

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:

Waianae Coast Aikido and Movement Center

Amount of State Funds Requested: \$ \$35,850.00

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

Operating funds to cover lease rent and insurance are requested to keep a much needed low cost program available to families of the underserved Wai'anae Coast community. The organization has more than ten year's experience in the area and has secured a facility, and highly qualified instructors willing to donate their time to teach active non-violent conflict resolution and personal defense.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ \$61,223. in kind services

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

\$ 0
Unrestricted Assets:
\$ 0

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

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

84256 Makaha Valley Rd, Waianae, HI 96792
City: State: Zip:

Contact Person for Matters Involving this Application

Name:
W. Xavier Staub
Email:
wxstaub@gmail.com

Title:
President, Waianae Coast Aikido and Movement
Phone:
808.202.6171

Federal Tax ID#:

State Tax ID#

W. Xavier Staub
Authorized Signature

W. Xavier Staub, Board President
Name and Title

1-4-19
Date Signed

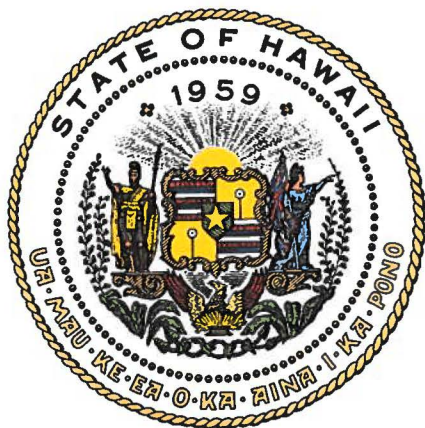
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Application Submittal Checklist

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

W. Xavier Staub W. Xavier Staub, Board President 1-4-19
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

WAIANAE COAST AIKIDO AND MOVEMENT CENTER

was incorporated under the laws of Hawaii on 04/21/2014 ; 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: December 02, 2018

Director of Commerce and Consumer Affairs

II. Background and Summary

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

What is now the Waianae Coast Aikido and Movement Center [WCAMC] began holding Aikido classes for children, teens, and adults at the Waianae District Center in 2005. After a few years, the extra-curricular rooms at the center were condemned, forcing instructors to find another location. In 2014 WCAMC received its Federal 501(c)3 tax exempt status. Funds were raised, and a dojo (training hall) was constructed in Makaha Valley on land leased to the organization, through January 31, 2020, and renewable for an additional 5 years. Classes are held each weekday.

2. The goals and objectives related to the request;

To insure the ability of the WCAMC to remain operational in its current location, funding to cover the ground lease rent is being requested.

The mission of WCAMC is to cultivate and strengthen the mind, body, and spirit of keiki and adults through the practice of the non-competitive art of Aikido. Aikido is a traditional Japanese form of movement, practiced globally, which conditions the body's reflexes to react non-violently to aggression internally and externally, in or out of the dojo. For a short demonstration video of the center's activities visit <http://bit.ly/2VMb9q6>.

Current teachers provide instruction on a volunteer basis, keeping costs minimal. If funding can be found to stabilize the operational costs, the dojo can continue providing a refuge and alternative to activities promoting aggression on the Waianae Coast.

3. The public purpose for the grant;

WCAMC located in Makaha Valley, serves the Waianae Coast with a population 48,000 residents. Median per capita income was 19K in 2016. More than half (55%) of Waianae households have an income of less than 50K per year.

Seeking to keep classes affordable for Waianae Coast residents is imperative. This grant seeks to ensure that a safe, stable environment for the physical, emotional and ethical development of the students is available at low cost.

While there are forms of physical training and athletics available in the Waianae District, Aikido teaches self-defense as a non-violent, non-competitive movement form.

Interactions are practiced, which program into the physiology of the body an understanding of non-violent conflict resolution, in or out of a training situation. To date since April of 2016, as WCAMC, 81 families have been served.

4. Describe the target population to be served;

Residents of the Waianae Coast. Families become involved in WCAMC, then some fall on hard times and cannot continue to make payments. They are currently allowed to continue for a time on an honor basis. The families contribute something, if they can't afford full tuition.

While social services are available on the Leeward Coast, affordable non-competitive programs are scarce. Aikido is an applied philosophy of non-violence in which children and adults learn to organize themselves, develop confidence, and self-esteem.

5. Describe the geographic coverage.

The Leeward Coast of O'ahu from Nānākuli to Kea'au Homesteads.

III. Service Summary and Outcomes

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

Funding is needed to address the economic pressures of the area's high cost of living and low income, which does not allow the facility to survive on tuition alone. The instructors are not paid for their work, and they are committed to providing instruction to dedicated students regardless of students' ability to pay.

Daily classes are held Monday – Friday. Daily practice is essential to develop the necessary coordination and reflexes to advance on the path towards being 100% integrated not only body-heart-mind, but also with the community. Two Shihan, "master instructors" lead the classes. Classes are designed for practicing the coordination of breath and movement, which allows concepts of non-violence to be understood. Skill and knowledge are demonstrated for student's families and friends at public gatherings three times per year.

WCAMC seeks to cover the basic operational expenses of lease rent and insurance.

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

The outcome desired is a student's commitment to daily/weekly practice and increasing skill ability. Every three months there is an opportunity to advance in skill level for all students. Prior to receiving a rank, students must demonstrate the integration of ethical concepts into their movements. Students challenging themselves

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
\$14,250.	\$7,200.	\$7,200.	\$7,200.	\$35,850.

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.

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

We will provide the State with attendance and progress evaluations of students. Daily discussions between family/parents and instructors are part of the class routine. Evaluation sheets will be given to families every three months at the time of promotion ceremony.

- 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.**

- Attendance records – attendance is taken at all classes.
- Funding records – all payments received are accounted for.
- Promotions – as students' practice, every three months there is an opportunity to advance to the next level of ability by successfully completing a set of skills.

IV. Financial

Budget

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- Budget request by source of funds ([Link](#)) Page 6
- Personnel salaries and wages ([Link](#)) Page 7
- Equipment and motor vehicles ([Link](#)) Page 8
- Capital project details ([Link](#)) Page 9

e. Government contracts, grants, and grants in aid ([Link](#)) Page 10

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.


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

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Waianae Coast Aikido and Movement Center

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				
2. Insurance	\$3800.			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	\$28,800.			
5. Staff Training				
6. Supplies	\$3,250.			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$35,850			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Susan Shupe		
(b) Total Federal Funds Requested		Name (Please type or print)		
(c) Total County Funds Requested		808.636.6737		
(d) Total Private/Other Funds Requested		Phone		
				
		01/04/2019		
		Date		
TOTAL BUDGET	35,850.	Susan Shupe, Secretary		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Waianae Coast Aikido and Movement Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Master Instructor		\$26,000.	0	\$ 0 -
Master Instructor		\$26,000.	0	\$ 0 -
Bookkeeping/Admin		\$5,136.	0	\$ 0 -
Grantwriting		\$ 741.	0	\$ 0 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:		\$ 61,668.		

JUSTIFICATION/COMMENTS:
 Services listed are provided without monetary compensation, as a donation to the organization.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Waianae Coast Aikido and Movement Center

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

JUSTIFICATION/COMMENTS:

Not applicable.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Not applicable.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Waianae Coast Aikido and Movement Center

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:						
JUSTIFICATION/COMMENTS: <div style="text-align: center; padding: 5px;">Not applicable.</div>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Waianae Coast Aikido and Movement Center

Contracts Total: 0. -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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25					
26					
27					
28					
29					
30					

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.

Chief Instructors: Louise Tremblay and W. Xavier Staub

Xavier Staub has been teaching Aikido for 35 years. He began Aikido training at the University of Massachusetts Amherst. After many years of study, he co-founded Aikido of Santa Barbara, a 501(c)(3) non-profit community organization still thriving after 25 years. In 2005 Staub moved to Wai'anae, Hawai'i and began teaching at the Wai'anae District Center until 2015, when the center closed for repair. Years went by without the center being repaired, and the current dojo was built and established. Staub currently holds the rank of Shihan (title given to expert instructors). He is also a licensed acupuncturist with a Master's degree in Oriental Medicine, and PhD in Nutrition.

Louise Tremblay has been teaching Aikido for 35 years. She began training in Quebec, Canada. After many years of study, she co-founded Aikido of Santa Barbara with Xavier Staub. In 2005 Ms. Tremblay moved to Wai'anae, Hawai'i and began teaching at the Wai'anae at the District Center with Mr. Staub. She holds the rank of Shihan and is certified in yoga and massage.

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 2016 a 2,200 sq. ft dojo (training hall) was built two blocks from Farrington Hwy in Makaha, with easy bus access. Largely built with donated funds and labor, the structure incorporates two used 40ft shipping containers. Besides the training area,

there are gender separate dressing areas and a bathroom. A ground lease for 5 years was secured from instructors Staub and Tremblay, which is renewable for an additional 5 years, and beyond.



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.

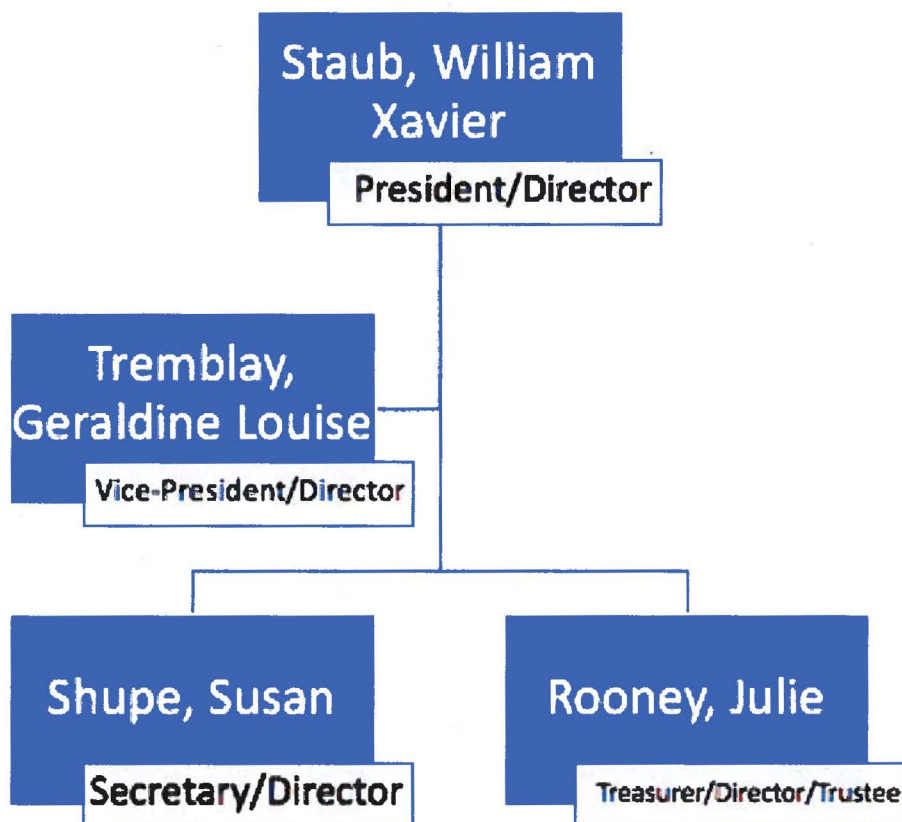
The two expert instructors, Tremblay and Staub are described fully in section V.1., they also perform administrative duties. Administrative tasks are also shared between Secretary of the board of Susan Shupe (certified human resource executive, supervisory capacity in accounting, record keeping, payroll) taxes and bookkeeping are provided by Teresa Bristow, CPA.

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.

WAIANAE COAST AIKIDO & MOVEMENT CENTER
2018
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.

No salaries are paid.

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.

Currently there is no 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.

Instructors are Senior Instructors certified by the United States Aikido Federation, headquartered in New York city, and the International Aikido Federation, Tokyo, Japan which require on-going training.

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.

Not applicable.

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 long-term plan is to turn over all operations and functions of the dojo to the students who have attained the rank of black belt or higher in approximately 4-6 years. WCAMC is a fairly new facility which is expected to attract sufficient numbers of students to be self-sustaining in a few years.

6. The services to be supported by the grant;

WCAMC offers 8 classes per week, average class size is 15-20 students. Currently many students do not pay full tuition but are not turned away. To build the fledgling facility's base of support and outreach, while allowing those students in need to continue without paying full tuition, the board of directors is requesting a grant to insure on-going operation.

With grant funding secured, the number of classes could be increased to accommodate additional students as needed. The space is made available to other community organizations in the area for non-competitive, non-violent and healing arts, by donation. Currently only a musical meditation class is being held, and the space has been offered to a hālau hula.

Services to be supported are free and low-cost activities which can change the dominant narrative of competition and violence to respectful interpersonal relationships while developing confidence and self-esteem.

