

Applicant Hawaii Yoga Institute

## 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

Sharon Burch      Sharon Burch, President      1/14/2020  
AUTHORIZED SIGNATURE      PRINT NAME AND TITLE      DATE

**received**  
1/17/20 20

2:27 pm

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: Dba: Hawaii Yoga Institute

Amount of State Funds Requested: \$53,600 -

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

*Our organization needs an Executive Director and does not have the funds to hire one. Our objective in requesting this grant is to fund the salary of a half-time Executive Director to guide our existing program, conduct fundraising campaigns, and develop new programs with the goal of growing the revenue enough to sustainably cover the new Executive Director's salary and all other operating expenses after this grant funding has been used.*

Amount of Other Funds Available:

State: \$ 0  
Federal: \$ 0  
County: \$ 0  
Private/Other: \$ 5,000 cash reserve

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: Hawaii Yoga Institute

PO Box 1200

City: Haleiwa

State: HI

Zip: 96712-1200

Contact Person for Matters Involving this Application

Name: Sharon Burch

Title: President of the Board

Email: admin@hawaiiyogainstitute.com

Phone: 808-262-9642

Federal Tax ID#:

[REDACTED]

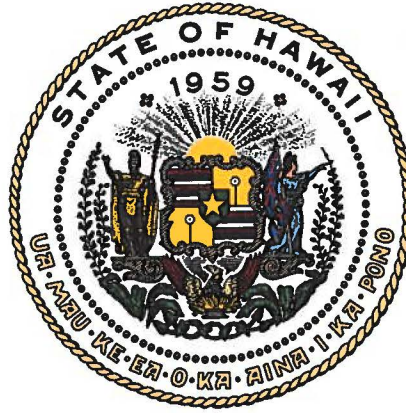
State Tax ID#

[REDACTED]

Sharon Burch  
Authorized Signature

Sharon Burch, President  
Name and Title

7/14/2020  
Date Signed



## 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

**HAWAII YOGA INSTITUTE**

was incorporated under the laws of Hawaii on 10/09/2013 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 13, 2020

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:

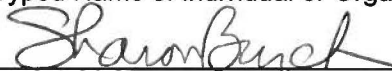
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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;
  - 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.

Hawaii Yoga Institute

(Typed Name of Individual or Organization)



(Signature)

1/13/2020

(Date)

Sharon Burch, President of the Board

(Typed Name) (Title)

## 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. *SEE ATTACHED CERTIFICATE.*

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

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

#### **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](#))

This grant will be used to further our charitable purposes to:

1. Empower students and faculty from underserved populations to provide service-based yoga that improves the physical, mental, emotional and spiritual health of as many people as possible in their community
2. Provide physical and financial assistance to adults seeking nationally-recognized yoga teacher training programs and continuing education courses in a learning space where physical and cultural differences are respected and honored

The outcomes we facilitate for our students and faculty are to:

1. Develop a service-based yoga teaching career that improves the physical, mental, emotional and spiritual health of people in their community
2. Maintain national yoga teaching standards through receiving basic education, continuing education, and advanced education
3. Cultivate lifelong practices that foster self care tools that offer participants hope, creativity, exploration, and engagement with their community

*Hawaii Yoga Institute* specifically reaches out to invite students, faculty, and board members who represent a strong diversity of race, class, gender, size, physical ability, age, culture, and spiritual traditions. *Hawaii Yoga Institute* is

organized exclusively for charitable, educational and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

## **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:

Since *Hawaii Yoga Institute* began in 2013, 318 people have attended our yoga teacher training programs. Of those, 237 lived in Hawaii, 61 lived in the mainland USA, and 20 lived in other countries. The 81 students who traveled to Hawaii to attend our programs purchased lodging, meals, transportation, entertainment, etc. from the local economy in Oahu while staying the 3-10 weeks for their yoga teacher training program.

**Eighty-five percent (85%)** of the 318 people who have attended our programs received physical assistance and/or financial assistance from *Hawaii Yoga Institute* so they could attend.

**We are struggling to continue giving this level of assistance to the public** while keeping our program tuition competitive in the marketplace. At the same time, our graduates are asking our school to develop continuing education and advanced programs, as are others who find us online or hear about us from their community.

**Demand:** There is a great demand for the unique 200-hour level program that *Hawaii Yoga Institute* provides, and for high-quality continuing education courses and advanced teacher training programs beyond it, especially programs that consciously work to create a learning space where physical and cultural differences are respected and honored.

**Supply:** There are very few professional yoga continuing education and advanced yoga teacher education opportunities in Hawaii, and most of these programs are designed for people who do not need assistance, so this leaves many groups underserved. Many yoga teachers in Hawaii are either traveling away from Hawaii to get continuing education and advanced training or they are doing without.

**Our Need:** To be able to continue, *Hawaii Yoga Institute* urgently needs additional operating funds to hire an Executive Director. Currently, the organization is steered by the President of the Board, who is a part-time volunteer and whom is not able to maintain the administration needed for our current programs, nor conduct fundraising or develop necessary new programs. With 85% of our students requiring assistance to attend programs, we have been

unable to produce the operating funds to hire an Executive Director after our founder moved on. We are also requesting \$1200 to cover the cost of additional training for one of our instructors.

2. The goals and objectives related to the request:

**Our objective** in requesting this grant is to fund the salary of a half-time Executive Director to guide the existing program, conduct fundraising campaigns, and develop new programs with the goal of growing the revenue from tuition, donations, and grants enough to sustainably cover all operational expenses, including his/her salary.

**Our goals** related to this grant request are to:

- Hire a half-time Executive Director who has the skills to guide the existing program, conduct fundraising campaigns, and develop new programs.
- Increase the revenue from course tuition, donations, and grants sufficient to sustainably cover all operational expenses, including the new Executive Director's salary after this state grant funding has been used.

3. The public purpose and need to be served:

This grant will be used to further our charitable purposes to:

- a. Continue reaching out to invite students, faculty, and board members who are seeking yoga teacher training programs and continuing education courses and who represent every race, class, gender, size, physical ability, age, culture, and spiritual tradition.
- b. In a learning space where physical and cultural differences are respected and honored, empower students and faculty from underserved populations to provide service-based yoga that improves the physical, mental, emotional and spiritual health of as many people as possible in their community.
- c. Provide physical and financial assistance to adults who need help because they cannot access higher-priced or more physically competitive yoga teacher training programs.

4. Describe the target population to be served:

Our target population is adults who represent every race, class, gender, size, physical ability, age, culture, and spiritual tradition, and who need physical and/or financial assistance because they cannot attend higher-priced or more physically competitive yoga teacher training programs.

5. Describe the geographic coverage:

*Hawaii Yoga Institute* programs have so far occurred only on the island of Oahu. We are open to offering programs on other islands in the future if there is sufficient demand and if our funds allow it. Our continuing education program will have open enrollment and be provided largely online to make it easy for students to access it from their homes and from public-access places like community centers and libraries.

### **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:

The new Executive Director we hire will be responsible for overseeing the daily operations of the organization and for working closely with the board of directors, contractors, venue managers, volunteers and maintain relationships with accrediting organizations. This includes managing community outreach programs, day-to-day policy, and financial oversight as well as maintaining and expanding the organization's web presence, staff management and training, fundraising, program development, and marketing operations. The Executive Director will be directly responsible to the board for his/her performance in all of these areas and for the performance of the organization as a whole.

Qualifications for this position include an advanced degree (preferred) or a minimum of a bachelor's degree. Applicants who have 5 to 10 years' experience in nonprofit organization management are preferred. Leadership and interpersonal skills are essential. Additional responsibilities will include, but are not limited to:

- Oversee accreditation, fundraising activities, grant applications, and revenue-producing programing
- Coordinate and refine everyday operations
- Supervise and direct office manager, faculty, and volunteers as needed
- Provide financial reports to the board at least quarterly, and more often if requested

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

- Upon receiving notification that our grant request has been approved and funds will be forthcoming, the President of the Board will advertise the Executive Director position then screen and interview the applicants. The top 3-4 applicants will then also be interviewed by the board, with goals to



hire the new Executive Director by August 15, 2020 and for that person to begin his/her duties no later than September 30, 2020.

- The President will organize and direct the orientation of the Executive Director, which will be ongoing for as long as necessary.
- By November 30, 2020, the Executive Director will be expected to become knowledgeable about the organization's purpose, goals, finances, current programs, and demand for new programs.
- By December 31, 2020, the Executive Director will present to the board his/her proposed step-by-step plans for new program development, including projected costs, revenues, and measurable goals. The desired outcome of the plan will be that it produces enough net income to cover all operating costs, including the Executive Director's salary, after the state grant money has been used.
- Upon board approval of the proposed plan, the Executive Director will implement the plan and maintain clear, easily retrievable records that document the measurable progress, challenges, and successes toward the goals.
- The Executive Director will immediately report to the board any challenges that suggest a change in plans is needed.
- The Executive Director will provide a written report to the board each quarter (reporting in April, July, October, and January) that summarizes the organization's progress toward its goals.
- Pending analysis by the Executive Director and approval by the board, our projected results timeline is:
  - **September 30, 2020:** The new Executive Director will have started work by this date.
  - **December 31, 2020:** The Executive Director will present to the board his/her proposed plans for new program development, including projected costs, revenues, and measurable goals.
  - **May 31, 2021:** A new continuing education program will have been launched with open enrollment throughout the year and provided largely online to make it easy for students to access. By this date, this program will have served approximately 20 people, with a net revenue of around \$1800.

- **August 31, 2021:** A new 300-hour teacher training program will have been developed and filled with approximately 15 students, with a net revenue of around \$6000.
- **December 31, 2021:** The current 200-hour program, the new continuing education program, and the new 300-hour teacher training program are projected to reach a combined net revenue of \$18,500 for 2021. The new fundraising campaign is projected to receive a net revenue of \$7,000. This would give a total of \$25,500 in net revenue in 2021, which would cover the cost of the Executive Director's salary after the state grant has completed and provide approximately \$18,000 in cash reserves to go into the next year.
- **December 31, 2022:** We will maintain the same three programs and aim for an 8% growth in them, plus focus on doubling our fundraising to \$14,000. We project those combined net revenues in 2022 to total approximately \$38,000, which when combined with the cash reserves of \$18,000 at the beginning of the year will cover the Executive Director's salary with an estimated \$14,000 in cash reserves to go into the next year.
- **December 31, 2023:** We will maintain the same three programs and focus on increasing our fundraising to \$23,000. We project those combined net revenues in 2023 to total approximately \$48,000, which when combined with the cash reserves of \$14,000 at the beginning of the year will cover the Executive Director's salary with an estimated \$18,000 in cash reserves to go into the next year. *At this point, if our organization repeats this plan each year (or improves it), it will be on stable ground financially.*

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

Our quality assurance program includes student and faculty evaluation after each educational program. Those evaluations are currently reviewed by the President of the board and used to guide improvements in our services. In the new plan the evaluations will be reviewed by the Executive Director who will summarize them and present them to the board quarterly, or more often if there is a problem. The Executive Director will be responsible for coordinating any needed improvements and assessing their impact.

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.

*Hawaii Yoga Institute* will report to the State agency its achievement of each of the measurable goals listed on the timeline in item 2 above from September 30, 2020 to August 31, 2021. If the State agency prefers to receive an additional report at the end of 2021, we are happy to submit that as well.

**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
\$13,400	\$13,400	\$13,400	\$13,400	\$53,600

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2021 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

**THE BALANCE OF OUR UNRESTRICTED ASSETS AS OF 12/31/19 WAS \$0.**

PLEASE SEE THE ATTACHED FORMS FOR THE REMAINDER OF THE INFORMATION YOU ARE REQUESTING.

**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 founder and original organizer of *Hawaii Yoga Institute* is certified Certified Yoga Therapist by the International Association of Yoga Therapists, and an Experienced 500HR Registered Yoga Teacher by the Yoga Alliance. She is one of the few yoga professionals in Hawaii who can conduct official yoga research as a "C-IAYT". She is no longer the Executive Director but she is available to continue to develop educational programs for *Hawaii Yoga Institute* as a contracted faculty member.

The Office Manager has been in her position for seven years and is very knowledgeable about all aspects of the daily operations.

The four primary instructors have each been teaching yoga teachers in Hawaii for more than eight years and they have been certified by the Yoga Alliance to do so. Additional instructors assist the four primary instructors from time to time.

The President of the board has more than 10 years' experience in creating and delivering continuing education courses online, in the fields of massage, bodywork, nursing and professional ethics. You can see her current website for nurses' continuing education at <https://HolisticNursingCE.com>

All of the above people will continue to contribute their skills to the projects outlined in this grant. They just need an Executive Director to coordinate things, oversee the finances, and spearhead the fundraising.

During the last three years, *Hawaii Yoga Institute* has conducted yoga teacher training programs on the island of Oahu on the following dates:

- Nov 01, 2019 to Nov 26, 2019
- Jul 05, 2019 to Jul 26, 2019
- Mar 09, 2019 to May 19, 2019
- Nov 01, 2018 to Nov 21, 2018
- Jul 05, 2018 to Jul 25, 2018

Mar 15, 2018 to May 06, 2018  
Nov 01, 2017 to Nov 21, 2017  
Jul 08, 2017 to Jul 28, 2017  
Mar 09, 2017 to Apr 30, 2017  
Nov 01, 2016 to Nov 21, 2016

## **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.

*Hawaii Yoga Institute* does not own any facilities. It rents space for its programs from local venues, most recently from the Good Vibe Center located at 925 Maunakea Street in Honolulu, HI.

## **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 current team at *Hawaii Yoga Institute* consists of the people listed in section V1 above. Everyone except the President works part-time from their home as an independent contractor. The President is a part-time volunteer. The other three directors on the board are volunteers who each bring a different skills set. Two directors are yoga teachers and one of those is a past graduate of *Hawaii Yoga Institute*. The third director has experience in nonprofit fundraising. There are also volunteers who sometimes assist in the classroom or in community service events.

### **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.

Board of Directors (supervises the Executive Director)

Executive Director (answers to the board)

Yoga Educator, Customer Service & Marketing Person (answers to the Exec Dir)

Office Manager and 4 Instructors (all of these answer to the Exec Dir)

Volunteers (answer to the Instructors or the Executive Director)

### **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.

Hawaii Yoga Institute has no employees. The three highest paid **independent contractors** in 2019 were:

- Yoga Educator, Customer Service & Marketing Person: \$15,912
- Lead Instructor & Videographer: \$14,275
- Office Manager: \$13,330

## **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.

Hawaii Yoga Institute is not a party to any pending litigation, nor is there any outstanding judgement against it.

### **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.

**Yoga Teacher Instructor #1:** C-IAYT, E-500RYT, RCYT, YACP, Certified Yoga Therapist, Experienced 500HR Registered Yoga Teacher, Registered Children's Yoga Teacher, Yoga Alliance Continuing Education Provider

**Yoga Teacher Instructor #2:** E-500RYT, Experienced 500HR Registered Yoga Teacher

**Yoga Teacher Instructor #3:** 500RYT, Certified 500HR Registered Yoga Teacher

**Yoga Teacher Instructor #4:** 200RYT, Certified 200HR Registered Yoga Teacher

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

The applicant shall specify whether the grant will be used to support or benefit a sectarian or nonsectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

This grant will not be used to support or benefit any 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.

As you can see in our plan described above, *Hawaii Yoga Institute* is planning to make itself sustainable after the end of this grant for fiscal year 2020-21.

If we experience unexpected challenges in achieving our goals, then we will apply for another state grant for fiscal year 2022-23.

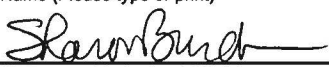
## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

**Applicant: HAWAII YOGA INSTITUTE**

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	36,000	0	0	0
2. Payroll Taxes & Assessments	12,800			
3. Fringe Benefits	3,600			
<b>TOTAL PERSONNEL COST</b>	<b>52,400</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	1,200			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				



E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>53,600</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	53,600	Sharon Burch	808-262-YOGA	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0		1/13/2020	
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>53,600</b>	Sharon Burch, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2020 to June 30, 2021

**Applicant: HAWAII YOGA INSTITUTE**

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	0.5	\$36,000.00	100.00%	\$ 36,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>36,000.00</b>

**JUSTIFICATION/COMMENTS:**

The Executive Director is the only employee. All of the other team members are independent contractors, and we are not asking to increase their pay.

**Applicant: HAWAII YOGA INSTITUTE**

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

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2020 to June 30, 2021

Applicant: HAWAII YOGA INSTITUTE

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

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

**Applicant: HAWAII YOGA INSTITUTE**

**Contracts Total: -**

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	WE DO NOT HAVE ANY OTHER CONTRACTS				-
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