

**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:
Read To Me International Foundation Read To Me International

Amount of State Funds Requested: \$ 225,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Read To Me International has five objectives and aligned goals to service families and build family literacy statewide. Objectives include conducting parent coaching program sessions and professional learning events, a prison literacy program to benefit children of incarcerated parents, a national-quality literacy conference, at least 15 workshops, and at least 15 collaboration meetings with other agencies to create solutions to address early childhood learning and family attachment needs.

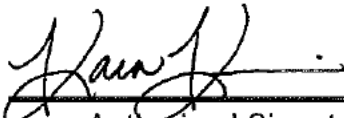
Amount of Other Funds Available:	Total amount of State Grants Received in the Past 5
State: \$ _____	Fiscal Years: \$ <u>510,000</u>
Federal: \$ <u>12,375</u>	Unrestricted Assets:
County: \$ _____	\$ <u>400,312</u>
Private/Other: \$ _____	

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:	Mailing Address:
<input checked="" type="checkbox"/> 501(C)(3) Non Profit Corporation	126 Queen Street, Suite 303
<input type="checkbox"/> Other Non Profit	City: State: Zip:
<input type="checkbox"/> Other	Honolulu HI 96813

Contact Person for Matters Involving this Application	
Name: Kara Kusunoki	Title: Executive Director
Email: kara@readtomeintl.org	Phone: (808) 955-7600

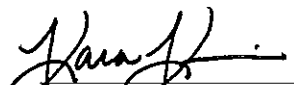
Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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 _____ Authorized Signature	Kara Kusunoki, Executive Director _____ Name and Title	01/19/2022 _____ Date Signed
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Application Submittal Checklist

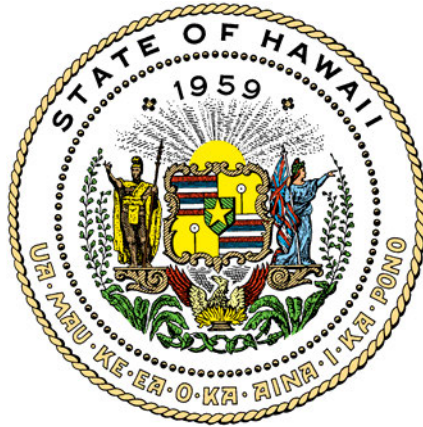
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

Kara Kusunoki, Executive Director
PRINT NAME AND TITLE

01/14/2022
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

READ TO ME INTERNATIONAL FOUNDATION

was incorporated under the laws of Hawaii on 03/27/1996 ; 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

**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.

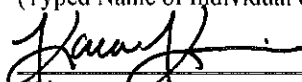
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant 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, Hawaii 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, 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.

Read To Me International
(Typed Name of Individual or Organization)


(Signature)

01/10/2022
(Date)

Kara Kusunoki



Public Purpose Statement

Should Read To Me International Foundation receive funding through the Grant-In-Aid process, the grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. Refer to Read To Me International's completed application, which includes information on the requested information:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

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.

Refer to ATTACHMENT: Certificate of Good Standing.

2. Declaration Statement

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

Refer to ATTACHMENT: Declaration Statement of Applicants for Grants Pursuant to Chapter 42F.

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](#).

Refer to ATTACHMENT: Public Purpose Statement.

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;

Read To Me International Foundation dba Read To Me International (RTMI)'s mission, “to share the love and joy of reading aloud,” has remained the driving force of our organization for twenty-five years, and we have seen how this simple mission has a profound impact. RTMI’s vision is that every child will be read aloud every day. RTMI is a nonprofit 501(c)(3) organization incorporated in 1996

by the Rotary Club of Honolulu Sunrise with the support of the Governor's Council for Literacy and Lifelong Learning. As First Lady and one of the RTMI founders, Lynne Waihee continues to serve a vital role in the fulfillment of RTMI's mission. Through the years, RTMI has experienced positive outcomes in the frequency of parents and grandparents reading to their toddlers, significantly increasing their children's vocabularies, and better preparing them for school. There are also notable social and emotional dynamics occurring when parents and children read aloud: bonds are strengthened between parent and child, and between parents; the self-esteem of program participants strengthen as they continue through the program. Parents should serve as their children's most important and lifelong teacher; RTMI equips its participants with strategies and resources to confidently embrace this role. RTMI provides services to under-resourced communities across the State of Hawaii and is committed to continue expanding its services statewide. Through its programs and events, RTMI supports families growing up in low-income communities and incarcerated parents. RTMI provides families with the following programs and events:

RTM10 Parent-Coaching Program

A signature program, the *RTM10 (Read to me 10 minutes a day) Program*, engages parents and at-home caregivers in supporting their children's educational success, using reading aloud as a catalyst for their children's academic journey. *RTM10* is designed to coach parents and caregivers on how to be a strong educational advocate for their children. This parent-coaching program employs a six-week, evidence-based curriculum to teach parents and caregivers read-aloud skills and techniques to develop the confidence to read aloud daily to their keiki. In addition, the graduates of the program participate in alumni activities designed to continue keeping them engaged in their children's education. This program has over 200 graduates and benefits more than 1000 keiki of program graduates. Due to our ability to coach and operate this program virtually, the expansion of this program statewide continues to be a priority so families in all areas of Hawaii can receive services.

Read, Revive, Restore Program

RTMI continues to operate its read- aloud program with incarcerated parents at correctional facilities on O'ahu. Personnel at the prison libraries oversee the program in which inmates select age-appropriate books and read aloud to their

child through CD recordings. Both books and CDs are mailed home to the families. In 2021, more than 250 books were mailed home to children of incarcerated parents.

National-Quality Literacy Conference

RTMI hosts an annual, national-quality conference for parents, educators, social service providers, and caregivers statewide to continue to build their skillset and resources on how to make reading a fun and engaging activity for children. The conference attracts 200-250 attendees and features nationally-recognized children's book authors and/or illustrators who incorporate read-aloud and learning techniques into their presentations.

Workshops, Trainings & Events

In fiscal year 2021, RTMI provided services to over 2,000 participants and its events and programs, and we indirectly served more than 10,000 keiki by providing services to adult participants. Though the staff is relatively small, RTMI maximizes its resources to provide consistent, high-quality professional development opportunities to parents, caregivers, educators, school and system administrators, and community leaders. Each professional development workshop or training is customized for attendees, but the constant goal is to equip attendees with skills, techniques, and resources to engage children in reading. Each opportunity further equips them to be educational advocates for keiki so Hawai'i's children can excel academically and emotionally. These workshops, trainings, and/or events are provided statewide.

2. The goals and objectives related to the request;

Objective 1: Conduct parent coaching program sessions and post-program professional development statewide through the RTM10 program to develop parent literacy skills and experiences, and support continued parent conversations regarding the importance of reading aloud.

Goal 1a. Conduct eight rounds of six-week read-aloud, parent-coaching sessions.

Goal 1b. Collect data showing changes in reading frequency, reading duration, and behavior change related to reading as well as enhanced family conversations and interaction.

Goal 1c. Provide at least four post-RTM10 program opportunities for program alumni and their keiki to interact and continue conversations about the importance of reading and the relation to school and life success.

Objective 2: Provide prison literacy program called Read, Revive, Restore for incarcerated individuals to at least two correctional facilities. Read, Revive, Restore provides incarcerated individuals with opportunities to read aloud to their child through CD recordings. Both books and CDs are mailed home to the families to promote reading aloud and bonding between parent and child.

Goal 2. Provide support to incarcerated parents by providing a read-aloud literacy program called Read, Revive, Restore to at least two correctional facilities, planned for the Women's Community Correctional Center (WCCC) and the Waiawa Correctional Facility (WCF).

Objective 3: Plan and implement a Read To Me International national-quality literacy conference in June 2023 which promotes reading aloud, featuring national and/or local authors.

Goal 3a. In 2023, RTMI will host a national-quality conference for parents, caregivers, and educators.

Goal 3b. At least 200 preschool and elementary teachers, librarians, parents and other nonprofit providers will attend the conference, which provides attendees with professional development opportunities to help their children build the skills necessary to succeed in reading and become lifelong learners.

Objective 4: Support children's literacy by offering workshops, trainings, and presentations with evidence-based, best-practice information that will support reading aloud to children and help children develop literacy skills that prepare them for success in school.

Goal 4. Conduct at least fifteen (15) workshops, trainings, or presentations for parents, caregivers, educators, and service providers to share RTMI's mission of reading aloud to children. Equip attendees with skills and/or resources to incorporate when reading aloud to children.

Objective 5: Collaborate with agencies who share a similar goal of addressing early childhood learning and language development to identify synergies that benefit Hawaii's keiki and their families.

Goal 5. Host, facilitate, or attend at least fifteen (15) meetings involving strategic planning, cross-agency collaboration, or coalition discussions to create solutions to address early childhood learning needs and the needs of the family to support young keiki.

3. The public purpose and need to be served;

RTMI focuses on expanding its efforts to serve Hawaii's high-need communities and families. RTMI addresses the critical issue of equipping families in low-income or under-resourced communities with the tools and resources to feel confident to read aloud to their children. In turn, their children begin to build the foundational literacy-related skills needed to be more academically ready. By equipping families to support their children using reading as a tool, children have stronger educational advocates at home and transitioning with them throughout their educational journey.

"We know that getting an early start particularly in literacy is super important," said Stephen Schatz, P-20 executive director, in a recent Star Advertiser article. He goes on to say, "A lot of the work that needs to happen during the time between birth and 5 is about vocabulary development, it's about speaking, it's about listening comprehension, it's about understanding how sounds work. All those foundational skills will allow students to be ready to learn to read when they are 5 years old." RTMI's programs equip its participants with the techniques needed to cultivate and build the foundational skills Schatz mentioned. Research studies continue to confirm that children who meet reading proficiency by the third grade are more likely to graduate from high school and attend college. When families and society invest in children's learning at a young age, it provides children with increased opportunities to become contributing citizens.

Statewide, there is a decrease in third grade reading proficiency between school years (SY) and it is even higher when looking at Hawaii's more rural areas. In SY2020-2021, 33.6% of 3rd graders statewide did not meet reading proficiency as compared to 25.7% in SY2018-19 and 24.3% in SY2017-18. In the Hana-Lahainaluna-Lanai-Molokai Complex, 46.3% (SY2020-21), 32% (SY2018-19), and 29.7% (SY2017-18) of 3rd graders did not meet reading proficiency. In the Ka'u-Kea'au-Pahoa Complex, 55% (SY2020-21), 36.9% (SY2018-19), and 44% (SY2017-18) of 3rd graders did not meet reading proficiency. As seen through the data, there are considerable disparities between statewide results and rural areas. RTMI can address the disparity by providing services to communities who are experiencing lower reading proficiency rates.

RTMI is helping families break the cycle of poverty and inequality through parent coaching and support services, so families are equipped with the skills and resources to support their children academically and emotionally. Additionally, RTMI has focused more of its work on supporting Asset Limited Income Constrained Employed (ALICE) families as ALICE families live below basic survival income level and are struggling to stay above the poverty line. By creating opportunities for parents and children to read together, RTMI is helping to build the next generation of readers, critical thinkers, and contributors.

4. Describe the target population to be served; and

The target populations are educators, parents, caregivers of young children (ages 0-9), non-profit staff members who assist families, and incarcerated adults in the state of Hawai'i. By providing the target populations with support and services, children benefit and are supported to progress academically, socially, and emotionally.

5. Describe the geographic coverage.

RTMI would provide services statewide i.e., across all inhabited islands. In addition to the areas RTMI currently serves, RTMI would like to expand its service offerings to families living on Kaua'i, Moloka'i, Lanai, parts of Maui (Central and East Maui), and parts of O'ahu (North Shore, Windward Coast).

RTMI currently provides the bulk of its services to communities in need on O'ahu, and Hawai'i Island. On O'ahu, RTMI mainly provides support services to our target audiences on the Leeward Coast, Kalihi, Wahiawā, the Waiawa Correctional Facility in Waipahu, and the Women's Community Correctional Center on the Windward side. On Hawai'i Island, seven of the nine sub-districts are served.

III. Service Summary and Outcomes

Refer to ATTACHMENT: Service Summary and Outcomes for all narrative pertaining to this section.

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;
Refer to ATTACHMENT: Service Summary and Outcomes.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
Refer to ATTACHMENT: Service Summary and Outcomes.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
Refer to ATTACHMENT: Service Summary and Outcomes.

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.
Refer to ATTACHMENT: Service Summary and Outcomes.

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)
Refer to ATTACHMENT: Budget Request by Source of Funds
 - b. Personnel salaries and wages (Link)
Refer to ATTACHMENT: Budget Justification – Personnel Salaries and Wages.
 - c. Equipment and motor vehicles (Link)
Not applicable
 - d. Capital project details (Link)
Not applicable
 - e. Government contracts, grants, and grants in aid (Link)
Refer to ATTACHMENT: Government Contracts, Grants, and/or Grants In Aid. – same as IV.5 document

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
\$56,250	\$56,250	\$56,250	\$56,250	\$225,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
Refer to ATTACHMENT: Other Potential Sources of Funding – FY23

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.
Refer to ATTACHMENT: Government Contracts, Grants, and/or Grants In Aid – same as IV.1.e. document
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.
As of December 31, 2021: RTMI has unrestricted current assets of \$400,312.

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.

RTMI has been in existence for twenty-five years. As listed in the personal and staffing qualification section, all executive staff and program leads for presentations and programs at least possess a bachelor's degree and each have more than 5 years of teaching/coaching experience. RTMI serves and chairs the annual RTMI national-quality conference, which has been in existence for over 19 years. RTMI partners and collaborates with other early childhood education agencies to identify families' needs, gaps in services, and solutions to address needs.

The Executive Director oversees the literacy program at the correctional facilities. RTMI has designed and facilitated prison literacy trainings for over 14 years, and *Read, Revive, Restore* for the past seven years.

The *RTM10* program is a highly successful program led by the Program & Community Outreach Director and co-facilitated by Program & Site Assistants. This program started seven years ago, serving parents on the Leeward Coast then expanding to other regions of O'ahu. As RTMI launches new site partnerships for *RTM10*, the director is also responsible for new site planning and execution. In addition to teaching and coaching experience, all Program & Site Assistants who co-facilitate programs listed in

this grant possess leadership experience, including collaborating with stakeholders, data compilation and analysis for program improvement purposes, and working in communities who demonstrate need.

The Operations Manager supports program and administrative staff with projects, workstreams, and initiatives crucial to sustain and grow the organization. Projects include donor outreach to attend programs and events, creating marketing collateral and campaigns to recruit participants, and ensuring the RTMI team has the necessary equipment and tools to operate its programs and events.

The Executive Director is the coordinator for 75+ volunteers and contractors. Contractors are occasionally hired to perform tasks in non-client-facing roles. Each volunteer undergoes a vetting process, which often includes a background check as they may directly service youth and their families. The Executive Director has ten years of experience supervising employees and volunteers.

As mentioned in the narrative above, RTMI has operated the following related projects within the last three years:

- Annual national-quality literacy conference
- Community and school read-aloud trainings, workshops, and events
- Read, Revive, Restore coaching programs at select Hawaii's correctional facilities
- RTM10 Parent-Coaching Program

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.

RTMI operates out of two offices, one in downtown Honolulu and another in Wai'anae at the Community Learning Center in Mā'ili. Part of the downtown office is supported by an in-kind contribution. In partnership with Kamehameha Schools, the RTMI office at the Community Learning Center in Mā'ili is offered at a subsidized rate. Additionally, we work with community partners to borrow, co-host, or rent spaces for events and

programs. RTMI secures discounted rates for virtual meeting spaces so RTMI staff can continue to support families safely throughout the pandemic.

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.

Refer to ATTACHMENT: Staff Qualifications, Supervision, and Training.

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.

Refer to ATTACHMENT: 2022 – 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.

Refer to ATTACHMENT: BUDGET JUSTIFICATION – PERSONNEL SALARIES AND WAGES.

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.

RTMI continues to fundraise to sustain and expand its programs to serve Hawai'i's communities with the greatest needs. In fiscal year 2023, RTMI has a goal to raise nearly 59% of its funds from non-state GIA grants. Our fundraising plan includes submitting funding requests to corporations, public and private foundations, and individual donors for both general operating support and programs. In the event that RTMI receives funding from the State of Hawai'i for fiscal year 2023 but does not receive funding in the following years, RTMI will strive to raise funds needed to keep its programs and event offerings in operation.

Based on RTMI's current fundraising, there is public and corporate interest in supporting our programs and conference. The next step is to secure multi-year funding for general operating support which provides the organizational infrastructure to execute our programs, community events, and conference. RTMI continues to explore grant options, hold multiple fundraisers throughout the year, and conduct an annual fundraising campaign for general operating use.

Objective 1: Conduct parent coaching program sessions and post-program professional development statewide through the *RTM10* program to develop parent literacy skills and experiences, and support continued parent conversations regarding the importance of reading aloud.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Conduct eight rounds of six-week read-aloud, parent-coaching sessions.	Conduct eight rounds of six-week parent-coaching sessions.	Program participants provide open ended and scaled responses about their family's experiences when employing skills and techniques learned in the program, which RTMI staff uses to evaluate and improve the program.	Conducted throughout Academic Year 2022-23
Collect data showing changes in reading frequency, reading duration, and behavior change related to reading as well as enhanced family conversations and interaction.	Collect data to measure parents and children's progress throughout the program against baseline data. 100% of program participants will report growth in at least one developmental skill area, which positively impacts family conversations or interactions.		Data collection ongoing throughout the year
Provide at least four post-RTM10 program opportunities for program alumni and their keiki to interact and continue conversations about the importance of reading and the relation to school and life success.	Market events and track attendance while simultaneously collecting data to measure parents and children's growth post-coaching sessions.		First event held in late Summer 2022. Second event held in Fall 2022. Third event held in Spring 2023. Fourth event held by June 2023.

Objective 2: Provide prison literacy program called Read, Revive, Restore for incarcerated individuals to at least two correctional facilities. Read, Revive, Restore provides incarcerated individuals with opportunities to read aloud to their child through CD recordings.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Provide support to incarcerated parents by providing a read-aloud literacy program called <i>Read, Revive, Restore</i> to at least two correctional facilities, planned for the Women’s Community Correctional Center (WCCC) and the Waiawa Correctional Facility (WCF).	350 books are recorded by inmates and sent home to families.	Track number of books read-aloud and sent home to children. Ongoing conversations are held with correctional facility personnel to evaluate program impact on participants and their children. In turn, program revisions are made to be responsive to expressed needs. When possible, pre and post data are collected from participants.	Ongoing throughout grant period

Objective 3: Plan and implement a Read To Me International conference in June 2023 which promotes reading aloud, featuring national and/or local authors.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
RTMI will host a national-quality literacy conference for parents, caregivers, and educators to further develop attendees skills and/or knowledge aligned to promoting literacy.	<p>85% of survey respondents will rate the conference at least 4 on a 5-point scale.</p> <hr/> <p>At least 200 preschool and elementary teachers, librarians, parents and other nonprofit providers will attend the conference.</p>	<p>Conference planning committee (comprising community partners outside of RTMI staff as well) will identify key areas of language and literacy development for children and work with presenters to tailor their messages towards children's learning and/or developmental needs.</p> <p>Survey data will be used to improve the conference experience and to provide follow-up resources or support to attendees.</p>	Host conference in June 2023

Objective 4: Support children’s literacy by offering workshops, trainings, and presentations with evidence-based, best-practice information that will support reading aloud to children and help children develop literacy skills that prepare them for success in school.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Conduct at least fifteen (15) workshops, trainings, or presentations for parents, caregivers, educators, and service providers to share RTMI's mission of reading aloud to children and strategies to engage children in reading. Equip attendees with skills and/or resources to incorporate when reading aloud to children.	80% of survey respondents who attended workshop, training, or presentation will rate the workshops and presentations’ effectiveness a 4 on a 5-point scale	Session evaluations will be distributed to measure desired outcomes. Results are reviewed and changes made to respond to audiences' needs.	Ongoing throughout grant period

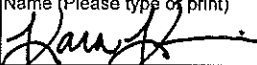
Objective 5: Collaborate with agencies who share a similar goal of addressing early childhood learning and language development to identify synergies that benefit Hawaii’s keiki and their families.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Host, facilitate, or attend at least fifteen (15) meetings involving strategic planning, cross-agency collaboration, or coalition discussions to create solutions to address early childhood learning needs and the needs of the family to support young keiki.	Host, facilitate, or attend at least fifteen (15) meetings.	Record date and description of meetings as well as any important takeaways and action steps needed. Keep an ongoing record of meeting notes to track actions, status of actions, and results of conversations. Evaluate the progress towards meeting shared objectives and results.	Ongoing throughout grant period

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Read To Me International Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	115,625	11,775	131,759	841
2. Payroll Taxes & Assessments	33,606	0	18,394	0
3. Fringe Benefits	20,600	0	0	20,000
TOTAL PERSONNEL COST	169,831	11,775	150,153	20,841
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	2,500
2. Insurance	1,500	0	0	1,500
3. Lease/Rental of Equipment	0	0	1,380	20
4. Lease/Rental of Space	5,700	0	18,000	0
5. Staff Training	0	0	0	2,500
6. Supplies	41,719	0	8,807	22,081
7. Telecommunication	0	0	4,200	0
8. Utilities	0	0	0	0
9. Professional and Contractual Services	1,450	600	13,500	23,000
10. Mileage/Parking	3,000	0	3,360	3,140
11. Postage	400	0	600	2,000
12. Printing	1,400	0	0	0
13. Fees	0	0	0	26,320
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	55,169	600	49,847	83,061
C. EQUIPMENT PURCHASES	0	0	0	10,000
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	225,000	12,375	200,000	113,902
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Kara Kusunoki (808) 955-7600		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 01/18/2022		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET		Kara Kusunoki, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Read To Me International Foundator

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
NOT APPLICABLE				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Read To Me International 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:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NOT APPLICABLE						



Other Potential Sources of Funding – FY23

Atherton Family Foundation

Barnes & Noble

Beta Beta Gamma Foundation

City & County of Honolulu

DataHouse

Friends of Hawai'i Charities

Hawai'i Community Foundation

H.T. Hayashi Foundation

IBEW Union 1186

Island Insurance Foundation

Locations Foundation

Office of Hawaiian Affairs

Read To Me International-hosted fundraisers and campaigns

Rotary Club of Honolulu Sunrise

The Watumull Foundation

Women's Fund of Hawai'i

Read To Me International Foundation

Staff Qualifications, Supervision, and Training

EXECUTIVE DIRECTOR:

- Master's Degree in Education
- Bachelor's Degrees in Finance and Political Science
- 12 years of nonprofit work experience, including seven years of curriculum design, program administration, and event planning
- Knowledge of human resources management with six years of people management and staffing experience, and has ten years of managing teams and volunteers
- Knowledge of leadership and management principles applicable to nonprofit organizations
- Knowledge of federal, State, and local legislation applicable to nonprofit organizations
- Knowledge of current community challenges and opportunities related to the mission of the organization
- Knowledge of financial management and managing the annual budget to ensure proper balance and alignment to furthering Read To Me International's mission
- Reports to RTMI Board of Directors

PROGRAM AND COMMUNITY OUTREACH DIRECTOR:

- Master's Degree in Human Resource Management
- Bachelor's Degree in Business Administration
- Experience building relationships with key stakeholders: school and community leaders, program participants, families, donors, prospective participants
- Ten years' experience in the non-profit sector, advising traditional and non-traditional college students on the Wai'anae Coast
- Ten years' experience in the following areas:
 - Developed educational programs for children and families
 - Coordinated and administered programs
 - Event planning and implementation
 - Designs curriculum and delivers lessons/coaching to families living and educators teaching, respectively, in under resourced communities
- Confidently delivers oral and written presentations
- Skilled in Microsoft Office Suite and technology, including social media
- Reports to RTMI Executive Director

PROGRAM & SITE ASSISTANT:

- A minimum of an associate's degree
- At least two years of field experience, which includes program recruitment, program implementation, event planning and execution, and data collection

- Proficient in Microsoft Office (Word, Excel, Access, PowerPoint and Project)
- Familiar with computer operating systems, printers, copiers, faxes and scanners
- Supervised by, and directly reports to, RTMI Program and Community Outreach Director

OPERATIONS MANAGER:

- Bachelor's Degree in Education, Childhood Development, or other related social science field
- At least three years of field experience, which includes leading and implementing educational events, curriculum and/or content design, data collection and analysis
- At least three years experience in the non-profit sector
- Confidently delivers oral and written presentations
- Skilled in Microsoft Office Suite and technology, including social media
- Experience serving families in low-income communities is preferred
- Reports to RTMI Executive Director

**Read To Me International Foundation
2022 - ORGANIZATION CHART**

