

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

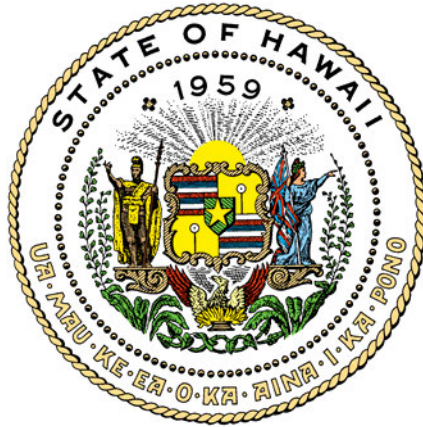

AUTHORIZED SIGNATURE

JESSICA WELCH, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 19, 2022

DATE



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

MANOA HERITAGE CENTER

was incorporated under the laws of Hawaii on 04/18/1996 ; 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, 2022

Director of Commerce and Consumer Affairs

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.

The Certificate of Good Standing is attached.

2. Declaration Statement

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

The Declaration Statement is attached.

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](#).

State Grant-in-Aid funding would be used for a public purpose as explained below in **Section II. Background and Summary**, by creating inclusive resources reflecting Manoa’s multicultural population, engaging Asian-American community members through Racial Healing Circles. These resources will be integrated within MHC’s interpretive plan, programs and community stewarded garden, serving students from Title I schools and underserved communities, family members and military personnel.

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;

Located in Manoa Valley in the ahupuaa of Waikiki, MHC is a 3.5- acre “living classroom” established in 1996 with one-of-a-kind resources and a qualified professional staff that provides optimal capacity for successfully promoting multicultural understanding and racial healing.

Educational programs are centered around Kukao Heiau, the only intact and restored ancient Hawaiian site in urban Honolulu and its surrounding gardens of Native and Polynesian-introduced Hawaiian plants. Sitting high above the Manoa Valley floor, Kukao Heiau is thought to be an agricultural temple that has guarded the valley for hundreds of years from its prominent position with views of the Koolau Range to Waikiki's shoreline. Together, the garden and heiau serve as a valuable teaching tool and play an important part of MHC's mission, demonstrating the intersection between agriculture, plants, religion, and daily life in ancient Hawaii.

2. The goals and objectives related to the request;

The overall goal of this project is to create inclusive and relevant resources that support the well-being of local communities by promoting spaces and programming that promote racial reconciliation and healing.

Major Objectives over 12 months include:

- Adults of all ages representing communities living in Manoa participate in Racial Healing Circles.
- Accomplishments of Asian-Americans living and working in Manoa are incorporated in MHC's interpretive plan and programs.
- Community-stewarded garden reflects Manoa's diverse ethnicities and encourages keiki to kupuna to identify with garden when visiting for tours.
- MHC offers aina-based programming for students and military personnel/families that incorporate the inclusive, multicultural resources promoting racial healing that are produced as part of this 12-month project.
- Community members work together to steward a part of the garden as part of Ohana Mala (Family Gardening) Days.
- Resources reflecting Manoa's diverse cultural community are accessible to teachers, docents and the community in a single place.

3. The public purpose and need to be served;

Oahu needs organizations willing to lean into their history and work toward creating diverse, equitable and inclusive environments that promote healing and reconciliation between competing perspectives.

While some have referred to our islands as a multiracial melting pot, Hawaii is far from utopia for indigenous populations. For example, native Hawaiians grapple with disparities in affordable housing, health and education, while Micronesian migrants face widespread discrimination as they struggle to assimilate into local culture. Punihei Lipe,

director of University of Hawaii's Truth, Racial Healing and Transformation Center argues that the concept of "melting pot" masks the issues of institutional racism and colonialism percolating beneath the surface of our island paradise (Hiraishi, Jul 2019).

Hawaii has the largest population of native Hawaiian and Pacific Islanders, as well as Asian populations in the United States, primarily due to the large influx of plantation labor migration from Asia in the early 19th century. Unfortunately, native Hawaiian and Pacific Islanders continue to be disproportionately represented among the state's homeless, as well as the criminal justice system, comprising nearly one-fourth of the population but accounting for 39% of prisoners. In a state that boasts one of the highest cost of living in the nation, native Hawaiians have been struggling to overcome the cycle of poverty since arrival of Europeans in the 1800s (Wong, 2020).

In many ways, the juxtaposition between Manoa Heritage Center's Kukaoo Heiau and Kualii (the historic Cooke family home) represents the impactful, complex and often misunderstood relationship between Kanaka Oihi (native Hawaiians), Christian missionaries and their descendants. Traditionally, cultural and educational institutions in Hawaii have avoided discussing this part of our history and focused instead on the positive aspects of Hawaii's history without getting into politics.

With growing momentum for the Black Lives Matter movement and calls for an end to xenophobic violence against Asians during the wake of COVID-19, organizations throughout Oahu desperately need to address the competing narratives of our history and contemporary effects of racism. To move beyond historical trauma, organizations like Manoa Heritage Center must create healing spaces where people of diverse cultures and backgrounds come together to uncover shared truths and embrace interconnectedness essential to creating just and equitable communities. By putting Manoa's many cultures at the heart of what we do, we will create a welcoming space where all individuals representing different ethnicities and backgrounds, from keiki to kupuna, feel heard and appreciated.

4. Describe the target population to be served; and

This project will enhance sustainable improvement in the wellbeing of vulnerable populations by addressing one of Oahu's most entrenched problems – racial trauma. Marginalized voices will be brought to the forefront of MHC's programs and incorporated throughout tours that will directly serve children from Title I schools or low-income communities, multicultural populations and U.S. Army service personnel coping with effects of service-related trauma. School programs will target schools in underserved communities throughout Oahu in the Waikiki Ahupuaa, whether they have a high percentage of students qualifying for free or reduced-price lunch, have a high transiency rate, serve large proportions of English Language Learners or support a large number of immigrant students from Pacific Island entities. Participants of aina-based Health and Wellness Tours are selected by counselors at the U.S. Army Health Clinic's Intensive Outpatient Program (IOP) on Oahu.

5. Describe the geographic coverage.

This project focuses on communities throughout the Waikiki Ahupuaa on Oahu, particularly those surrounding Manoa. The program also targets K-12 schools located in the area of the Ala Wai Watershed, which is 19 square miles, 40% of which is zoned as Conservation District in the upper watershed. The middle and lower watershed is home to approximately 200,000 residents, comprising 20% of Oahu's population with more than 30 K-12 campuses and encompassing the University of Hawaii at Manoa campus. The area is heavily urbanized, including single-family residences, condominiums, hotels, and businesses. The heart of Hawaii's economy, Waikiki, is located at the base of the watershed, between the Ala Wai Canal and the ocean.

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;

Over 12 months, staff at Manoa Heritage Center will partner with the University of Hawaii Truth, Racial Healing and Transformation (TRHT) team to adopt a Racial Healing Model for the community to use to facilitate multicultural understanding. MHC will create inclusive and relevant resources that reflect the multicultural population of Manoa, particularly accomplishments of Asian-Americans that engage 30 community members of all ages through Racial Healing Circles. These resources will be integrated within the MHC interpretive plan, programs and community-stewarded garden projected to serve 720 students through aina-based tours, 50 participants through Ohana Mala (Family Garden) Days and 63 military personnel and families participating in culture-based Health and Wellness Tours. The resources will also be accessible to teachers, docents and the community in a single place to foster intercultural harmony and healing from racial trauma.

In 2020, MHC began a series of dialogues with visitors, students, humanities officers, educators and funders who encouraged us to lean into Manoa's multicultural history to promote healing and reconciliation. Now is the opportune time to engage with the community to present a fuller story – one that highlights the multicultural population of Manoa and explores in-depth Hawaii's economic, political and social history. One of the most exciting developments of this past year was MHC's participation in the OF/BY/FOR ALL Change Network, which provided MHC with an intentional framework for applying an equity lens to our programs, policies and community partnerships.

As we lean into our history, this project will enable us to create platforms for community members from Manoa's multicultural population to come together to begin conversations about contemporary issues reflecting diverse and sometimes competing narratives. By using the TRHT Racial Healing Model developed as part of this project,

these diverse groups will embrace diversity and inclusion, learning to appreciate differences while finding common ground to work together toward a shared purpose and finding a way forward to heal from historical trauma.

This project will transform MHC into an organization that connects with community in effective and authentic ways, building capacity to become an organization representative OF our community, with programming created BY our community and a site that is welcoming FOR our community. As agents of change, we can lead the way in encouraging similar organizations to apply an equity lens to their programs through an intentional framework that makes them more inclusive, relevant and sustainable.

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

If awarded State Grant-in-Aid, MHC anticipates drawing down on funds immediately upon receiving the Notice to Proceed. Results would be accomplished according to the following estimated Timeline

Oct 2022 – Sep 2023	Serve 60 students monthly through aina-based school tours.
Oct – Nov 2023 Jan – Jul 2023 Sep 2023	Serve 5 family members monthly through Ohana Mala Days.
Oct – Nov 2023; Jan – May 2023; Aug – Sep 2023	Serve 7 military personnel and their families monthly through Health and Wellness Tours.
Mar 2023; Sep 2023	Engage 30 community members in Racial Healing Circles.
Apr 2023; Sep 2023	Conduct 12 oral history interviews in April and 13 in September.

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

Working in tandem with the Executive Director, the MHC Director of Education will monitor the project to ensure it meets the following deliverables:

- Engage 30 community members of all ages that reflect Manoa’s multicultural population to create resources that will be integrated within our interpretive plan, programs and community stewarded garden.
- Serve an estimated 720 students through aina-based tours, with a focus on Title I schools or underserved communities.

- Promote diversity and inclusion for 50 family members through Ohana Mala Days and 63 military personnel and families participating in our culture-based Health and Wellness Tours.

Both quantitative and qualitative methodologies will be used to evaluate project success, including data from MHC’s database tour reservation report, interview transcripts and database program registrants. Data will be analyzed at weekly staff meetings and bi-monthly by the Board to determine trends to ensure program success.

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.

MHC will submit quarterly reports to the State, including demographic data on numbers served through this project, along with a summary of progress toward goals and objectives.

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)

See attached budget forms.

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
\$36,932	\$36,933	\$36,932	\$36,933	\$147,730

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

MHC submitted a \$163,104 request for City Grant-in-Aid in 2021. This request to the State for Grant-in-Aid will complete funding for this project.

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.

Program	Funding Source	Amount
Cultural Resilience through Aina-Based Programs Biennium 1	City GIA SFCA	\$125,000 \$15,000

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

MHC's balance of unrestricted current assets as of December 31, 2021 is \$240,785.

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.

MHC is leveraging knowledge gained from participation in the OF/BY/FOR ALL Change Network to successfully implement this project, which continues the trajectory toward becoming an organization inclusive of the communities that comprise Manoa Valley.

To apply an equity lens to programs and build infrastructure for community partnerships that promote intercultural harmony, MHC's entire staff participated in the OF/BY/FOR ALL Change Network cohort this past year created by renown museum expert Nina Simon. Based on a commitment to inclusion, relevance and sustainability, we realized that our narrative did not include the stories of Asian Americans who have made Manoa their home since the early 1900s. After many community partner meetings, we created a change plan that would help MHC achieve its goal of becoming an organization that more inclusively represents the voice of Asian-Americans living and working in Manoa, with programs co-created by them and a site more welcoming for them.

For over 30 years, our deliberate stewardship of an over 800-year-old archeological site and one of the largest collections of indigenous and endemic plants on Oahu has

enabled us to offer place-based educational programs to students and visitors of all ages. Residents of all ages need access to cultural spaces like MHC's gardens of Native and Polynesian-introduced plants as these sites strengthen cultural identity and foster multigenerational wisdom. Sadly, 92% of Hawaii is urbanized, leaving adults of all ages and families with limited access to spaces grounded in the rich history of Hawaii. Shared spaces such as our gardens are an essential element to emboldening communities by creating a sense of belonging and place, building relationships between Indigenous people and the land and enhancing cross-cultural exchanges for people of all ages.

MHC successfully expanded its campus in 2018 as part of a \$4 million capital campaign and 2019 was a year of growth. More than 6,610 people participated in MHC's place-based programs with 73% comprising students and educators, a 212% increase since 2015. Over the past two years, we have also become a thriving resource for public school educators via professional development (PD) workshops and ongoing partnerships with universities and schools. Since 2017, the number of educators served by PD workshops increased by 345%.

Despite an unprecedented year of dealing with COVID-19, our programs last year served 2,026 students through onsite and virtual programming, as well as 43 educators through teacher workshops and 1,217 adults as part of community workshops, programs, tours and volunteer enrichment. Because the majority of project activities will be conducted outdoors and within our spacious open-air classroom, we will be able to successfully accomplish proposed outcomes despite any future city mandates.

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.

MHC is a culturally unique 3.5-acre site in Manoa Valley that comprises distinct resources spanning two sections of its master campus:

Upper Campus

- Kukao Heiau;
- Gardens of Native Hawaiian and Polynesian-introduced plants;

Lower Campus

- In 2018, MHC completed construction of a 4,125 sf, LEED-certified, energy self-sufficient, ADA-compliant Visitor Education Hale, 1,208 sf 2-story caretaker's residence/maintenance workroom, Hawaiian star compass driveway for wayfinding and celestial navigation and additional landscaping of Native Hawaiian plants.

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.

Executive Director, Jessica Welch

Executive Director Jessica Welch is responsible for budget development and management, fundraising, marketing, personnel management and community relations. Jessica will maintain oversight of this project, collaborating with strategic partners to develop programs that effectively deliver on MHC's mission and accomplish goals of the Strategic Plan. Jessica started her tenure as MHC's first Executive Director in April 2016, bringing with her 16 years of experience working in museums, most recently as Director of Development at the Honolulu Museum of Art, where she oversaw all fundraising programs. Under her guidance, contributed income increased 40 percent and membership 48 percent in two years. Jessica was instrumental in the merging of the Honolulu Academy of Arts and The Contemporary Museum and was also a member of the group that launched the popular ARTafterDARK program.

Director of Education, Jenny Engle

With a full-time staff of four professional staff, MHC relies heavily on its team of educators to develop and implement education programs. With more than 20 years' experience designing school programs that meet the needs of teachers and students, MHC's Director of Education, Jenny Engle, collaborates with stakeholders to activate MHC's mission. As Teacher Liaison at the Honolulu Museum of Art, Jenny focused on developing relationships with Title 1 schools, conducting teacher workshops and expanding access to school tour programs. She holds an M.Ed. from Harvard Graduate School of Education and a B.A. in Art History from Kenyon College, OH.

Cultural Steward and Education Assistant, Ke'ala Wong

MHC's Cultural Steward and Education Assistant, Ke'ala Wong, works in tandem with Jenny Engle to integrate a Hawaiian cultural-based perspective throughout each of our programs. Ke'ala is a graduate from Kamehameha Kapalama (2009) and University of Hawaii at Manoa (2014) where she received a BA in Hawaiian Studies/Hawaiian Language. She is currently receiving her Masters in Curriculum Studies STEMS² from UH Manoa.

Cultural Site Manager, Jenny Leung

Jenny Leung is responsible for the preservation of and access to MHC's cultural, historical, natural and physical resources. With experience working as a Program Assistant with University of Hawaii Historic Preservation Program and as a Collections Assistant at the Honolulu Museum of Art, Jenny Leung is an expert in collections management. When she's not cataloguing the Cooke family collection located at Kualii,

she does independent historic research and consulting. Jenny sits on the board of the Hawaiian Quilt Research Project and the Association of Hawaii Archivists.

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.

See attached Organization Chart.

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.

MHC's three highest paid employees are as follows:

Executive Director	\$95,000
Director of Education	\$58,000
Cultural Site Manager	\$58,000

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.

Not applicable

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.

Not applicable

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.

Our multi-year operating budget prioritizes initiatives that align with strategic goals while keeping costs at a minimum. MHC supports programs through a financial model that includes revenues generated by annual fundraising efforts targeting individuals, foundations and corporations. Recognizing that annual fundraising alone cannot sustain programs in perpetuity, MHC established the Sam Cooke Endowed Fund in 2018, which, when fully funded, will provide a reliable source of income to preserve cultural assets and ensure programs continue, regardless of future unanticipated financial challenges.

Through diversified revenues, sound fiscal management and an endowment campaign, we are confident the work generated from this project will continue beyond the grant period to help heal racial trauma and create avenues for reconciliation throughout Oahu's diverse communities.

**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.

Manoa Heritage Center

(Typed Name of Individual or Organization)


(Signature)

January 19, 2022

(Date)

Jessica Welch

(Typed Name)

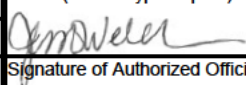
Executive Director

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Manoa Heritage Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Committed (d)
A. PERSONNEL COST				
1. Salaries	\$135,086	\$0	\$118,880	\$0
2. Payroll Taxes & Assessments		\$0	\$11,127	\$0
3. Fringe Benefits	\$12,644	\$0	\$13,997	\$0
TOTAL PERSONNEL COST	\$147,730	\$0	\$144,004	\$0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$0	\$0	\$0	\$0
2. Insurance	\$0	\$0	\$0	\$0
3. Lease/Rental of Equipment	\$0	\$0	\$0	\$0
4. Lease/Rental of Space	\$0	\$0	\$0	\$0
5. Staff Training	\$0	\$0	\$0	\$0
6. Supplies	\$0	\$0	\$0	\$0
7. Telecommunication	\$0	\$0	\$5,100	\$0
8. Utilities	\$0	\$0	\$0	\$0
9. Professional and Contractual Fees	\$0	\$0	\$14,000	\$15,000
10				
11				
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19				
20				
TOTAL OTHER CURRENT EXPENSES	\$0	\$0	\$19,100	\$15,000
C. EQUIPMENT PURCHASES	\$0	\$0	\$0	\$0
D. MOTOR VEHICLE PURCHASES	\$0	\$0	\$0	\$0
E. CAPITAL	\$0	\$0	\$0	\$0
TOTAL (A+B+C+D+E)	\$147,730	\$0	\$163,104	\$15,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$147,730	Jessica Welch	808-988-1287	
(b) Total Federal Funds Requested	\$0	Name (Please type or print) Phone		
(c) Total County Funds Requested	\$163,104		January 19, 2022	
(d) Total Private/Other Funds Committed	\$15,000	Signature of Authorized Official Date		
TOTAL BUDGET	\$325,834	Jessica Welch, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Manoa Heritage Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Manoa Heritage Center

FUNDING AMOUNT REQUESTED - NOT APPLICABLE						
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: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

Applicant: Manoa Heritage Center

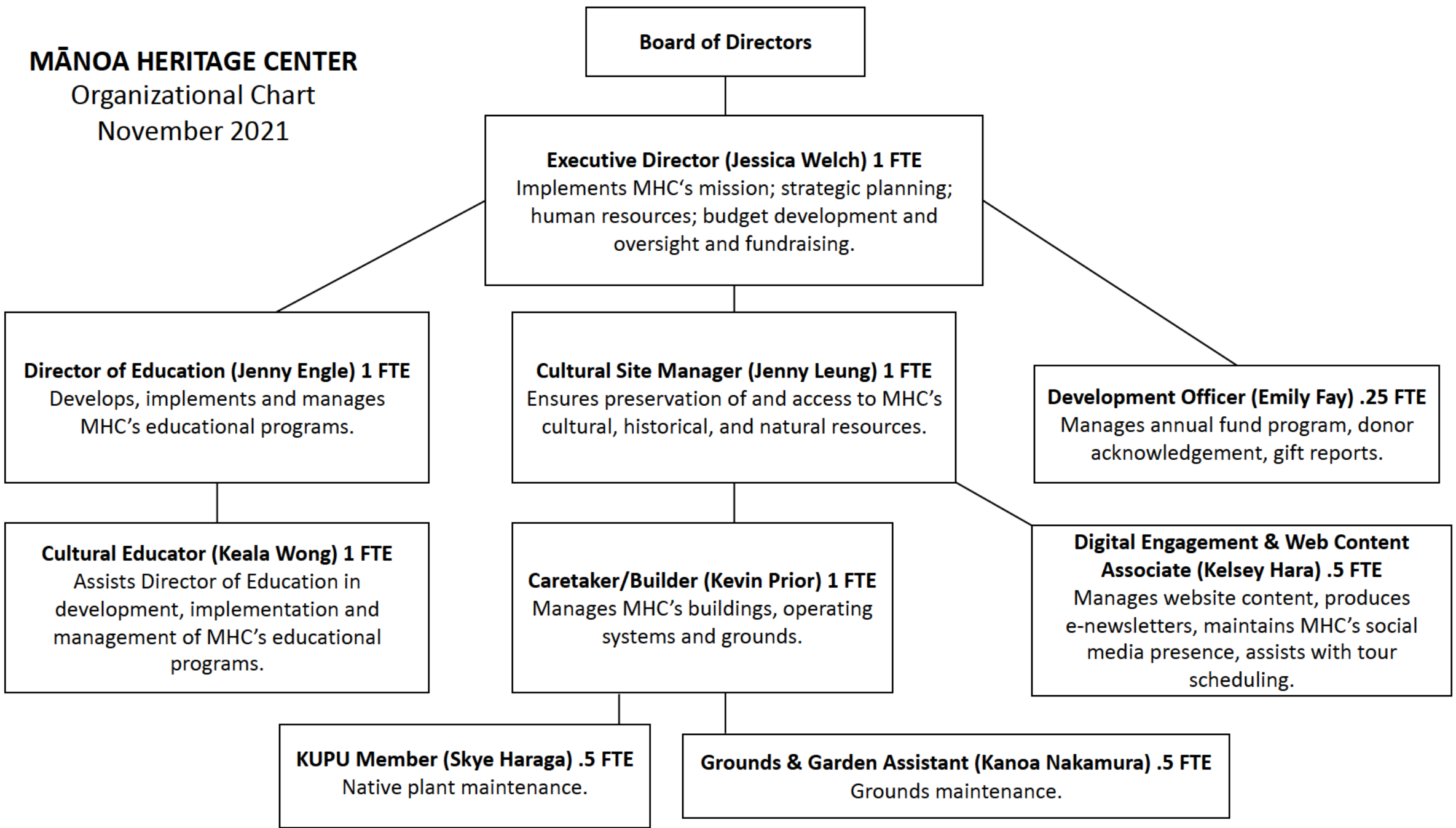
Contracts Total: \$140,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Cultural Resilience through Aina-Based Programs	1/1/2022-12/31/2022	Department of Community Services	Honolulu	\$125,000
2	Biennium Grants	7/1/2021 - 2/28/2022	State Foundation on Culture and the Arts	Honolulu	\$15,000
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MĀNOA HERITAGE CENTER

Organizational Chart

November 2021



Board of Directors

Executive Director (Jessica Welch) 1 FTE
Implements MHC's mission; strategic planning;
human resources; budget development and
oversight and fundraising.

Director of Education (Jenny Engle) 1 FTE
Develops, implements and manages
MHC's educational programs.

Cultural Site Manager (Jenny Leung) 1 FTE
Ensures preservation of and access to MHC's
cultural, historical, and natural resources.

Development Officer (Emily Fay) .25 FTE
Manages annual fund program, donor
acknowledgement, gift reports.

Cultural Educator (Keala Wong) 1 FTE
Assists Director of Education in
development, implementation and
management of MHC's educational
programs.

Caretaker/Builder (Kevin Prior) 1 FTE
Manages MHC's buildings, operating
systems and grounds.

**Digital Engagement & Web Content
Associate (Kelsey Hara) .5 FTE**
Manages website content, produces
e-newsletters, maintains MHC's social
media presence, assists with tour
scheduling.

KUPU Member (Skye Haraga) .5 FTE
Native plant maintenance.

Grounds & Garden Assistant (Kanoa Nakamura) .5 FTE
Grounds maintenance.