

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

PRINT NAME AND TITLE

DATE

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, 2022.

2. Declaration Statement

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

Daihonzan Chozen-ji / International Zen dojo is in compliance with Section 42F-103, Hawaii Revised Statutes:

Chozen-ji is a 501c3 religious nonprofit (church) incorporated and operating solely in Hawaii that has been offering training in leadership, spiritual, and self development since its founding in 1972 to the general public without discrimination on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, disability, or financial ability. These operations and mission are reflected in our organizational bylaws and policies, which are enforced by a governing board of uncompensated members without material conflict of interest.

Funds will not be used for entertainment or lobbying of elected officials, and state agencies will have full access to documentation related to any granted funds.

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](#).

Daihonzan Chozen-ji / International Zen Dojo is requesting Grant In Aid funds for a capital improvements project that will support the expansion of leadership, spiritual, and self development programs for the general public.

The grant being sought is for \$50,000. The total budget for the project is \$1,700,000.

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;

Daihonzan Chozen-ji was founded in 1972 as a Rinzai Zen temple and monastery in Honolulu. It draws on a direct line of Zen training from Japan that is centuries old. At the same time, our approach to Zen through the body is innovative and unique. Using meditation, martial arts, and fine arts, we train strong, sensitive leaders who approach life's problems fearlessly. In this way, we fulfill our mission as a peace temple dedicated to improving Hawaii and the world.

Annually we serve approximately 500 people of all religions and backgrounds through individual and group training in martial arts, fine arts, and meditation. The majority of our participants are from Oahu, with a small number coming from neighbor islands and internationally. Chozen-ji has 8 core volunteer staff and one paid full-time staff.

2. The goals and objectives related to the request;

Following steady growth, demand for our programs is now exceeding the number of people who can live and train on site at Chozen-ji, especially in short term programs.

GIA funds will add to our capital campaign to build accommodations for long term housing to support a growing team of committed teachers anchoring Chozen-ji's day-to-day training and whose ability to live on the grounds will enable the proliferation of short term programs.

This housing will thus enable an additional 100-200 people to live and train at Chozen-ji annually. The population served will include local Hawaii residents, as well as people from outside of Hawaii participating in various training programs.

3. The public purpose and need to be served;

Whether the times are generally calm or chaotic, Zen training helps people to cultivate the clarity of mind and spiritual strength to be able to handle life's challenges effectively.

Under Chozen-ji's current leadership over the past five years, we have experienced unprecedented growth. Everything points to this demand continuing to grow. Today's unprecedented crises and challenges—pandemic, climate crisis, racial unrest, growing partisanship, etc—are sparking new recognition of the value of Zen training.

4. Describe the target population to be served; and

The population we serve has and will continue to include individuals from a variety of backgrounds, including those in non-profit, government, civil society, business, and the arts. Some are established leaders in their fields, seeking to "level up" in their work and in their lives. Others are young people in need the help of Zen training as a means to gain the wisdom, strength, and sensitivity to lead effectively—whether it is within an organization, in elected office, or simply within their families and communities.

In this way, Chozen-ji training is cultivating the next generation of leaders in Hawaii, as it already has for decades. This new housing will allow us to increase our impact even further for the benefit of Hawaii and the world.

Our regular programming also serves a fundamental need for community, and physical/emotional/spiritual development for a diverse audience. This includes children and seniors, who are served through our weekly classes in meditation and various martial and fine arts. We also offer a weekly seniors' class called Practical Zen: The Way of Aging Gracefully that helps students cultivate more physical balance, strength, and agility.

5. Describe the geographic coverage.

The programming that will be directly affected by the granting of GIA funds will occur in Hawaii, on our properties at 3565 and 3570 Kalihi Street. Program participation will be open to the general public, though program

marketing through written communications, networking events, targeted outreach, etc will mostly target Oahu residents.

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;

This capital campaign will raise the resources to develop long term housing to support a growing team of committed teachers anchoring Chozen-ji's day-to-day training and programs.

Our design provides for residential spaces including bathroom and laundry facilities, and a large outdoor communal space.

After a successful capital campaign, we completed the design phase of the project with a design-build contractor. Due to delays at the Department of Planning and Permitting, and the COVID-19 pandemic, it took over one year to receive permit pre-approval. In that time, costs have risen, precipitating our application now for GIA funds to meet the gap between funds raised and the expected final budget.

We anticipate breaking ground for the project in mid-2023.

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

We have completed the design phase of the project and are currently awaiting permit approval. We anticipate breaking ground for the project this year, with occupancy and use beginning by early 2024.

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

This capital improvement project will be monitored in quality by the Department of Planning and Permitting, and by licensed architects and builders.

The programs that will be enabled by the capital improvement project will be monitored, evaluated, and approved by Chozen-ji staff, board

members, teachers, and volunteers. Through long term relationships with program participants, we are able to track their progress and ability to apply their Zen training to the leadership challenges in their lives. Many program participants return to Chozen-ji to revisit and advance their training over many months and years.

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.

Chozen-ji will report on the completion of our capital improvement project to the grantmaking agency, as well as share the outcomes of adding this new housing to the grounds. This data will include the number of people using the new facilities as of one year after its completion, as well as the creation of new programs or expansion of existing programs enabled by the new development.

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)

1. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$0	\$0	\$0	\$50,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

We are not currently seeking other sources of institutional funding at this time. We received individual contributions throughout the year through donations in cash and check, and through our website.

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.

Chozen-ji has not been granted any state or federal tax credits in the prior three years.

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 2024 for program funding.

Chozen-ji has not been granted any federal, state, or county government contracts, grants, or grants in aid.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

\$1,378,147 in unrestricted current assets as of December 31, 2022.

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.

Daihonzan Chozen-ji was founded in 1972 as a Rinzai Zen temple and monastery in Honolulu. It draws on a direct line of Zen training from Japan that is centuries old. At the same time, our approach to Zen through the body is innovative and unique. Using meditation, martial arts, and fine arts, we train strong, sensitive leaders who approach life's problems fearlessly. In this way, we fulfill our mission as a peace temple dedicated to improving Hawaii and the world.

As part of our activities, we have a weekly class schedule that includes Zen meditation and various martial and fine arts. These are and always have been offered without fees so that they are accessible to the most people. Through these regular classes, students improve fundamental markers of their health and well-being—from improving biomarkers such as blood pressure and resting heart rate to cultivating more mental, physical and spiritual strength to persevere in chaotic and stressful situations.

In addition, Chozen-ji has been the site of many initiatives for the betterment of Hawaii. This includes addressing chronic houselessness on Oahu by supporting the community organizing efforts of houseless leaders like Twinkle Borge, who runs the houseless encampment Puuhonua O Waianae, and is currently constructing a privately funded 250-person, 20-acre traditional Hawaiian village in Waianae Valley. The volunteer group meetings that led to the purchase of those 20 acres on Waianae Valley Road took place at Chozen-ji, around our kitchen tables. We have also hosted several events and gatherings for the keiki of Puuhonua O Waianae and for houseless leaders from around Oahu. These leaders later went on to form the Oahu Lived Experience Council, an advocacy hui for Oahu's houseless to advise policymakers, nonprofits, and government officials working on houseless issues.

Back in the 1980s, Chozen-ji founder Tenshin Tanouye spearheaded the Aloha Spirit poster campaign, a spinoff of efforts—again, originating around the kitchen tables at Chozen-ji—to enshrine Native Hawaiian leader Pilahi Pahi's definition of the Aloha Spirit into state law. In 2022, Chozen-ji re-issued the Aloha Spirit posters, this time with quotes from prominent Native Hawaiian spiritual leaders like Pilahi Pahi, Nana Veary, and Edith Kanakaole, and with designs by Kuhao Zane of Sig Zane.

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.

Budo (Martial Arts) Dojo—currently used for trainings up to 80 people
Kyudo (Archery) Dojo
Ceramics Studio

Calligraphy Studio
Tea House
Temple
Meeting and work space, and art gallery

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.

This capital improvement project will be overseen and staffed by Chozen-ji board president Michael Hodge, a real estate developer; Chozen-ji Abbot Dr. Mike Sayama, a former health care executive and nonprofit director; and Cristina Moon, a former non-profit executive director and Chozen-ji's Marketing Director and interim Office Manager.

The same individuals and additional ordained Zen priests and teachers execute our program offerings and will be involved in any expanded or newly created programming that will be enabled this these capital improvements.

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.

Archbishop

Abbot — President

Marketing Director/Office Manager

This request is made at the level of the Abbot and President of Chozen-ji, both of which are volunteer staff positions. The Marketing Director/Office Manager is responsible for the implementation of the grant funds.

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.

Marketing Director/Office Manager: approximately \$14,000 per year

This is the only paid staff position.

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.

N/A

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.

N/A

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.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

Chozen-ji has been in operation for 50 years. Throughout that time, we have had robust donor development and programming efforts that have allowed us to operate continuously.

At this time, Chozen-ji has liquid, unrestricted assets to cover several years' of operating expenses. After the completion of this capital improvement project, we will be able to expand our programming and income further.

While we observe fundraising and nonprofit development best practices, we also know from our own, unique experience that the best way to ensure our future sustainability is to continue to deeply impact people's lives.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII 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, 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

(Typed Name of Individual or Organization)


(Signature)

(Date)

(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App Daihonzan Chozen-ji / International Zen Dojo

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	0	0	0	0
2. Payroll Taxes & Assessmen	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	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	0	0
8. Utilities	0	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	50,000	0	0	1,650,000
TOTAL (A+B+C+D+E)	50,000	0	0	1,650,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Cristina Moon 808-861-0065		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	1,650,000	Name and Title (Please type or print)		
TOTAL BUDGET	1,700,000			

Applicant: Daihonzan Chozen-ji / International Zc

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS	20000	0	0			
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	40000	0	0			
CONSTRUCTION	1533393	0	50000			
EQUIPMENT	50000	0	0	0	0	0
TOTAL:	1643393	0	50000			

JUSTIFICATION/COMMENTS:

Equipment refers to estimated cost for FFE— fixtures, furniture, and equipment related to the development project. Funds requested are not for FFE specifically but for general capital improvement at this time as we have recently received permit pre-approval after waiting more than 1 year, and in that time costs have risen.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Apf Daihonzan Chozen-ji / International Zen Dojo

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	N/A				
2					
3					
4					
5					
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