

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel salaries and wages ([Link](#))
  - c) Equipment and motor vehicles ([Link](#))
  - d) Capital project details ([Link](#))
  - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

AUTHORIZED SIGNATURE

JACQUELINE TORRES, TREASURER,/DIRECTOR

PRINT NAME AND TITLE

JANUARY 7, 2022

DATE

**received**  
01/10/2022 PK6



**STATE OF HAWAII  
STATE PROCUREMENT OFFICE**

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

**Vendor Name:** EWA BEACH LIONS CLUB FOUNDATION

**Issue Date:** 01/06/2022

**Status:** Compliant

Hawaii Tax#:

New Hawaii Tax#: GE-0001972224-01

FEIN/SSN#: XX-XXX3446

UI#: No record

DCCA FILE#: 249682

**Status of Compliance for this Vendor on issue date:**

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

<b>Status</b>	<b>Description</b>
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information



## 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, 2021.

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

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

#### **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](#).

Grant shall be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

### **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.**

The Ewa Beach Lions Club (EBLC) is a local charter of the Lions Club International and was established on 29 April 1965. A global leader in community and humanitarian needs, the club consist of a group of dedicated men and women who volunteer their talents, skills, and time to resolve and fulfill the critical needs in their community. The Ewa Beach Lions Club Foundation (EBLCF) is the fiscal sponsor for the EBLC. The IRS approved EBLCF as a 501(c)(3) on 7 October 2015. The EBLCF is responsible for monitoring, approving, and dispersing the EBLC funds.

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

For over 40 years, EBLC has sponsored the Annual Community Enrichment Events: Special Need Children Christmas Party, Christmas Parade, Easter Bash, Vision Screening, One'ula (Haubush) and North Road Cleanup. New initiatives added to Community Events include Halloween Costume Contest, Senior Valentine Dance, Veteran Appreciation Cup gift set, Sock for Soldiers, monthly food drive, Christmas

Bentos for Westloch Seniors and Christmas toy drive. The Dick Beamer Scholarship Fund was established in 2020. A Senior in the LEO Club at James Campbell High school received \$1000 in 2020 and two Seniors received \$500 each in 2021 to assist with their college goals. The goals and objectives are to offer a variety of outreach events while also providing benevolent assistance in the form of tangible items such as food, clothing, and basic needs to individuals dealing with financial crisis. To reach out to all ages in the Ewa Beach community. **NOTE: Due to COVID 19 restrictions 2020 & 2021 community events i.e., Christmas Parade, Children Christmas Party and Easter Bash were cancelled. Limited vision screening was provided during this time. New initiatives were created under the rules of COVID 19 to fulfil the cancelled events. Replacement events i.e., 300 Easter Baskets were given in a drive-by in conjunction with the Food Bank Distribution. Bentos were purchased and issued to 200 Westloch seniors for Christmas in lieu of the Christmas Parade. A drive-up Christmas candy give away, an online Halloween costume contest, Veterans Appreciation Gift Set, Socks for Soldiers, and monthly food drive were created.**

3. The public purpose and need to be served.

The community benefit is to improve the quality of life for individuals who reside in Ewa Beach and whom otherwise; would not have an opportunity to attend or participate in these events. Over the last 40 years, EBLC has coordinated and executed community events/activities that instill in our residents a sense of pride and ownership in the Ewa Beach community. These events promote community and civic involvement, foster partnerships between residents, businesses, community agencies, organizations, and serve the most vulnerable in our community. These events are no cost to the participants and are expected and welcomed by the community each year.

4. Describe the target population to be served.

Special Needs Children Christmas Party targets children with disabilities from Ewa Beach Elementary Schools. Students and their teachers participate along with 40 volunteers. Christmas Parade – Two miles route consisting of all ages as parade participants, volunteers and residents waiting along the two-mile route. Easter Bash – Easter baskets and goody bags are issued to approximately 200 youths 0-12 years. Community Development Vision screening – Elementary schools in the Ewa Beach community receive vision screening and those elementary children identified for comprehensive screening are referred follow up professional eye care. Monthly clean - up consist of youths and adults volunteering with the EBLC. New Initiatives (Halloween Costume Contest, Senior Valentine Dance, Veteran Gift Set, Sock for Soldiers, monthly food drive and Christmas Bentos for Seniors) targets veterans, seniors, youth, and adults.

5. Describe the geographic coverage.

Ewa Beach community residents consisting of seniors, children, children with disabilities, veterans, local developers, DOE Schools, organizations, and businesses.

### **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks, and responsibilities; For over 40 years the EBLC has sponsored several community enrichments events for the Ewa Beach community. These events are annual and free to the community.
  - a. Special Needs Children Christmas Party is unique in that, these children (with disabilities) in the Ewa Beach Elementary Schools are invited to attend a Christmas party designed solely as a special day for them. Students, teachers, and aides are bused to Asing Park for a pizza party . Included are pictures with Santa, face painting, Oreo cookies, bug juice, water, fruit cocktail and pizza are served. Holiday music is played throughout the event.
  - b. Christmas Parade is a two miles route starting and ending at the Hale Pono Boys and Girls Club. It consists of 35 groups of marchers which includes , businesses, schools, clubs, organizations as well as elected officials who represent the community. Approximately 550 adults and children participate in the parade. Besides marchers, there are about 50 vehicles and floats. One thousand pounds of candy is disbursed along the parade route. Approximately 5,000 residents align the parade route.
  - c. Easter Bash – The Easter Bunny visits and pictures are taken with the bunny. Youths 0-12 years get to egg hunt with their age group. Approximately 200 baskets and goody bags are made and issued to support this event.
  - d. Monthly One'ula Beach (Haubush) consist of volunteers from schools, organization and EBLC who pick up trash and cut bushes as needed.
  - e. Vision screening is on-going during the school year. Outreach to the public and private elementary schools in Ewa Beach is made in September to arrange vision screening. Purpose is to identify children early who require comprehensive eye screening.

New events:

  - f. Senior Valentine Dance for the Seniors. Music, refreshments, and fellowship will be provided.
  - g. Veteran Appreciation gift set for the Veterans at the Kalaeloa Veteran Shelter. 150 Cups filled with various items for the Veterans.
  - h. Socks for Soldiers Drive – New Socks for the Veterans at the Kalaeloa Veteran Shelter
  - h. Halloween Costume Contest. Monetary gift for 1<sup>st</sup>, 2<sup>d</sup> and 3<sup>rd</sup> place.
  - i. Monthly Food Drive – Located in front of Ewa Beach Longs for several food lockers in Ewa Beach
  - j. BENTOS for Seniors for Christmas – 200 BENTOS to be issued to Seniors.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service.
  - a) Special Needs Children Christmas Party – Planning commences in August with venue reservation (Asing Park). Outreach to Elementary Schools in Ewa Beach; participation count confirmed in October. Logistic outreach to ground transport (buses), tables/chairs reservation, gifts, decorations, food, drinks, photo and Santa confirmation in November. Event is held 1<sup>st</sup> week in December.
  - b) Christmas Parade – planning commences in July. Outreach to City & County of Honolulu for permits. September – outreach to fire department, roadway solutions, schools, agencies, businesses, community groups, and civic clubs. Confirmation of parade participants in November. Purchase candy in December. Event held second or third week in December.
  - c) Easter Bash – planning commences in January – obtain permit and insurance. Purchase candy and supplies for baskets. Create Easter baskets and goody bags in February. Event is held on Saturday a week before Easter.
  - d) Monthly Beach Clean – up. Resources updated and acquired basic items weekly.
  - e) Vision Screening – Outreach to schools in September and on-going screening throughout the school year.
  - f) Senior Valentine dance – planning commences in January and event to be held in February. Refreshment and appetizers to be served.
  - g) Veterans Appreciation cup gift set and Socks for Soldier is held in December.
  - h) Bentos for Seniors is held in December.
  - i) Monthly food drive is held monthly, and food is distributed to various food lockers in Ewa Beach community.
  
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and EBLC has chosen to focus on these activities because it has been the core set of activities we have focused on as a club. We have 40 years of experience in coordinating these events and have become extremely efficient and effective in executing these events. Residents positive feedback indicate that these events have become central to our community identity and ingrained in the community culture. The residents look forward to these events and these events are expected annually. Annual data shows increase of participation for each event. AFTER ACTION REVIEW (AAR) sessions are conducted following each event to improve future events. Review includes timeline issues, safety issues, cost of event, incidental mishaps, and benefits to the community.
  
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The annual events are community enrichment events and free to the community. Each year the cost of these events increases due to inflation and other variables. The year-to-year itemized comparison cost to execute each event. Extensive comparison of resources who can deliver the same quality service for less cost i.e., purchasing the pizza for the Christmas party from Costco or Pizza Hut. Progress reports for each event, are the events targeting most of the community residents, feedback from residents regarding event, what went wrong, how can you improve the event i.e., more advertising etc.

**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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
7000	3000	3000	2000	15000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

Fundraising throughout the year once COVID 19 restriction is lifted. Grant of \$8,000 approved from Hawaii Community Foundation for grant period 12/18/2021 – 12/17/2022. Private Donation throughout the year.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable



- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.

Grant in Aid Contract OCS-GIA-20-03 for the period 1 Dec 2019 – 30 Nov 2020 (\$20,000)  
 Extension approved to 1 Dec 2020 – 30 Nov 2021  
 Grant of \$8,000 approved from Hawaii Community Foundation for grant period 12/18/2021 – 12/17/2022.

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

Not Applicable

**V. Experience and Capability**

**1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

EBLC has chosen to focus on these activities because it has been the core set of activities we have focused on as a club. We have 40 years of experience in coordinating these events and have become extremely efficient and effective in executing these events. Residents positive feedback indicate that these events have become central to our community identity and ingrained in the community culture. The residents look forward to these events and these events are expected annually. **SEE ATTACHED LISTING OF CLUB PROJECTS FOR 2019, 2020, 2021, AS VERIFIABLE EXPENSES.**

**2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Asing Community Park is the only facility used for the Special Needs Children Christmas Party and pending Senior Valentine Dance. Vision screening is done at DOE schools. All other events are outdoor events. Reservation for facility is secured 60 days out of event.

**V. Experience and Capability- Necessary Skills and Experience  
Verifiable Experience Listing attached.**

<b>2019 Ewa Lions Club Foundation Annual Community Events</b>		
<b>Project - Easter Bash</b>		
<b>13 Apr 19 Ewa Beach Community Park</b>		
<b>Date</b>	<b>Amount</b>	<b>Vendor Name/Description</b>
03/08/19	706.56	Oriental Trading (Supplies for 100 Easter baskets, goody bags)
04/04/19	15.72	MN Printing (Flyers Easter Bash/food Drive)
03/26/19	30.90	MN Printing (Flyers)
04/06/19	49.92	Sams (Candy)
4/11/19	64.75	Walmart (Candy, Container, 32 gal trash can)
	<b>867.85</b>	<b>Subtotal</b>
<b>Project Children Special Needs Christmas Party</b>		
<b>3 Dec 2019 - Asing Park</b>		
12/03/19	600.00	BS Jumpers (tables and Chairs)
12/03/19	404.65	Pizza Hut (40 Pizzas)
12/19/19	1,607.00	Ground Transport Incorporated-Buses to transport children/teacher
01/08/20	527.05	Karen Wenke - Reimbursement for supplies for Party
	<b>3,138.70</b>	<b>Subtotal</b>
<b>Project Ewa Beach Christmas Parade</b>		
<b>21 December 2019 - Ft Weaver Road</b>		
12/04/19	156.00	Awardline (Trophies for Parade Winners, 1st,2d,3d)
12/17/19	690.64	Costco (Deposit for Candy)
12/19/19	1,607.00	Costco Candy for parade
01/18/19	400.00	Joshua Villiarimo (Sound System)
12/20/19	19.13	Walmart (supplies for Sleigh)
12/17/19	79.36	Walmart (Decorations for Sleigh)
12/20/19	51.21	Party City Sleigh
12/21/19	81.54	Longs (Water for volunteers and gift basket for Gov wife
12/20/19	76.95	Reimbursement to Jackie Torres for Leis from Costco
12/18/19	69.12	MN Printing (Banners)
11/23/19	120.00	Costco Membership Fee
	<b>3,350.95</b>	<b>Subtotal</b>
	<b>7,357.50</b>	<b>Total</b>

<b>2020 Ewa Beach Lions Club Foundation Annual Community Event</b>		
<b>Project - Easter Bash</b>		
<b>Cancelled due to COVID -19</b>		
<b>Date</b>	<b>Amount</b>	<b>Vendor Name/Description</b>
03/19/20	1,649.28	Oriental Trading (Supplies for 300 Easter Baskets and 200 Goody Bags
		NOTE: Purchased supplies prior to shutdown mandate
		Issued Baskets and Bags to Drive up in conjunction with the HI Food Bank
		Distribution at the Boys and Girls club in Ewa Beach o 4/17/21.
	0.00	<b>Project Children Special Needs Christmas Party</b>
		<b>Cancelled</b>
		<b>Project Ewa Beach Christmas Parade</b>
		<b>Cancelled</b>
		Alternative project to Christmas Parade
12/05/20	754.73	Christmas Card Grab & Go (150 bags of candy issued to cars)
12/10/20	1,465.97	200 Bentos issued to seniors at Westloch Senior Home
	3,869.98	Total Expenses for Projects
		Other Expenses
05/07/20	1,000.00	Dick Beamer Scholarship for a senior LEO awarded to Erica Baysa
	4,869.98	Total Expenses



## **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 EBLC consist of 15 members and the EBLCF consist of 8 directors who are members of the EBLC. There are no paid staff. All members and directors are volunteers who possess diverse education, experience, and skill sets.

### **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

The organization chart of the EBLCF consists of a President who presides over the meeting and calls the meeting to order. Secretary – takes the minutes and generate a minute report. Treasurer – maintains the funds and submits the state and federal taxes as applicable. Additional 5 Directors who attend meeting and vote on issues. The organizational chart for EBLC is President, Vice President (takes over duties of the absent President), Secretary and Treasurer and 11 additional members.

### **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Not Applicable. All directors and members are volunteers.

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

There are no pending litigation or outstanding judgment.

### **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable.

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

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

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

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

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

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

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

App: Ewa Beach Lions Club Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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. Events Costs	15,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>15,000</b>			
<b>SOURCES OF FUNDING</b>	Budget Prepared By:			
(a) Total State Funds Requested	Jacqueline Torres		808-277-0829	
(b) Total Federal Funds Requested	Name (Please type or print)		Phone	
(c) Total County Funds Requested	<i>Jacqueline Torres</i>		7 Jan 22	
(d) Total Private/Other Funds Requested	Signature of Authorized Official		Date	
<b>TOTAL BUDGET</b>	Name and Title (Please type or print)		<i>Treasurer/Director</i>	



Period: July 1, 2022 to June 30, 2023

Ewa Beach Lions Club Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NA				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -
<b>JUSTIFICATION/COMMENTS:</b>				



Period: July 1, 2022 to June 30, 2023

Ewa Beach Lions Club Foundation

**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: 2020-2021	FY: 2021-2022	FY:2022-2023			FY:2023-2024	FY:2024-2025
PLANS							
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
TOTAL:							
JUSTIFICATION/COMMENTS:							

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

Ap Ewa Beach Lions Club Foundation

Contracts Total:

-

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/ Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1				
2				
3				
4				
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