



## 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

CHERI KISHIMOTO, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

1/16/2020

DATE

## 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)**

Please see attached document dated January 10, 2020, from the Director of Commerce and Consumer Affairs.

#### **2. Declaration Statement**

Hands In Helping Out affirms compliance with Section 42F-103, Hawaii Revised Statutes; please see attached declaration.

#### **3. Public Purpose**

Pursuant to Section 42F-102, Hawaii Revised Statutes, Hands In Helping Out requests a State of Hawaii Grant in Aid for the public purpose of training volunteer leaders in research-based best practices, facilitating dialogues on responsibly leveraging volunteer support, and consulting nonprofits on building stronger volunteer programs. Funds will be used to provide these services on Oahu, Maui, Kauai, and Hawaii Island, as described in detail in the sections below.

### **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;**

Hands In Helping Out (HIHO) is a 501(c)3 nonprofit organization, serving Hawaii and their mission of sustainable volunteerism through human connection. Founded in 2009, HIHO was created to nurture meaningful volunteer service by addressing volunteer interests and needs, leading with gratitude and empathy, and fostering connection through quality volunteer leadership. Our expertise is rooted in several years of volunteering, leading volunteers, and working in the nonprofit sector. Throughout our 10-year existence, HIHO enrolled and trained over 150 volunteers, supported over 30 different nonprofits, and trained 11 executive directors and 84 volunteer leaders in research-based best practices for better volunteer retention.

2. The goals and objectives related to the request;

A preliminary study initiated by the Urban Institute justifies further research and policy analysis around the relationship between the density of community-oriented nonprofits in high-poverty neighborhoods and the potential for overall neighborhood improvement (Hayes et al, 2015). Four out of five nonprofits utilizes volunteer support to carry out their mission and provide services to some of the community's most vulnerable populations. However, nonprofits struggle to allocate staff resources to adopt volunteer leadership best practices (Urban Institute, 2004), which often leads to volunteer attrition.

We have seven anticipated outcomes in volunteer leadership development in order to combat volunteer turnover and contribute to more supported and resilient communities.

1. HIHO Academy-mates will lead HIHO Volunteers at twelve events
2. Run HIHO Fellows twice with 8 volunteer leaders per session (total 16)
3. Host 20 attendees at each quarterly Morning Assembly – 1-hour sessions featuring an expert speaker in fields relevant to volunteer leadership
4. Host 20 attendees at each biannual networking event – the event is intended for people who work with volunteers (whether as a job or as a volunteer)
5. Provide event coordination support for at least 3 nonprofit events
6. Host 2 trainings, other than HIHO Fellows, for nonprofit and volunteer leaders
7. Provide volunteer program consultation for at least 1 nonprofit.

We are building and nurturing partnerships with other capacity building and community-oriented nonprofits in order to extend our reach throughout the nonprofit sector and to make training more accessible to all volunteer leaders.

3. The public purpose and need to be served;

Volunteers play a critical role in building stronger communities and providing essential services to those in need. According to a national survey by the Corporation for National and Community Service (CNCS), over 228,000 Hawaii residents volunteer and contribute \$651.5 million worth of services (2015 data is the most currently available). In that same study, Hawaii ranks fifty-first in the nation in volunteer retention at 52.8%, the lowest it's been in the last decade. "Volunteer retention is defined as the proportion of year-1 volunteers who also perform volunteer service in the following year" (CNCS, 2015). Basically, for every one volunteer who gives their time, there's another who decides to stop.

The 2018 State of the World's Volunteerism Report makes a strong connection between volunteerism and the resilience required to improve all lives and develop stronger communities. They found that "effective collaboration with volunteers can transform volunteering from a coping mechanism to a strategic resource for community resilience." The involvement of multiple parties, partnering to balance risk and fight



inequity, empower those who often have the least amount of access to resources to strengthen their communities and themselves (UN report, 2018).

Another finding states that “An enabling environment for volunteerism strengthens community resilience” (UN report, 2018). Conscious efforts must be taken to facilitate the connection between volunteers, community, and resources in order for volunteerism to contribute to resilience building. This link between volunteers and community resilience validates the need for greater support of the programs and leaders that are responsible for recruiting, training, mobilizing, and maintaining volunteer support.

CNCS data shows that four in five charities in the United States use volunteers in some capacity. In Hawaii alone, there are around 7,000 registered nonprofit organizations, which means that thousands of nonprofits statewide rely on volunteer support. According to the HANO State of the Sector report, over 80% of Hawaii nonprofits have expenditures less than \$1 million with over 50% of them in the areas of human services, health care, and community improvement/public benefit. Now, more than ever, nonprofits look to volunteers for support; they are a community benefit who serve the most vulnerable populations in many low- to moderate-income areas.

Independent Sector, a national membership agency for organizations in the charitable community, calculated the monetary value of volunteer time. Taking the average wage of non-management and non-agricultural workers, a volunteer’s time in Hawaii equates to \$26.87/hr (2018). The Independent Sector calculates these numbers annually for each state in order to illustrate the impact volunteers have on the nonprofit sector. Beyond the dollar value of a volunteer’s service, a 2014 survey of Fidelity Charitable donors showed that 87% volunteers say that there is an overlap between their volunteer and financial support. Similarly, a CNCS survey indicated that 76% of volunteers donate to charity.

Volunteers contribute time and skills to nonprofits and multiple studies show that a majority of those volunteers also donate money. In contrast, a report by the Urban Institute found that only three out of five charities have a paid staff person to work on volunteer management, of which only one in three receive any kind of formal training (Urban Institute, 2004). Additionally, of those paid staff, half spend less than 30% of their time on volunteer coordination. Locally, the Volunteer Resource Center of Hawai’i trained its last cohort of leaders through their Certificate in Volunteer Management program in 2010. In 2013, the Hawai’i Alliance of Nonprofit Organizations recognized a need and shared with HIHO that their nonprofit members want training and resources in volunteer management.

While effective volunteer management requires an investment in order to successfully retain support, losing volunteers also costs an agency time, money, and resources to recruit, vet, and train a new cadre. One study explores the connection between volunteer burnout and a volunteer’s intention to quit (Allen & Mueller, 2013). Findings indicated that a negative perception of voice, or the feeling that one’s opinion in the work they are doing for the organization matters, leads to volunteer burnout and an

intention to quit. The research also supported the hypothesis that the greater the role ambiguity, the greater the occurrence of burnout. Other studies show that volunteers also leave due to poor working conditions, lack of training, and under-developed interpersonal relationships.

With volunteerism being a key component in both program and financial support, plus its established link to community resilience, volunteer leaders play a crucial role in developing and maintaining volunteer support. The cost of not investing in adequate training for these leaders can far outweigh the initial cost.

4. Describe the target population to be served; and

HIHOED training and consultations promote greater volunteer retention by educating volunteer and nonprofit leaders. We challenge these leaders to reflect on the motivations and experiences of volunteers and how a leader's attitude affects connection with and loyalty to a cause. We train both volunteer leaders and nonprofit executive directors. Last year, we trained our very first corporate community development specialist.

With that said, our immediate target audience includes anyone who directly engages with volunteers as well as those who lead organizations that rely on volunteer support to create positive change in their community. We accommodate different levels of need and request the opportunity to serve as many leaders as we can statewide. The HIHOED team can offer our full array of services to build capacity in both nonprofit and community-oriented corporate agencies. The ultimate goal is to impact people's lives – volunteer leaders, volunteers, and those they serve – so that everyone feels more connected and invested in their community.

5. Describe the geographic coverage.

The programs within this proposal address the need for capacity building support throughout the nonprofit sector statewide. State funding will allow us to conduct training on Oahu, Maui, the Big Island, and Kauai with the possibility of traveling to Molokai and Lanai as well. HIHOED provides a service that no other organization offers and builds up other nonprofits to successfully and responsibly attract and leverage support from their community. Most important, this support and connection to resources increases volunteer retention, which improves an agency's ability to serve more of their community.

**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;

Scope of Work – by program

**HIHO Academy** – HIHO Volunteers identified to have leadership potential can opt to enter HIHO Academy, a training program for HIHO Volunteers to become leaders of fellow HIHO Volunteers at service opportunities.

1. Coordinate annual leadership, empathy training and self-evaluation for all HIHO Academy-mates
2. Oversee event lead schedule and evaluate protocols.
3. HIHO Academy-mates will lead HIHO Volunteers at volunteer events at least twelve times in the year.

**HIHO Education Department (HIHOED):**

1. Provide four customizable workshops per year, at least two of which are not on Oahu, for leaders of all levels, including volunteer managers and executive directors. This includes training open to the public as well as workshops tailored to a specific organization for their staff.
2. Host four events (called Morning Assembly), open to the public, that feature speakers with expertise that relate to all aspects of volunteerism and/or volunteer leadership.
3. Run HIHO Fellows – a comprehensive training for volunteer leaders that includes 8 class meetings, an individual consultation, and guidance for personal and professional growth – at least once per year. All cohorts are limited to 8 participants in order to increase impact and opportunity for authentic conversation.
4. Offer volunteer program consultations – in-depth evaluation of volunteer program needs, includes reports of findings and recommendations, support for making suggested changes, and re-evaluation.
5. Provide event support for at least 3 events, specifically leading volunteer coordination and/or running event check in.
6. Partner with the Volunteer Leaders Hui to coordinate 2 networking events for any person who works with volunteers.

<b>Tasks and Responsibilities by Position</b>	
<b>Program Assistant</b>	<ul style="list-style-type: none"> <li>- Assist in creation and review of training curriculum</li> <li>- Serve as an instructor as needed</li> <li>- Assist in logistics coordination and communication</li> <li>- Assist with coordinating with HIHOED staff and consultants to compile content for HIHOED Homeroom Bulletin Newsletter</li> </ul>

<b>HIHOED Consultants</b>	<ul style="list-style-type: none"> <li>- Create, review, and update training curriculum</li> <li>- Serve as an instructor for training, including HIHO Fellows, workshops, and consultations</li> <li>- Participate in program evaluation</li> <li>- Design data collection and program evaluation tools</li> <li>- Help to develop local connections and support for HIHOED training</li> </ul>
<b>Creative Director</b>	<ul style="list-style-type: none"> <li>- Create, review, and update training curriculum</li> <li>- Design training materials</li> <li>- Serve as an instructor for training, including HIHO Fellows, workshops, and consultations</li> <li>- Oversee the HIHO Academy program               <ul style="list-style-type: none"> <li>o Coordinate training for Academy-mates</li> <li>o Organize monthly meetings</li> <li>o Review SOPs and event lead sign ups</li> </ul> </li> <li>- Help to develop local connections and support for HIHOED training</li> <li>- Design and oversee HIHOED Homeroom Bulletin Newsletter for visual and content quality.</li> </ul>
<b>Executive Director</b>	<ul style="list-style-type: none"> <li>- Oversee the HIHO Education Department               <ul style="list-style-type: none"> <li>o Coordinate training dates, sites, and other logistics</li> <li>o Organize meetings with instructors and partners to prepare for events</li> <li>o Actively research and provide the resources needed for training and student success.</li> </ul> </li> <li>- Create, review, and update training curriculum</li> <li>- Design training materials</li> <li>- Serve as an instructor for training, including HIHO Fellows, workshops, and consultations</li> <li>- Help to develop local connections and support for HIHOED training</li> </ul>

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

The activities covered by this grant are specific to certain times in the year, so the timeline includes the month name and year. Extra months are included to account for a delay in the release of funds.

<b>Month</b>	<b>Activities and Related Outcomes</b>
<b>August 2020</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHO Fellows class meetings (8) – fall cohort</li> <li>- Q3 Morning Assembly</li> </ul>
<b>September 2020</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHOED workshop on the Big Island</li> <li>- Follow up individual consultations with each HIHO Fellow</li> <li>- HIHO Fellows debrief meeting</li> </ul>



<b>October 2020</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Provide event support for HANOCON</li> <li>- HIHOED workshop on Oahu</li> </ul>
<b>November 2020</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Q4 Morning Assembly</li> <li>- Sem2 Networking event, in partnership with Volunteer Leaders Hui</li> </ul>
<b>December 2020</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>-</li> </ul>
<b>January 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHO Academy training</li> <li>- HIHOED curriculum review, revisions, and development</li> <li>- Provide event support</li> </ul>
<b>February 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Q1 Morning Assembly</li> </ul>
<b>March 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHO Fellows class meetings (2-4) – spring cohort</li> <li>- Outreach to Kauai to develop and connect with nonprofits and search for an appropriate site to hold training</li> </ul>
<b>April 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHO Fellows class meetings (4-6) – spring cohort</li> <li>- Follow up individual consultations for each HIHO Fellow</li> <li>- HIHOED workshop on Oahu</li> </ul>
<b>May 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Q2 Morning Assembly</li> <li>- HIHO Fellows debrief meeting</li> </ul>
<b>June 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Sem1 Networking event, in partnership with Volunteer Leaders Hui</li> <li>- HIHOED workshop on Kauai</li> </ul>
<b>July 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHOED workshop on Maui</li> </ul>
<b>August 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Q3 Morning Assembly</li> <li>- HIHO Fellows class meetings (8) – fall cohort</li> </ul>
<b>September 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- HIHOED workshop on the Big Island</li> <li>- Follow up individual consultations with each HIHO Fellow</li> <li>- HIHO Fellows debrief meeting</li> </ul>
<b>October 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Provide event support for HANOCON</li> <li>- HIHOED workshop on Oahu</li> </ul>
<b>November 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> <li>- Q4 Morning Assembly</li> <li>- Sem2 Networking event, in partnership with Volunteer Leaders Hui</li> </ul>
<b>December 2021</b>	<ul style="list-style-type: none"> <li>- HIHO Academy-led volunteer activity</li> </ul>



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

HIHO advocates for data collection, analysis, and data-driven decision making. We believe in always striving for excellence and value honest and constructive feedback. Our three greatest tools to assure quality in program service include the following:

1. Pre/Post-tests and surveys – we seek both quantitative and qualitative data regarding what was learned, how it impacts a trainee’s current philosophy and practice, and how we can better address both content and learning style needs.
  2. Open communication with community partners – we form partnerships by building relationships that are centered in trust. An open line of communication where constructive feedback can be both shared and received is the result of conscious efforts to create a safe space that supports growth for us and our partners.
  3. Strong HIHOED training team – Our team of staff and consultants share an extensive background in volunteer service, education, and nonprofit work. The team meets before any training to either create or update curriculum, factoring in relevance of topics, varying modes of learning and instruction, and effective training structures.
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.

We have seven anticipated outcomes in volunteer leadership development in order to combat volunteer turnover and contribute to more supported and resilient communities.

1. HIHO Academy-mates will lead HIHO Volunteers at twelve volunteer events.  
*Measure: Sign-in sheets from each volunteer event led by a HIHO Academy-mate, minimum 12 sign-in sheets*
2. Run HIHO Fellows twice with 8 volunteer leaders per session (total 16)  
*Measure: Calendar of class sessions for each cohort and trainee sign-in sheets; Certificates of Completion for trainees; Individual consultation meeting minutes*
3. Host 20 attendees at each quarterly Morning Assembly – 1-hour sessions featuring an expert speaker in fields relevant to volunteer leadership  
*Measure: Sign-in sheets from each Morning Assembly for total attendance*
4. Host 20 attendees at each biannual networking event – the event is intended for people who work with volunteers (whether as a job or as a volunteer)  
*Measure: Sign-in sheets from each Morning Assembly for total attendance*
5. Provide event coordination support for at least 3 nonprofit events  
*Measure: Copy of signed contract*

6. Host 2 trainings, other than HIHO Fellows, for nonprofit and volunteer leaders  
*Measure: Copy of event flyer/advertisement; sign-in sheets from each training*
7. Provide volunteer program consultation for at least 1 nonprofit.  
*Measure: Copy of signed contract*

#### **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 (attached, page )
  - b. Personnel salaries and wages (attached, page )
  - c. Equipment and motor vehicles (N/A, but attached, page )
  - d. Capital project details (N/A, but attached, page )
  - e. Government contracts, grants, and grants in aid (attached, page )
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
\$31,250.00	\$31,250.00	\$31,250.00	\$31,250.00	\$125,000.00

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

Funding Source	Support Type	Requested Amount	Status
State of Hawaii Grant-in-Aid	Overall operating – HIHOED statewide	\$125,000.00	Requested
McInerny Foundation	Program - HIHOED	\$25,000.00	To be requested February 2020
HawaiiUSA FCU Foundation	Program	\$25,000.00	To be requested March 2020
City & County of Honolulu GIA	Overall operating – HIHO Academy & HIHOED	\$125,000.00	Requested November 2019
H.T. Hayashi Foundation	Overall operating – HIHOED	\$86,700.00	Relationship established, addressing feedback
Harold KL Castle Foundation	Overall operating – HIHOED	\$40,000.00	Intend to request – new support
Ward Village Foundation	Program – all	\$25,000.00	Intend to request – new support

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.

Hands In Helping Out has not received any state or federal tax credits within the prior three years and does not intend to apply for any in the foreseeable future.

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.

FY	Type of Funding	Description	Status	Amount
2020	City & County Grant-in-Aid	HIHO Fellows Program	Awarded	\$10,000

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

HIHO Unrestricted Current Assets (as of 12/31/19): \$8,200.00

## **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.*

HIHO currently has a team of five, staff and consultants, that collaborate on training curriculum and agency consultations while also serving as instructors for HIHO Fellows and other HIHOED workshops. They have a combined 70 years of experience in nonprofit and volunteer leadership, serving as AmeriCorp and Peace Corp volunteers, nonprofit board members and officers, executive directors, volunteer coordinators, and nonprofit consultants. Two team members each have over ten years of experience as educators and advisors. Two team members earned a Certificate in Volunteer Management through the Volunteer Resource Center of Hawaii in 2010 (a certificate program that no longer exists).

Throughout our 10-year existence, HIHO enrolled and trained over 150 volunteers, supported over 30 different nonprofits, and trained 11 executive directors and 84 volunteer leaders in research-based best practices for better volunteer retention. HIHOED team members update current training curriculum and create new workshop

experiences that affords HIHO the ability to present relevant topics and to respond to the needs of the sector. We create different levels of learning opportunities that accommodate a range of experience levels, time commitment, and leadership responsibilities. The team also actively seeks out up-to-date and relevant research in volunteerism and leadership. They dedicate their efforts to supporting our volunteer leader community with resources, research-based best practices, and a space to build community.

## **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.

HIHO is based on Oahu and must find and secure an appropriate space for each training we host on the neighbor islands. We work to establish relationships with other nonprofits and community organizations and will often ask for help in this task. In determining an adequate facility, we consider the following criteria.

Is the facility:

- Located in an area accessible to the target audience, preferably close to the majority of attendees?
- Able to accommodate the projected number of attendees?
- Indoors with access to electricity to power our equipment (e.g. laptop, projector, wifi hotspot)?
- Reasonably priced?
- Already connected to community (preferred)?

On Oahu, we are securing an office in BoxJelly, a coworking space that is opening a second location in Ward Centre. As an office tenant/member, we will have access to all common working areas as well as conference rooms of various sizes. We will also have printing privileges, wifi access, and free parking. This location offers multiple options of spaces to host training for large and small groups, it's centrally located in the Honolulu area, and has a lot of free parking options. However, if we see it fit, we are willing to research venues in other communities where we can host a training.

## **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.

Hands In Helping Out celebrated its tenth year in 2019 with the three co-founders still leading and driving innovation. They started HIHO to help others volunteer and organization has grown to become the sole trainer of volunteer leaders in Hawaii. Strategic additions to the team increased the depth of volunteer experience among the leadership and broadened the perspectives infused into training curriculum.

We also formalized our community outreach efforts and secured the commitments of two within our network to be the King and Queen of Community Outreach and Operation Logistics. Their function, in addition to collaborating on training, is to identify and facilitate mutually beneficial partnerships with other nonprofits and supporters.

Please see below for a list of our current team and their qualifications.

Cheri Kishimoto

Executive Director, HIHOED trainer, leads HIHO Education Department, curriculum development

- Co-founder of Hands In Helping Out
- earned Certificate in Volunteer Management in 2010
- 25+ years of volunteer service
- Bachelor's and Master's degree in education
- President of homeowner's association

Sharlynn Paet

Creative Director, HIHOED trainer, leads HIHO Academy program, curriculum development

- Co-founder of Hands In Helping Out
- 25+ years of nonprofit experience
- Freelance graphic designer
- Entrepreneur - Paper Crane Inc.
- 20+ years of volunteer service

Ryan Leong

Program Director, HIHOED trainer, curriculum development

- Co-founder of Hands In Helping Out, former Executive Director
- 25+ years of nonprofit experience
- Associate Executive Director of the YMCA, Kalihi Branch
- Multicultural Executive Career Advancement (MECA) graduate: YMCA of the USA cohort 6
- Served on the board for Kokua Kalihi Valley (Vice President/at large member)
- 20+ years of volunteer service



**Lynn Vicente Abramo**

Queen of C.O.O.L., HIHOED trainer, curriculum development

- Earned Certificate in Volunteer Management in 2010
- Certificate in Conflict Resolution
- Master's Degree in Public Administration
- AmeriCorp volunteer, pilot class
- Entrepreneur – Bambooshoot: Coach, Speaker, Leadership Training
- 15 years in volunteer management
- 30+ years of volunteer service

**Jessica Garlock**

HIHOED Consultant, HIHOED trainer, curriculum development

- Director of Field Education & Lecturer, HPU School of Social Work
- Bachelor's and Master's degree in Social Work
- AmeriCorp volunteer, class 1
- PeaceCorp volunteer
- 20+ years served as a counselor, advocate, educator
- 25+ years of volunteer service

**DeanAnthony Ramos**

King of C.O.O.L, HIHOED trainer, process analyst

- Entrepreneur – founder of Dean's Solutions, providing consultations to businesses on finding solutions in streamlining processes, identifying possible tech/automation resources,
- 2019 Chamber of Commerce Young Professional New Member of the Year
- Leadership experience on the planning committee for the annual Health Baby Contest
- 20+ years of volunteer experience
- 10+ years of IT experience

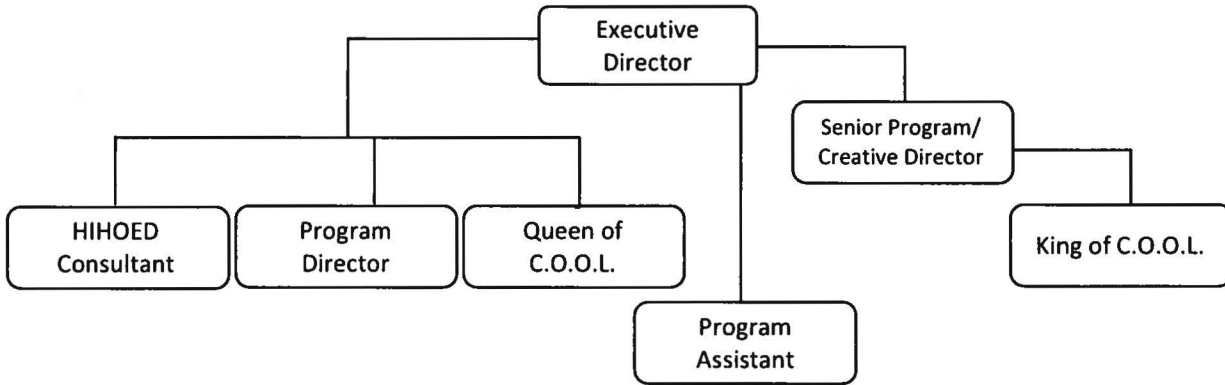
**Program Assistant – New position to be added, if awarded state grant funds**

**Job description/responsibilities**

- Assist Executive Director with HIHOED-related tasks, including, but not limited to, collaborating on training curriculum, coordinating logistics for training, gathering training materials, sending out reminders and follow up for training
- Assist Senior Program/Creative Director with putting together monthly newsletter
- Miscellaneous duties as assigned

**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.

If awarded grant funds, HIHO will be able to offer the following annual salaries in addition to the stipends they already pay to the other team members.

Annual Salary Range of the Three Highest Paid Officers, Directors, or Employees, by Position Title	
Position	Salary Range
Executive Director	\$62,500
Senior Program/Creative Director	\$45,760
Program Assistant (half time)	\$18,720

**VII. Other**

**1. Litigation**

Hands In Helping Out affirms that there is no pending litigation or outstanding judgement to which we are a party.

**2. Licensure or Accreditation**

The programs in this request do not require any special qualification, licensure, or accreditation.

### **3. Private Educational Institutions**

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

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 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.

HIHO Staff and Consultants collaborate with trust and respect for each other and they remain committed to HIHO's mission of sustainable volunteerism through human connection. Their working relationship stems from years of working together before this grant and will continue beyond the grant term. Each person's expertise complements the others' and contributes to the overall organization culture of mutual respect and leading with empathy.

We are also in the process of securing an office in a coworking space in the Ward area, which is set to open in February 2020. With it comes access to conference rooms and large common areas to hold trainings and meetings. The company also stands behind the work of nonprofits and works within their means to accommodate needs.

In addition to a new space, we are receiving inquiries from new organizations that are interested in our HIHOED services, especially for event/volunteer management and HIHO Fellows. Our largest challenge with HIHO Fellows is scheduling that fits into other people's schedules, so we are trying new times of year and different days of the week for class meetings and training. We also experiment with distance learning options in the event that participants have difficulty attending class in-person.

Most important, we continue to forge partnerships with other nonprofits, consultants, and socially conscious for-profit businesses. We connected with a couple of grant-giving foundations who are redefining how they can support their grantees even more – by providing access to capacity building services. This philosophy of funding could increase our grant awards that support the professional support we offer. All of these relationships result in the greatest number of new connections, new clients, and new experiences.

**SECTION VII  
CITED REFERENCES**

2018 State of the World's Volunteerism Report: The Thread that Binds, Volunteerism and Community Resilience. [http://unv-swvr2018.org/files/51692\\_UNV\\_SWVR\\_2018\\_WEB.pdf](http://unv-swvr2018.org/files/51692_UNV_SWVR_2018_WEB.pdf).

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Corporation for National and Community Service. *Hawaii; Trends and Highlights Overview*. <https://www.nationalservice.gov/vcla/state/Hawaii>.

Eisner, David, et al. "The New Volunteer Workforce." Stanford Social Innovation Review, Winter 2009. [https://ssir.org/articles/entry/the\\_new\\_volunteer\\_workforce](https://ssir.org/articles/entry/the_new_volunteer_workforce)

Fidelity Charitable. "Time and Money: The Role of Volunteering in Philanthropy." <https://www.fidelitycharitable.org/content/dam/fc-public/docs/insights/volunteering-and-philanthropy.pdf>.

Handy, Femida and Mook, Laurie. "Volunteering and Volunteers: Benefit - Cost Analyses" (2011). *Research on Social Practice*, vol. 27, p. 412-420.

Hayes, Christopher, et al. "Community-Oriented Nonprofits and Neighborhood Poverty." Urban Institute, August 2015. <https://www.urban.org/sites/default/files/publication/67311/2000381-Community-Oriented-Nonprofits-and-Neighborhood-Poverty.pdf>.

Independent Sector. "Value of Volunteer Time." <https://independentsector.org/value-of-volunteer-time-2018/>

The Urban Institute, "Volunteer Management Capacity in America's Charities and Congregations," 2004.

Applicant: Hands In Helping Out, Inc

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)	
Executive Director	1	\$62,500.00	60.00%	\$ 37,500.00	
Creative Director	1	\$45,760.00	75.00%	\$ 34,320.00	
Program Assistant	1	\$18,720.00	100.00%	\$ 18,720.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>TOTAL:</b>					90,540.00
<b>JUSTIFICATION/COMMENTS:</b>					



Applicant: Hands In Helping Out, Inc

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

Applicant: Hands In Helping Out, Inc - Not applicable to this proposal

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>	<b>OF FUNDS REQUESTED</b>	<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY: 2018-2019</b>	<b>FY: 2019-2020</b>	<b>FY:2020-2021</b>	<b>FY:2020-2021</b>	<b>FY:2021-2022</b>	<b>FY:2022-2023</b>
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Hands In Helping Out, Inc

Contracts Total: 28,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	City & County of Honolulu Grants In Aid	1/1-12/31/2020	Dept of Comm Services	C&C Honolulu	10,000
2	Na Lei Aloha Foundation Grant	1/01/19-7/31/2020	Na Lei Aloha Foundation	N/A	18,000
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## 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

HANDS IN HELPING OUT, INC.

was incorporated under the laws of Hawaii on 02/25/2009 ; 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 10, 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.

Hands In Helping Out  
(Typed Name of Individual or Organization)

 01/16/2020  
(Signature) (Date)

Cheri Kishimoto Executive Director  
(Typed Name) (Title)