

## 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.

- <sup>N/A</sup> 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

Lyle Hasoda - Attorney  
PRINT NAME AND TITLE

Jan. 17, 2020  
DATE

**received**  
1/17/20 20

4:20pm

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

Type of Grant Request:

Operating

Capital

Legal Name of Requesting Organization or Individual: Db a:

Kauai Interscholastic Federation

Amount of State Funds Requested: \$ 121,308

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

Amount of Other Funds Available:

State: \$ n/a

Federal: \$ n/a

County: \$ n/a

Private/Other: \$ n/a

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

\$ none

Unrestricted Assets:

\$ none

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:

500 Ala Moana Blvd., Suite 499

City:

Honolulu

State:

HI

Zip:

96813

Contact Person for Matters Involving this Application

Name:  
Lyle Hosoda

Title:  
Attorney

Email:  
lsh@hosodalaw.com

Phone:  
524-3700

Federal Tax ID#:  
Pending

State Tax ID#

  
Authorized Signature

Lyle Hosoda - Attorney  
Name and Title

1-17-20  
Date Signed

### **Brief Description of Request**

The Kauai Interscholastic Federation (the "***KIF***") is an unincorporated entity which intends and will file its Articles of Incorporation with the State of Hawaii Department of Commerce and Consumer Affairs to become a non-profit corporation organized under the laws of the State of Hawaii. Thereafter, ***KIF*** will prepare and submit an Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code. The intention and motivation is to be consistent with the other leagues in the State, and to be formalized and compliant with all applicable laws.

The Principals and Athletic Directors of each of the schools on Kauai have given of their time and gathered regularly, referring to themselves collectively as the ***KIF*** dedicating themselves to the student-athlete and scheduling and promoting fair and healthy competitions in high school athletics. The ***KIF*** has been overseen, managed and operated by an Executive Director and one staff member. Many of the individuals who have been members and participating in the ***KIF*** have been State of Hawaii, Department of Education ("***DOE***") employees.

The ***KIF*** remains steadfast and committed to the mission of the student-athlete, and to promote fair and healthy competition in and amongst the public high schools on Kauai. It seeks financial assistance in transitioning to become a non-profit, 501(c)(3) autonomous entity.

The \$121,308 being sought by the ***KIF*** is comprised of \$101,308, which will be for the annual salary of an Executive Director, and \$20,000 for accounting and legal fees in setting up the entity, obtaining tax exempt status, and implementing governing documents and accounting policies and procedures.

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


The undersigned authorized representative of the applicant certifies the following:

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

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

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

Kauai Interscholastic Federation  
(Typed Name of Individual or Organization)

  
(Signature)

1/17/20  
(Date)

Lyle Hosoda  
(Typed Name)

Attorney  
(Title)

## **KIF GRANT APPLICATION**

### **I. Certification**

#### **1. Certificate of Good Standing**

KIF is not yet formed as an entity. It intends and will file its Articles of Incorporation with the Department of Commerce and Consumer to become a non-profit corporation in the State of Hawaii. Thereafter, it will apply with the United States Internal Revenue Service to tax status as a 501(c)(3) entity. This is will make all of the leagues in Hawaii consistent.

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

A Declaration signed by the attorney for the Applicant has been included herewith.

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

Applicant declares that the funds will be used for the public purpose of promoting the student-athlete and full, fair and healthy competition for the public schools in Hawaii.

### **II. Background and Summary**

#### **1. Brief description of Applicant's Background**

The Applicant has been responsible for competitive sports in and among the high schools on Kauai for many years.

#### **2. The goals and objectives related to this request**

The Applicant intends to establish itself and work collaboratively with the State of Hawaii, Department of Education to foster and promote the student-athletes in high school competitive athletics in the State of Hawaii.

3. The Public Purpose and need to be served

Competitive sports in the public high schools and fostering and promoting the student-athlete are important and integral to Hawaii and its culture.

4. Describe the target population to be served

State-wide

5. Describe the geographic coverage

While the Applicant concentrates on all residents on the island of Kauai, it works collaboratively and cooperatively with the leagues throughout the State. The target is the entire State.

III. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities

Enact, implement, manage and coordinate competitive sports.

2. Provide timetable

It is projected to take at least a full year to become fully operational and functioning.

3. Describe its quality assurance

The Applicant has the benefit of years of credibility and experience from those that have worked so hard and dedicated to their lives to the same mission, just not as an incorporated entity.

4. List the measures of effectiveness

The Applicant intends and desires to continue its collaborative and cooperative work with the DOE. It intends to be a 501(c)(3) entity which mandates and requires transparency. The Applicant believes transparency is in the best interest of all concerned. It also desires

consistency and fair treatment with the other leagues throughout the State.

#### IV. Financial

The Applicant has completed and is submitting the financial budget and other forms herewith.

#### V. Experience and Credibility

##### 1. Necessary skills and experience

The Applicant possesses the requisite skills and experience to do the job and attain its mission. The members will still be each of the public schools on Kauai. The manner in which the entity is governed will change so that the Applicant will be autonomous.

##### 2. Facilities

The Applicant intends to use existing facilities and enter into a Memorandum of Understanding to reach agreements on the licensing, lease and/or use agreements with the DOE.

#### VI. Personal: Project Organization and Staffing

##### 1. Staffing

The Applicant will have an executive director. It anticipates having a 3 member board of directors, two of which will be members from the community at large.

##### 2. Organizational chart

See above.

##### 3. Compensation

The executive director will receive compensation commensurate with what had previously been received when employed by the DOE.

VII. Other

1. Litigation

The Applicant has no pending or threatened litigation since its formation.

2. Licensure and accreditation

No special licenses or accreditation is required.

3. Private Educational Institutions

The grant will not be used to support or benefit a sectarian or nonsectarian private educational institution.

4. Future Sustainability Plan

The Applicant is requesting transitional monies to enable it to get started.



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Kauai Interscholastic Federation

| BUDGET CATEGORIES                       | Total State Funds Requested<br>(a) | Total Federal Funds Requested<br>(b)                           | Total County Funds Requested<br>(c) | Total Private/Other Funds Requested<br>(d) |
|---|------------------------------------|--|-------------------------------------|--|
| <b>A. PERSONNEL COST</b>                |                                    |  |                                     |  |
| 1. Salaries                             | \$101,308                          |  |                                     |  |
| 2. Payroll Taxes & Assessments          |                                    |  |                                     |  |
| 3. Fringe Benefits                      |                                    |  |                                     |  |
| <b>TOTAL PERSONNEL COST</b>             | <b>\$101,308</b>                   |  |                                     |  |
| <b>B. OTHER CURRENT EXPENSES</b>        |                                    |  |                                     |  |
| 1. Airfare, Inter-Island                |                                    |  |                                     |  |
| 2. Insurance                            |                                    |  |                                     |  |
| 3. Lease/Rental of Equipment            |                                    |  |                                     |  |
| 4. Lease/Rental of Space                |                                    |  |                                     |  |
| 5. Staff Training                       |                                    |  |                                     |  |
| 6. Supplies                             |                                    |  |                                     |  |
| 7. Telecommunication                    |                                    |  |                                     |  |
| 8. Utilities                            |                                    |  |                                     |  |
| 9. Accounting                           | \$19,000                           |  |                                     |  |
| 10. Legal                               | \$13,000                           |  |                                     |  |
| 11                                      |                                    |  |                                     |  |
| 12                                      |                                    |  |                                     |  |
| 13                                      |                                    |  |                                     |  |
| 14                                      |                                    |  |                                     |  |
| 15                                      |                                    |  |                                     |  |
| 16                                      |                                    |  |                                     |  |
| 17                                      |                                    |  |                                     |  |
| 18                                      |                                    |  |                                     |  |
| 19                                      |                                    |  |                                     |  |
| 20                                      |                                    |  |                                     |  |
| <b>TOTAL OTHER CURRENT EXPENSES</b>     | <b>\$121,309</b>                   |  |                                     |  |
| <b>C. EQUIPMENT PURCHASES</b>           | 0                                  |  |                                     |  |
| <b>D. MOTOR VEHICLE PURCHASES</b>       | 0                                  |  |                                     |  |
| <b>E. CAPITAL</b>                       | 0                                  |  |                                     |  |
| <b>TOTAL (A+B+C+D+E)</b>                | <b>\$121,309</b>                   |  |                                     |  |
| <b>SOURCES OF FUNDING</b>               |                                    | Budget Prepared By:  |                                     |  |
| (a) Total State Funds Requested         | \$121,309                          | Lyle Hosoda 524-3700   |                                     |  |
| (b) Total Federal Funds Requested       | 0                                  | Name (Please type or print) Phone                              |                                     |  |
| (c) Total County Funds Requested        | 0                                  | 1/17/20  |                                     |  |
| (d) Total Private/Other Funds Requested | 0                                  | Signature of Authorized Official Date                          |                                     |  |
| <b>TOTAL BUDGET</b>                     | <b>\$121,309</b>                   | Lyle Hosoda, Attorney<br>Name and Title (Please type or print) |                                     |  |



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Kauai Interscholastic Federation

| DESCRIPTION<br>EQUIPMENT       | NO. OF<br>ITEMS | COST PER<br>ITEM | TOTAL<br>COST | TOTAL<br>BUDGETED |
|--------------------------------|-----------------|------------------|---------------|-------------------|
| None                           |                 |                  | \$ -          |                   |
|                                |                 |                  | \$ -          |                   |
|                                |                 |                  | \$ -          |                   |
|                                |                 |                  | \$ -          |                   |
|                                |                 |                  | \$ -          |                   |
| <b>TOTAL:</b>                  |                 |                  |               |                   |
| <b>JUSTIFICATION/COMMENTS:</b> |                 |                  |               |                   |

| DESCRIPTION<br>OF MOTOR VEHICLE | NO. OF<br>VEHICLES | COST PER<br>VEHICLE | TOTAL<br>COST | TOTAL<br>BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| None                            |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
| <b>TOTAL:</b>                   |                    |                     |               |                   |
| <b>JUSTIFICATION/COMMENTS:</b>  |                    |                     |               |                   |

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Kaui Interschulische Federation

| FUNDING AMOUNT REQUESTED       |  |               |                       |                    |                                      |              |
|--------------------------------|--|---------------|-----------------------|--------------------|--------------------------------------|--------------|
| TOTAL PROJECT COST             | ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS |               | STATE FUNDS REQUESTED | 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                          | 0  |               |                       |                    |                                      |              |
| LAND ACQUISITION               | 0  |               |                       |                    |                                      |              |
| DESIGN                         | 0  |               |                       |                    |                                      |              |
| CONSTRUCTION                   | 0  |               |                       |                    |                                      |              |
| EQUIPMENT                      | 0  |               |                       |                    |                                      |              |
| <b>TOTAL:</b>                  | <b>0</b>                                     |               |                       |                    |                                      |              |
| <b>JUSTIFICATION/COMMENTS:</b> |  |               |                       |                    |                                      |              |