials and long-term support within O.C.C.C. to inmates on how to build a successful career making and selling quality, custom ukuleles once they are released.

(d) Hawaii Ukulele Festival – Members of the Ukulele Guild of Hawaii include some of the most respected ukulele makers in the world, and each year the Guild provides an annual festival that is free to the public and completely self-sustaining, and which draws visitors and collectors from Asia, Europe and the mainland to see examples of Hawaii's 'awana instrument - the Ukulele. The Guild works in collaboration with the Bishop Museum to also introduce visitors to Hawaiian history and culture, and to build support and recognition for Hawaii's incredible ukulele makers and musicians, and especially to raise awareness of and funding for our service programs described above that support our keiki, military and to provide a better life and path to the incarcerated.

2. The goals and objectives related to the request;

The Ukulele Guild of Hawaii is respectfully seeking funding for two purposes:

(a) To increase the service area for the much-in-demand Ukes for Keiki program from its current geographic coverage which is primarily in Title I schools on Oahu, to public schools in need on each of the outer islands. This program provides free high-quality ukuleles for these schools, repairs old ukulele that may already be in the schools, sets up ukulele music classes, teaches local players and music teachers on best practices to teach ukulele to children, and provides music, books, and continuing teaching support for these schools as needed to make the program successful. Due to the deeply dedicated state-wide membership of the Ukulele Guild of Hawaii, this program has tremendous volunteer and ukulele-making skills support, but has been hindered by the high cost of outer-island travel to regularly bring some of our best teachers over from Oahu to work with the schools and local teachers.

(b) To develop a successful and sustainable program – Ukes for Freedom – to teach non-violent inmates at Oahu Community Correctional Center (OCCC) to make and sell custom ukulele, providing a potential lifetime profitable career, as well as provide them with the healthy camaraderie and ongoing support of the Ukulele Guild membership once they complete their jail sentences and return to the community at large.

3. The public purpose and need to be served;

The Ukulele Guild's Ukes for Keiki program started several years ago when a public school teacher reached out to the Guild for help restoring his school's cancelled music program. According to the Hawaii State Department of Education, since 2001, all but two music programs at Oahu's Title One schools had been eliminated due to funding cuts, lack of trained teachers, lack of instruments for the students, or a combination of all of the above. At the time, we learned that there were 85 public schools in Honolulu County reporting that at least 50% of the students received free or reduced price lunches because they were low-income. This loss of music programs - for many, the students' only exposure to the organized study of music - was especially alarming considering the benefits a music program could provide to these students. For example, in a 2009 study in the Journal of Neuroscience, researchers used an MRI to study the brains of 31 six-year-old children, before and after they took lessons on a musical instrument for 15 months. They reported that the music students' brains significantly and measurably grew in sections that control improvement in the areas of fine motor skills and hearing. Larger, longer-term studies have found that children who study a musical instrument are more likely to

- (1) excel in all of their studies,**
- (2) work better in teams,**
- (3) have enhanced critical thinking skills,**
- (4) stay in school, and**
- (5) pursue advanced education.**

After learning these facts, members of the Ukulele Guild of Hawaii polled these Oahu schools and found that if trained teachers and instruments could be provided at no cost, in most cases the schools would make time on the curriculum, or host after-school programs to support a structured music program. This was the beginning of the Guild's Ukes for Keiki program more than 12 years ago, and to date, more than a thousand new ukuleles have been donated, hundreds of old ukulele owned by the schools have been repaired and restored for use, Guild teachers have worked with each school's staff to demonstrate and instruct them on proven best practices to teach the students, and have recruited and encouraged student families to participate and share the joy of playing Hawaii's 'awana instrument.

However, the Ukulele Guild of Hawaii has a mission to support free music education for underserved youth not only on Oahu, but across the state. And with a diverse statewide network of incredibly dedicated Guild volunteers and teachers, we have developed a successful curriculum, and program that can be transported and installed in almost any public school for very little cost, all of which is raised or donated by the Guild without any financial outlay by the schools or the DOE. To put it very simply, this truly innovative and proven program supports low-income communities through their local public schools by building an easily sustainable

network of shared resources, trained teachers, and providing opportunities for easy, free access to ukulele teaching and performances for everyone.

The Guild is an all-volunteer organization of dedicated craftsmen, teachers, growers and musicians, and we have been trying to grow these programs slowly and carefully to ensure that each school's program remains supported and self-sustaining with Guild support. But as news of the success of the Oahu programs over the past few years has reached outer island Title I schools, the requests for similar programs have become more frequent. With talented and involved Guild members on every island, and through careful analysis of need and planning, we have developed a sustainable, quality-controlled program *to train new outer island music teachers to provide services in their schools*, and to provide the ukuleles needed for the students and staff to use. The challenge we are seeking funding for is to help cover the cost of the initial travel to set up the programs in the schools, train dedicated instructors in the curriculum, and provide either new ukuleles or repair instruments already in the schools, or often both. These programs are largely self-sustaining with the support of the Guild membership volunteers once the program is in place. But the initial costs of travel, training and teaching materials for local instructors, and supplies to build or restore ukuleles is the only hurdle that is keeping this program from becoming available state-wide.

Secondly, we believe that the Ukes for Freedom program could be developed to address one of the most difficult challenges facing former prison inmates in Hawaii once they pay their debt to society and seek to return to a productive life: the inability to find employers who are willing to take a chance on former inmates, and pay them a living wage to do work in a job that instills pride in these men and women.

In this exciting program, skilled ukulele luthiers teach inmates how to build quality custom ukuleles, and how to develop the skills to be able to continue this work as a career once they are released from prison. The program is low cost because OCCC already has most of the necessary tools needed in their workshops to build. With a small amount of funding support, we can provide the best instructors to make sure the inmates' skills are well-developed, as well as all of the materials needed to teach and complete the ukuleles.

Please understand that this would not be a "hobby" program. A quality ukulele made in Hawaii often sells for not only hundreds, but thousands of dollars, and there is an avid, world-wide market for good-quality custom Hawaii instruments. With a little experience, an ukulele maker can complete two or more quality ukuleles a month, and they can easily be sold for much, much more than the maker could realize from the traditional jobs available to recent inmates just out of incarceration. Basically, the program provides access to a low-stress, but potentially very lucrative career that engages each person's creativity, instilling a sense of pride and accomplishment in a job that brings both substantial income, and early recognition and encouragement in return for hard work.

But what would make this program especially valuable to these men and women is the enveloping support that the Guild membership provides to them, far and above the initial classes! The Guild can provide access to tools and free workshop space once the students are out of jail. Guild members – *which include some of the most respected and award-winning ukulele makers in the world* - provide feedback and ongoing training for these men and women, as well as a sense of purpose, place and the camaraderie of strongly supportive, healthy relationships with the close-knit, ‘ohana of Guild ukulele makers.

Finally, once the instruments are made, the Guild can help the students to market and sell their ukuleles to a hungry international audience of custom ukulele buyers who seek a special ukulele made only in Hawaii.

Thanks to the dedication and support of our membership, the initial costs for this program would be small, but *the benefits to the State in helping to avoid recidivism among the inmates we serve can last a lifetime.*

4. Describe the target population to be served; and

Our target audience for this grant includes the more than 80,000 students in Hawaii’s Title I schools that currently lack access to a formal music education program; and Hawaii inmates interested in a career as a luthier once released from jail, and who would benefit from a strong, supportive community of experienced luthiers among the membership of the Guild.

5. Describe the geographic coverage.

Twelve schools on Oahu, as well as Title I schools in two school districts on the Big Island, two on Maui, one on Molokai, and four on Kauai. Additional schools will be added each subsequent year as relationships and resources are developed.

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;

In order to expand the current Ukes for Keiki program to serve Title I schools on Kauai, the Big Island, Maui, and Molokai, we are working with UGH members in those communities where schools have requested program services, and these members are our on-site liaisons with the schools to evaluate needs and resource availability. Teachers for each program are recruited, screened, and initially brought to Oahu for training,

and then provided with ongoing support through direct mentorship by our best instructors for as long as is needed to develop a stable program at each school. Teachers are regularly evaluated by school personnel, their students, and by their UGH instructors, and they received regular ongoing training and materials needed to serve each school.

Each school has different needs and class time availability, so each program is custom defined to meet that particular school's needs. For example, some of our schools use the classes as an after-school option. Others put the classes in a twice-a-week slot within the curriculum, and all students in a particular grade will have the opportunity to participate and learn. UGH members help guide the schools in the music program development, and then provide the level of services needed or requested.

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

First Quarter: Notify targeted schools that their requests for services have been funded, and meet with school officials and a music program key contact at each school to define the amount of resources needed to provide the program. Evaluation of the instruments needed to fully equip the planned classes is made, and ukuleles are ordered, or collected from the school (if they have any already) and repaired or restored for effective use. An MOU is developed between each school and the Guild outlining services and materials provided, and schedule of classes. Guild teachers are recruited and contracted, and brought to a central location (either Oahu or a retreat center on Molokai) for training in the curriculum and best practices.

For the Ukes for Freedom program, meetings with the Social Work and Job Skills team at OCCC begin to develop the guidelines, scope, and safety requirements for the ukulele making classes. Tools available in the Workshop area are evaluated, and any additional necessary tools are identified and sourced. Materials needed for each class are identified and sourced largely through in-kind donations by UGH membership.

Second Quarter: Music and books are purchased or prepared for each class based upon need. Ukuleles are delivered and tested, and programs begin in each of the targeted outer island schools. All new program teachers are mentored and provided with initial on-site monitoring in the new classes, and with direct support by our more senior instructors. Reports are prepared for each class taught, and signed by the Key School Representative to confirm services provided.

Ukes for Freedom: A complete budget for the program will be finalized. Funding will be identified (primarily through corporate sponsorship and private donations from UGH members and supporters), and applied for.

Third Quarter: Outer island Ukes for Keiki classes continue, as well as training and program support for the teachers. Ukulele repair and replacement as needed is ongoing to make sure each class remains fully equipped. Evaluation by both UGH members in each community served, as well as from the schools, is ongoing, and feedback is encouraged and carefully reviewed and acted upon.

Fourth Quarter: Ukes for Keiki teacher retreat to evaluate past year's programs, identify and resolve challenges, and identify and train additional teachers if needed for new school year's classes. Students involved in the passed year's classes will be given an invitation to perform at the Hawaii Ukulele Festival and join in this free event. Logistical support for students and their families will be provided by Guild members. Preparations for the new school year – materials, teachers training, and preparation of ukuleles – will be completed and classes will begin. Depending upon available funding, new Title I public schools will be added each year at this time to receive services based upon their need and requests for services, and the limitations of our funding and resources. Development of new, sustainable private and corporate funding for these programs will be ongoing throughout the year.

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

Please see responses to Question #2, above, which incorporates the different levels of quality assurance plans built into each program, as well as the plans to monitor, evaluate and improve our results each year.

Our QA and evaluation plans always include four key elements: (A) a carefully cultivated, close relationship with each school; (B) monitoring and support provided by Guild members who live in these actual communities we serve; (C) feedback from the instructors that we train and contract for each school, and (D) the direct participation and ongoing mentorship of our most senior and experienced instructors.

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.

Ukes for Keiki Program:

At least 250 public school students on the Big Island, Maui, Molokai and Kauai will experience the Ukes for Keiki program taught by specially-trained Guild teachers, and using ukulele that were either provided by or restored by Guild members.

At least 8 outer-island teachers will be recruited and brought to Oahu for initial training in best practices to teach ukulele to keiki, and will receive ongoing support from the Ukulele Guild of Hawaii for their programs once they complete their training.

At least 150 new or newly restored ukulele will be provided to support our new outer-island Ukes for Keiki classes.

Ukes for Freedom Program:

UGH will work with OCCC to develop a viable and successful program to train at least six inmates a month through a series of classes to build high-quality custom ukuleles at the O.C.C.C. Wood Workshop, and provide them with continuing Guild support, resources and encouragement as needed to continue to develop their building skills and confidence once they complete their incarceration.

This initial funding is to set up the pilot program, develop security and resource management protocols, acquire the necessary materials to teach the classes, and train additional instructors (outside of those who have already volunteered) to work with the inmates.

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 - *See Attached*
 - b. Personnel salaries and wages - *Not Applicable*
 - c. Equipment and motor vehicles - *Not Applicable*
 - d. Capital project details - *Not Applicable*
 - e. Government contracts, grants, grants in aid - *See Attached*

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
\$12,000	\$12,000	\$12,000	\$12,000	\$48,000

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

*City & County Grant in Aid
Hawaii Community Foundation FLEX Grant
OHA Community Grant Funding
Multiple corporate and community funders including BOH and Kaiser
UGH membership for donations of wood, materials and finished ukulele*

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.

There were no state or federal tax credits received within the prior three years, nor are there any state or federal tax credits applied for or which we anticipate applying for pertaining to any project – capital or otherwise.

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.

*Hawaii State Dept. of Agriculture – 2017 Hawaii Ukulele Festival \$10,000
City & Cty of Honolulu GIA - 2017-2018 Community Service Prog. \$45,000
City & Cty of Honolulu GIA – 2018-2019 Community Service Prog. \$75,000*

Please note that this is the Ukulele Guild of Hawaii's first and only application for State Grant in Aid funding.

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

\$42,290.00

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.

The Ukulele Guild of Hawaii is an all-volunteer organization that was started more than two decades ago to support the teaching and building of high quality ukulele from endemic Hawaiian woods. Guild members are artisan ukulele builders, music teachers, entertainers, craftsmen who produce the materials used to make ukulele, and those who simply love and want to preserve the Hawaiian music tradition of ukulele.

The President of the Ukulele Guild of Hawaii, and the Director for both the Guild's community service programs and Hawaii Ukulele Festival is Kimo Hussey. Kimo is a world-renowned Hawaiian performer who has taught ukulele and performed at similar Ukulele Festivals in more than 18 different countries around the world. He is equally known around the world for his collaborative work with ukulele builders. Perhaps most importantly for planning UGH's service programs, Kimo has studied best practices at a myriad of similar events, and has brought those ideas home to Hawaii.

Kimo Hussey is also a retired Air Force Lieutenant Colonel who spent more than 30 years as an officer in our armed forces, and as such, is a gifted and experienced leader. With regard to the Festival, Kimo is responsible for the overall planning and execution of the event, media interviews, and teaching a portion of the workshops, leading the events as the emcee, and kanikapila as a player, and is himself a substantial draw for visitors familiar with his popular workshops. With regard to our community service programs, Kimo is a very talented teacher with a degree in Choral Conducting from Occidental College, and he takes the lead in preparing instructors for the Ukes for Keiki programs in our schools, and the Warriors in Transition program at Schofield Barracks, and now Tripler Army Medical Center.

Kimo is supported by an incredibly dedicated Board of Directors and members of the Ukulele Guild of Hawaii, which includes teachers, business owners, accountants, attorneys and other responsible professionals who have successfully planned and executed the Guild's annual Festival fundraiser, and the services that come out of that event for the people of Hawaii, *on budget and on time, since 2006*. They work behind the scenes to set up the Ukes for Keiki programs in our public schools, the Warriors in Transition Programs, and the Ukes for Freedom programs, as well as all of the Festival's custom ukulele exhibits and maker's competition, coordinate keiki kanikapila performances, and lead workshops. Guild members also coordinate our graphic design work for both teaching materials and the Festival, and manage all of UGH's website and social media outreach.

The contractor who handles the fund raising, public relations and development outreach for the Guild is Dr. Maryellen Markley, one of Hawaii's most respected fund development professionals, and a former employee of Hawaii News Now, KGMB and KHNL. As a contractor, she is paid simply by the hour and – as a long-time supporter of the Guild's mission – charges a significantly reduced rate for her services.

Among our many members, we also have business owners, teachers, social workers, and experienced strategic planners who:

- (1) understand the value of a dollar,**
- (2) are experienced at long term and responsible fiscal planning, and**
- (3) care very deeply about the people of Hawaii that we serve.**

The UGH leadership and these dedicated members have grown the Guild from a small group of hobbyists more than 20 years ago, to a group that has found an important niche in needed services among three of Hawaii's most vulnerable groups of citizens – low-income children, the incarcerated who are hoping for a new and successful life after completing their sentences, and medically-challenged young military service members – and have stepped up to provide services that the Guild is the most completely and uniquely qualified to provide among Hawaii nonprofits.

Just as importantly, these members have developed and grown a fundraising program – the Hawaii Ukulele Festival (formerly the Ukulele Exhibition) – that has successfully raised increasing amounts of funding in order to sustain these programs. This event has grown since implementation in 2006, and is one of UGH's major sources of service funding and service program staffing recruitment today.

Please also note that the Ukulele Guild of Hawaii has never applied for any State GIA funding prior to this request, and is only doing so at this time as an integral part of a long-term strategic plan to more quickly and effectively achieve long-term sustainability of the community service programs we provide.

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.

In order to make sure nearly 100% of all funds raised are used for programs, the Ukulele Guild of Hawaii uses workshops and administrative office space that is donated by our membership. All other necessary facilities – locations for classes at Title I schools, the workshop at OCCC, and classrooms at Schoffield Barracks and Tripler Army Medical Center – are all provided free of charge by the institutions where we provide services.

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.

For the Ukes for Keiki program, the Guild already has trained and experienced instructors in the programs curriculum on Oahu. Also, among our membership and in the communities we serve, we contract with experienced music teachers, some of whom lost their former DOE positions due to elimination of most public school music programs during the pressure to focus DOE funding on core subjects related to increasing federal education funding a few years ago.

Teachers are training in the best practices we have developed over the years for our Ukes for Keiki program, and with additional guidance and structure developed for the National “Ukes for Kids” program that our programs are based

Teachers are contracted, trained, monitored, mentored, provided with all necessary materials, and constantly evaluated by the schools, our membership in each community, and by our senior instructors who visit, and oversee classes.

For complete quality assurance, summaries of each class are provided and signed off on by Key School Personnel. Evaluations of both teacher and class impact are performed each quarter and evaluated immediately for any necessary changes or support. At the end of the year, separate evaluations of each program are made by the teacher, the school personnel, and the community Guild members who provide on-site ukulele support.

For the Ukes for Freedom program, former UGH President, Mike Chock, a well-respected ukulele maker and teacher, will be working with OCCC to develop the planning and overall curriculum for a worthwhile and effective training program

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.

See attached.

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.

The Ukulele Guild of Hawaii has NO paid officers, directors, or employees. It has been run for nearly 20 years by a very dedicated and diverse state-wide membership of 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.

We have no outstanding legal judgments or pending litigation.

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.

The Ukulele Guild of Hawaii has more than 400 active and dedicated members, advocates, teachers, growers, and luthiers that we work with. Among these are also attorneys, financial professionals, successful musicians, professional teachers, former military officers, and many others who bring unique and important skills to the organization. Their generous contributions of time, talents, and materials, combined with our strong leadership, have made it unnecessary to hire regular paid staff, thereby making it possible to keep both our program and administrative costs very low.

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.

If awarded, this grant funding will not benefit any 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.

Our planning for the success of UGH's community service programs has always been centered around not only providing needed services now, but ensuring sustainability for the long run by eliminating the need for repeated county, state or federal grant funding. We are currently in Year 3 of a long-term strategic plan for sustainability, involving 4 key points:

(1) Growing the unrestricted annual income from the successful Hawaii Ukulele Festival, while keeping costs low by utilizing in-kind support from our members and "trading services" whenever possible with the venues and vendors we need.

(2) Keeping overhead costs to an absolute minimum. The dedicated Guild membership has long proven that they will step up to help provide critical community services for our keiki, inmates at OCCC, and veterans in need, even without a paid executive director. Our staunchly committed President, Kimo Hussey, and Board of Directors coordinate service planning and timing, train teachers involved with the service programs, and support and successfully execute the annual Hawaii Ukulele Festival event. With careful budgeting, this event will continue to provide an ever-growing income source for UGH's service programs. By capitalizing upon the volunteer services and in-kind support of UGH members, nearly all of the Festival's event income can be used exclusively to fund the service programs in the schools and with veterans throughout the year.

(3) Finally, through a concerted push in 2018 - 2020 to provide more services than ever before, we will be better able to demonstrate and market all three of the service programs to corporate funders for "adoption" and long term growth support. Interested or current sponsoring companies include the five private ukulele manufacturing companies in Hawaii (for the Ukes for Keiki program), veteran's organizations (for the Warriors in Transition program), and more traditional funders including corporate sponsors, Kaiser Permanente, The Learning Coalition, and the Hawaii Community Foundation for those programs as well as the new Ukes for Freedom program at the Oahu Community Correctional Center.

Our greatest goal has been, and will always be, to grow these needed, high-quality community services programs sustainably so that their long-term provision and quality is NOT dependent upon future government funding. With the support of this grant, we will train the teachers and further develop the necessary outer-island resources to provide services to more schools and impact more families statewide far into the future.

UKULELE GUILD OF HAWAII

Organizational Chart

2019 - 2020

