

7

Grant Application Instructions Fiscal Year 2021 (July 1, 2020 to June 30, 2021)

1. Fill out the application form in its entirety.
2. Submit (1) completed original of the application to the House Committee on Finance:

State Capitol, Rm. 306
Honolulu, HI 96813
Attn: GIA

3. Submit (1) completed original of the application to the Senate Committee on Ways and Means:

State Capitol, Rm. 208
Honolulu, HI 96813
Attn: GIA

4. Do not include stapled or bound materials or brochures with applications. All materials submitted should be on 8 and ½ by 11 inch paper and clipped.
5. Applications may be submitted effective immediately. **The deadline for receipt of applications is January 17, 2020, at 4:30 pm** as determined by the official legislative calendar.

Please contact the House Committee on Finance staff at 586-6200 or Senate Committee on Ways and Means staff 586-6800 if you have questions.

Your application will be posted on the Legislature's website. No information except your federal and state tax id number on the cover page will be redacted.

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.

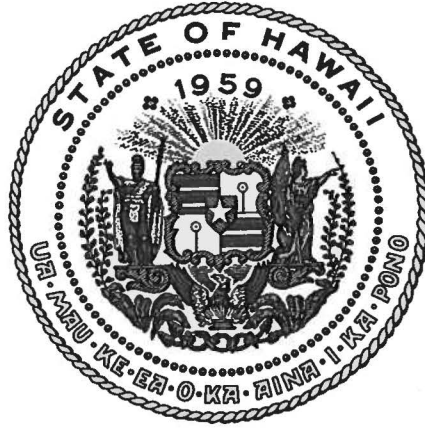
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries 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

JACQUELINE
TORRES/TREASURER
PRINT NAME AND TITLE

14 Jan 2020
DATE

received
01/16/2020



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

EWA BEACH LIONS CLUB FOUNDATION

was incorporated under the laws of Hawaii on 04/13/2015 ; 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 06, 2020

Director of Commerce and Consumer Affairs



**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.

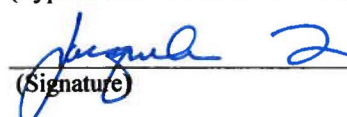
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a 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.

Ewa Beach Lions Club Foundation
(Typed Name of Individual or Organization)


(Signature)

14 Jan 2020
(Date)

Jacqueline Torres
(Typed Name)

Treasurer
(Title)

XX 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, 2019.

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;
A local charter of the Lions Club International, the Ewa Beach Lions Club (EBLC) was established on April 29, 1965 and the IRS approved the EBLC as a 501© (3) on October 7, 2015. The global leader in community and humanitarian needs, the club consist of a group of dedicated men and women who volunteer their talent, skillset, and time to resolve and fulfill the critical needs of the community.
2. The goals and objectives related to the request;
Annual Community Development Enrichment Events (Special Needs Children Christmas Party, Ewa Beach Christmas Parade, Ewa Beach Easter Bash, Vision Screening, monthly One'ula Beach cleanup, North Road cleanup, Dr Dick Beamer LEO Scholarship fund, and support services for the community most vulnerable residents. These events perpetuate long standing traditions for Ewa Beach and provides a sense of community pride and cultural identity for the residents. Future expansion includes a monthly bingo night for the Veterans residing at Kalaeloa Veteran Housing and a monthly Bingo night for Seniors in

the Ewa Beach community. These initiatives would benefit and improve resident's quality of life. Offering a variety of outreach events while also providing benevolent assistance in the form of tangible items such as food, clothing and basic necessities to individuals dealing with financial crisis as well as those homeless.

3. The public purpose and need to be served;
The community benefit is to improve the quality of life for all individuals who reside in Ewa Beach and whom otherwise; would not have an opportunity to attend or participate in these events. Over the last 37 years EBLC has coordinated and executed community events/activities that instill in our residents a sense of pride and ownership in the Ewa Beach community. These events promote community and civic involvement, foster partnerships between residents, businesses, community agencies, organizations, DOE Schools, and serve the most vulnerable in the community. These events are held at no cost to the participants or residents and is expected and welcomed by the community each year.
4. Describe the target population to be served;
Community Development Events: December 2019 Special Needs Children Christmas Party - 172 children with disabilities from Ewa Beach Elementary Schools and 102 teachers participated with 20 volunteers. There were 192 gifts made for this event. December 2019 Ewa Beach Christmas Parade – consisted of 33 parade units, 911 parade participates, and 30 volunteers. (Children through Senior population targeted), 2019 Ewa Beach Easter Bash-Easter Egg Hunt (200 baskets and 100 goody bags were made) for children ages 0-12 years. Community vision screening targets elementary school children and Seniors. Monthly One'ula Beach Cleanup targets partnership with business, organizations and DOE school groups to foster volunteerism and community relations. Dr Dick Beamer Scholarship Fund given to two HS Senior students at James Campbell High School who are in the LEO club.
5. Describe the geographic coverage;
The geographic coverage and beneficiaries of the community development events are all residents in the Ewa Beach Community. Seniors, children, children with disabilities, local developers, DOE Schools, businesses, and organizations,

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; For over 37 years the EBLC has sponsored several community developments events for the Ewa Beach community. These events are annual and free to the community.

The Special Needs Children Christmas Party is unique in that, these children with disabilities in the Ewa Beach Elementary Schools are invited to a special Christmas party designated just for them. Students and teachers are bused to Asing Park for a pizza party with Santa. Individual picture is taken with Santa, face painting Oreos, cookies, bug juice, water, fruit cocktail, and pizza are served. Holiday music is played throughout the event.

Ewa Beach Christmas Parade is a two-mile route starting and ending at the Hale Pono Boys and Girls Club. December 2019 parade consisted of 33 units of vehicles, floats and horses. Parade participants included 911 adult and children. Local businesses, DOE schools, clubs, organization, as well as elected officials who represent the community were participants. One thousand pounds of candy was disbursed along the parade route. Plaques were given to the 1st, 2, and 3d place float finalists. There were approximately 5,000 to 6,000 community residents aligning the parade route. A Christmas concert was added after the parade with a DJ and hula dancers entertaining the crowd.

Ewa Beach Easter Bash - There were 200 Easter baskets, 100 goody bag bags, 10 large Easter baskets for raffle giveaway, and 4 large Easter bags for the winner of the Sack Race made to support the 2019 Easter Bash. Approximately 100 resident adults and children who attended the event. The Easter Bunny greeted the attendees and the Easter Egg Hunt and sac race were broken divided into 4 separate age categories. Each winner was awarded a prize. Raffle prizes were also given away along with the Easter baskets and goody bags. Every child left with a basket and the extra baskets were donated to a shelter.

Vision Screening is on-going during the school year. Outreach to the public and private schools and preschools is made in September to arrange vision screening. For 2018-2019 academic year, 947 children received vision screenings with 131 identified as requiring follow up professional eye care. Senior adult screening was also completed. Children from Preschool, Special Education and first grade were scheduled. Academic year 2019-2020 expansion will include grades K, 1, 3 and 5th grades.

The first Dr Dick Beamer Scholarship Fund was created for two LEO club members from James Campbell High School. Two \$1000 scholarship will be awarded to two Seniors from the class of 2020.

One'ula Beach cleanup is done monthly. (last Saturday of the month). Volunteers pick up trash as needed and on occasion interact with the homeless. Various organizations, business and club collaborate and partner with the Lions Club.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service; (a) Special Needs Children Christmas – planning commences in August with venue reservation (Asing). Outreach to Elementary Schools in Ewa Beach; participation count confirmed in October. Logistic outreach to ground transport (Buses), table/chairs reservation, gift, decorations, food, drinks, photo and Santa confirmation in November. Purchase pizza day of event. Event is held 1st week in December. (b) Christmas Parade – Planning commences in July. Outreach to City & County of Honolulu for permits. September – outreach to Fire department, Roadway Solutions, DOE Schools, local agencies, businesses, community groups, and civic clubs. Confirmation of parade

participants in November. Purchase candy in December. Event is held second or third week in December. (c) Easter Bash – planning commences in January – obtain permit and insurance. Purchase candy and supplies for baskets and goody bags. Create Goody bags and baskets in February. Event is held on the Saturday a week before Easter. (d) Vision screening- Outreach to schools in September. On-going vision screening throughout the school year. (e) Dr Dick Beamer Scholarship Fund – Outreach to James Campbell High School Financial Aid Counselor in September. Panel meet in March for selection. Award given in May. (f) One'ula Beach Cleanup is a monthly cleanup on the last Saturday of the month.

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

EBLC has chosen to focus on these activities because it has been the core set of activities we have focused on as a club. We have 37 years of experience in coordinating these events and have become extremely efficient and effective in executing these complex events. Residents positive feedback from emails, cards and verbal compliments suggest that these events have become central to our community identity and ingrained in the community culture. The residents look forward to these events and these events are expected annually. Annual data shows an increase of participation for each event. After Action Review (AAR) sessions are conducted following each event to assess mishaps if any and areas for improvement. Reviews in AAR include safety issues, cost of event, incidental mishaps and benefits to the community.

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.

Progress reports and itemized cost reports for each event will be provided. After Action Reports (AAR) will be provided upon request.

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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
10,000	4,000	500	500	15,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Fundraising throughout the year and submit a grant application October to Hawaii Community Foundation.

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.

Not 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 2021 for program funding.

Not Applicable

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

Not Applicable

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 EBLC has chosen to focus on these community development enrichment events because it is the core set of activities we have focused on as a club. We have over

37 years of experience in coordinating and executing these events and have become extremely efficient and effective. Residents positive feedbacks indicate that these vents have become central to our community identity and ingrained in the community culture. Our residents look forward to these events and these events are expected annually.

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.

AsIng Community Park is the only facility used for the Special Needs Children Christmas Party. Vision screenings done at DOE schools. All other events are outdoor events. Reservation for facility is secured 60 days out of event.

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 Foundation consist of a President, Secretary, Treasurer and two additional directors. There are no paid staff. All directors are volunteers who possess diverse education, experience and skill sets.

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.

The organization chart of the Foundation is the President calls the meeting to order and presides over the meeting. Secretary who takes the minutes and generate a minute's report and manages all the administration details of the Foundation. The Treasurer who maintains the funds, bank statements and submits the state and federal taxes as applicable. Two additional members are also in the chart, one a voting member and the other a nonvoting member.

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.

Not applicable. All Directors are 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.

There are no pending litigation or outstanding judgment.

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.

Not Applicable.

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.

The 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 2020-21 the activity funded by the grant if the grant of this application is:


- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

We would continue to sustain with fundraising and seeking private donations from organizations and businesses.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

App: Ewa Beach Lions Club Foundation

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	350			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,000			
7. Telecommunication	500			
8. Utilities				
9. LEO High Scholarship	2,000			
10 Website Fee	255			
Vision Screening Equip Annual Fee	295			
12 Events	10,600			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	15,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	15,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	15,000	Jacqueline Torres	277-0829	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested			14 Jun 2020	
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	15,000	Jacqueline Torres Treasurer		
	15,000	Name and Title (Please type or print)		

Ewa Beach Lions Club Foundation

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

Period: July 1, 2020 to June 30, 2021

Ewa Beach Lions Club Foundation

FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES FUNDS	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Ap Ewa Beach Lions Club Foundation Contracts Total: 20,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	OCS-GIA-20-03 Community Events	12/1/19-11/30/20	OCS	Honolulu	20,000
2					
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