

Application Submittal Checklist

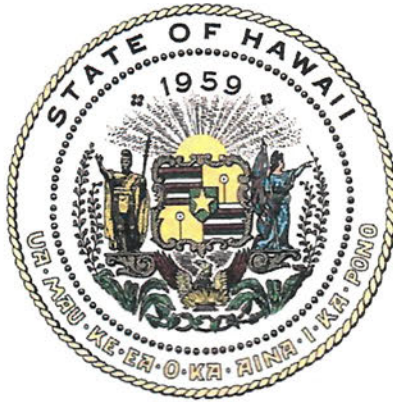
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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

Heather Simmons, Executive Director
PRINT NAME AND TITLE

1/16/2023
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

HAWAII FOREST INSTITUTE

was incorporated under the laws of Hawaii on 09/11/2003 ; 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 16, 2023

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; 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.

Hawaii Forest Institute	
_____ (Typed Name of Individual or Organization)	
<i>Heather Simmons</i>	1/16/2023
_____ (Signature)	_____ (Date)
Heather Simmons	Executive Director
_____ (Typed Name)	_____ (Title)

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db/a: Hawaii Forest Institute

Amount of State Funds Requested: \$ 65,000

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

We are requesting funds to support our Mahalo 'Āina: Give Back to the Forest Initiative, through which we are enhancing our community partnerships and supporting the protection and perpetuation of Hawaii's forest ecosystems. We will engage volunteers in restoring, maintaining and enhancing three sites: Pana'ewa Zoo Discovery Forest, Keauhou Bird Conservation Center Discovery Forest and Honolulu Zoo Children's Discovery Forest. Funds will also be used to promote our Go Native: Growing a Native Hawaiian Urban Forest project and to create a educational brochure.

Amount of Other Funds Available:

State: \$ 44,380
Federal: \$ _____
County: \$ _____
Private/Other: \$ 78,158

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

\$ 0.00

Unrestricted Assets:

\$ 46,000

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

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address: P.O. Box 66

City: Ooakala State: HI Zip: 96774

Contact Person for Matters Involving this Application

Name: Heather Simmons	Title: Executive Director
Email: hfi@hawaiiforest.org	Phone: 808-933-9411

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Heather Simmons
Authorized Signature

Heather Simmons, Executive Director
Name and Title

1/16/2023
Date Signed



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.

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.

The grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;

The Hawai'i Forest Institute (HFI) is a 501c3 nonprofit organization incorporated in Hawai'i in 2003. Over the past 20 years, HFI has worked to fulfill its mission of promoting the health and productivity of Hawai'i's forests through forest restoration, educational programs, information dissemination, and support for scientific research. HFI's programs promote the environmental, cultural, and educational aspects of Hawai'i's forest resources.

2. The goals and objectives related to the request;

We are requesting funds to support our Mahalo 'Āina: *Give Back to the Forest* Initiative, through which we are enhancing our community partnerships and supporting the protection and perpetuation of Hawai'i's forest ecosystems.

We will engage volunteers in restoring, maintaining and enhancing the following project sites: Pana'ewa Zoo Discovery Forest, Keauhou Bird Conservation Center Discovery Forest and Honolulu Zoo Children's Discovery Forest. Funds will also be used to promote and enhance the Go Native: Growing a Native Hawaiian Urban Forest project and create a Mahalo 'Āina educational brochure.

Our forest restoration and education projects provide total ecosystem management, forest stewardship opportunities and educational programs at project sites throughout the state including:

Hawai'i Island

- Pana'ewa Zoo Discovery Forest
- Keauhou Bird Conservation Center (KBCC) Discovery Forest
- Hawai'i Papahana Lā'au Kalikimaka, Locally-grown potted Christmas Trees

O'ahu

- Honolulu Zoo Children's Discovery Forest
- Pālehua Restoration Project (in planning stage)

Maui

- Maui Bird Conservation Center Discovery Forest, Maui (in planning stage)

Statewide

- Symphony of the Hawai'i Forests
- Go Native: "Go Native: Growing a Native Hawaiian Urban Forest".

3. The public purpose and need to be served;

HFI's purpose is to demonstrate and encourage sound forestry practices for the benefit of Hawaii's forests while providing community volunteers with environmental and cultural educational opportunities. HFI provides meaningful, hands-on experiences for school age children as well as adults to learn to appreciate and connect with nature.

HFI chose a community engagement approach to its forest restoration projects because of the positive impact on Hawaii's residents and visitors as they learn about their cultural landscape and strengthen their sense of responsibility and stewardship. HFI's forest stewardship programs bring the energy and skills of many to bear on the conservation of cultural and natural resources and has the dual benefit of creating unique learning opportunities and tangible accomplishments in the stewardship of the land.

Due to the problem of nature deficit disorder (NDD) among our youth, there is a need to bring children to nature. NDD refers to the trend that youth are spending less time outdoors, resulting in a wide range of behavioral problems. Studies show that spending time outdoors can fight obesity; lower blood pressure; increase levels of Vitamin D; improve memory, concentration, and creativity; decrease myopia; reduce inflammation and asthma; and reduce stress, anxiety, and depression. Many children in Hawai'i have never spent time in a native forest, while even fewer have had a hands-on "learn-while-doing" forest stewardship experience. HFI's projects address this problem by providing both youth and adult volunteer opportunities through school and other community group visits and community service projects.

There are many benefits of planting and protecting our forest resources. Trees help fight climate change by absorbing CO2 from the air and storing it while releasing oxygen. In addition, trees help purify the air; cool the streets; save water by releasing 200-450 gallons of water per day; prevent water pollution by reducing stormwater runoff; provide shelter and food for wildlife; reduce soil erosion by reinforcing soil; and are a renewable energy source.

4. Describe the target population to be served; and

HFI's target audience is students, community groups, residents and visitors. We typically serve 4,000 - 5,000 people annually through our programs including: Educational materials, displays and presentations in classrooms and at community outreach events; Students via online resources and lesson plans; Volunteers at forest restoration sites; and Students, educators, woodworkers, foresters, and others via HFI e-news, webpages and social media.

5. Describe the geographic coverage.

The Hawai'i Forest Institute is a statewide organization; therefore the geographic coverage is the entire State of Hawai'i. HFI reaches a worldwide audience through its website and social media channels.

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;

Through the Mahalo 'Āina: *Give Back to the Forest* Initiative, we will continue to engage volunteers in restoring, maintaining and enhancing the following project sites: Pana'ewa Zoo Discovery Forest, Keauhou Bird Conservation Center Discovery Forest and Honolulu Zoo Children's Discovery Forest. Funds will also be used to promote and enhance the Go Native: Growing a Native Hawaiian Urban Forest Project and create a Mahalo 'Āina educational brochure.

Tasks will include controlling invasive weeds, outplanting seedlings, and delivering environmental and cultural education programs at the restoration sites; developing and launching a Go Native: Growing a Native Hawaiian Urban Forest Project online, interactive portal; and producing a Mahalo 'Āina promotional brochure.

Executive Director Heather Simmons will oversee all four projects and produce the Mahalo 'Āina brochure. Outreach Coordinator Mika Gallardo will coordinate Pana'ewa Zoo Discovery Forest activities; Conservation Programs Manager/Outreach Coordinator Bryce Masuda will coordinate Keauhou Bird Conservation Center Discovery Forest

activities; Outreach Coordinator Linda Duling will coordinate Honolulu Zoo Children's Discovery Forest activities and Project Manager Paul Arinaga will coordinate the Go Native: Growing a Native Hawaiian Urban Forest Project.

We will submit a press release announcing the grant award, produce and distribute news articles promoting the projects and grant, document progress on project webpages, distribute volunteer event announcements and updates, and post stories on social media. The Outreach Coordinators will have sign-in sheets to track and verify attendance and volunteer evaluation surveys at forest stewardship events.

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

The scope of work will be completed within one year from when grant funds are released.

Quarter 1

- Submit press release announcing grant award;
- Engage 250 volunteers in forest stewardship activities;
- Outplant 300 seedlings;
- Initiate development of Go Native online portal;
- Promote the project via webpages, social media, email announcements, and a e-news article.

Quarter 2

- Engage 250 volunteers forest stewardship activities;
- Outplant 300 seedlings;
- Continue to develop Go Native online portal;
- Produce Mahalo 'Āina educational brochure.

Quarter 3

- Engage 250 volunteers forest stewardship activities;
- Outplant 300 seedlings.
- Launch Go Native online portal.

Quarter 4

- Engage 250 volunteers forest stewardship activities;
- Restore 4 acres of native forest habitat at Keauhou Bird Conservation Center;
- Outplant 300 seedlings;
- Enhance and refine Go Native online portal;
- Promote the project via webpages, social media, email announcements, and a e-news article;
- Submit press release announcing grant deliverables.

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

We track all aspects of our forest restoration programs including number and species of seedlings planted, number and name of visiting groups, number of volunteers, number of acres maintained, number of acres restored, and number of evaluation survey and survey results. Program evaluation surveys at our project sites are used to collect data, measure results, assess effectiveness, and improve the programs. Each project has goals and objectives, which are tracked and measured either monthly or quarterly.

HFI uses a matrix to evaluate all potential projects to ensure they are aligned with the organization's mission. New projects are reviewed and approved by the Board of Directors and committees are formed to oversee them.

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.

Project effectiveness will be measured by:

- Number of volunteers engaged: Goal 1,000
- Number of seedlings introduced: Goal 1,200
- Number of acres maintained: Goal 43
- Number of acres restored: Goal 4
- Number and result of evaluation surveys: Goal 30 surveys, 95% positive result
- Number of press releases submitted: Goal 2
- Number of e-news articles, email announcements and social media postings: 2 articles, 12 email announcements, and 12 social media postings
- Creation and distribution of a Mahalo 'Āina brochure
- Launch of a Go Native community portal where gardeners can find answers to their questions, share knowledge and seeds, and form friendships

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$16,250	\$16,250	\$16,250	\$16,250	\$65,000

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

Dorrance Family Foundation
 Kaupulehu Foundation
 Cooke Foundation
 Healy Foundation
 Hawaii Tourism Authority
 American Forests

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 2024 for program funding.

Not applicable

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

\$46,000

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.

HFI Directors bring a broad range of expertise in forestry, environmental education, horticulture, environmental law, scientific research, and land management. In addition to site maintenance services such as weed control, fencing, irrigation, pest management,

and outplanting, HFI provides youth education and stewardship opportunities through volunteer outreach programs.

Qualifications in Area for Which Funds are Requested:

The Hawai'i Forest Institute (HFI) has 20 years of experience providing excellence in:

- **Forest Management and Maintenance:** Eradicating invasive species; installing and maintaining irrigation lines; constructing and maintaining fences; controlling predators; constructing and maintaining trail systems; outplanting and caring for seedlings, and collecting and recording data.
- **Community and Stakeholder Connections:** Serving as an objective liaison among landowners, lessees, government agencies, local businesses, and other project stakeholders.
- **Fund and Project Development:** Researching funding sources, writing proposals, and administering funds.
- **Outreach, Education, and Volunteer Coordination:** Developing educational materials, coordinating and promoting site stewardship and other community outreach programs.
- **Project Coordination and Administration:** Planning and implementing projects and ensuring all activities are carried out in compliance with contracts and legal requirements. Preparing contracts, budgets, reports, and public relations materials.
- **Management Plans:** Developing annual work plans, strategic plans, forest stewardship plans, and multi-year management plans.

Verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

HFI initiated the Honolulu Zoo Children's Discovery Forest in 2013, which is demonstrating culturally significant plant and tree species that once grew near traditional shoreline villages of O'ahu. The exhibit presents culturally significant Hawaiian plant species, the significance of place, and the kuleana of mālama 'āina by integrating traditional Hawaiian forest ecosystems, forest stewardship opportunities, and innovative land-based education for residents and visitors. The site has three demonstration zones: Kipuka Nene, Upland Hawaiian Forest, and Birds of the Montane Native Forest. Educational resources include interpretive signage, student lesson plans, an interpretive guide, Forest Friends Coloring Book, plant ID signs, and online interactive identification guides for plant ID, native forest birds, and other forest fauna. HFI hosts monthly volunteer workdays as well as field trips for students. Since 2013, HFI has engaged 2,505 volunteers in maintaining and enhancing the site.

HFI initiated the Pana'ewa Zoo Discovery Forest in 2014, which is located in Hilo and features culturally significant plants that once grew in the traditional farms and native forests of East Hawai'i, including Polynesian-introduced plants that arrived with voyaging canoes. The Discovery Forest includes Native and Agroforest demonstration zones and interpretive signs and plant ID signs. Since 2014, HFI has engaged 1,243 volunteers in maintaining and enhancing the site.

HFI initiated the Keauhou Bird Conservation Center (KBCC) Discovery Forest in 2014. KBCC is located within the 170-acre Keauhou Ranch in Ka'ū. Birds being bred at KBCC are the 'Alalā, (extinct in the wild) Palila, 'Akeke'e, and 'Akikiki. The site was once grazed and became primarily non-native grasses. As a result, there is a need to restore the site and add to the existing native species. Since March 2014, 21.5 acres have been cleared and 3,651 volunteers have been engaged in forest stewardship activities, including outplanting 14,096 seedlings; comprised of 20 different native species.

HFI initiated the "Go Native: Growing a Native Hawaiian Urban Forest" project in 2020, which includes creating educational resources encouraging residents and businesses to grow Native Hawaiian and Polynesian-introduced plants. A Go Native Growers Guide was produced in 2022 and HFI is working on launching an online Go Native Community Portal.

The Symphony of the Hawai'i Forests project was initiated in 2022. It is a performing arts project that presents and supports literacy and performing arts through storytelling; visual and media arts through the animations and art contest; and original music and hula. The program will be offered to students and the general public through the Hawai'i Symphony Orchestra's keiki concert series. The animations have been completed, educational resources are almost completed, and the concert is scheduled to be held in Honolulu Spring 2023. The Symphony of the Hawai'i Forests will be modeled after Symphony of the Hawaiian Birds. The project is a collaboration among University of Hawai'i, Hawai'i Symphony Orchestra, Division of Forestry & Wildlife, Halau Ohia, Mālama Learning Center and HFI.

HFI is initiating the Hawai'i Papahana Lā'au Kalikimaka, Locally-grown potted Christmas Trees in 2023. The project will include growing five species; Italian Stone Pine, Norfolk Pine, Western Red Cedar, 'A'ali'i and 'Alahe'e for table top Christmas trees. We will provide locally-grown Christmas tree options to replace imported trees that have been found to bring in invasive species. The project supports the state's "Buy Local, It Matters" message.

HFI is in the planning stage of the Pālehua Restoration Project on O'ahu, which will include engaging community volunteers and student groups in restoring forest habitat and providing outreach and education.

HFI is in the planning stage of Maui Bird Conservation Center (MBCC) Discovery Forest. HFI will assist with outplanting native species and recruiting volunteers for service-learning activities similar to Keauhou Bird Conservation Center (KBCC) Discovery Forest. Both MBCC and KBCC are part of the Hawaii Endangered Bird Conservation Program, a partnership among the San Diego Zoo Global Institute for Conservation Research, U.S. Fish and Wildlife Service, and Division of Forestry and Wildlife.

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.

The forest restoration work is conducted in the field and the administrative roles are conducted remotely.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

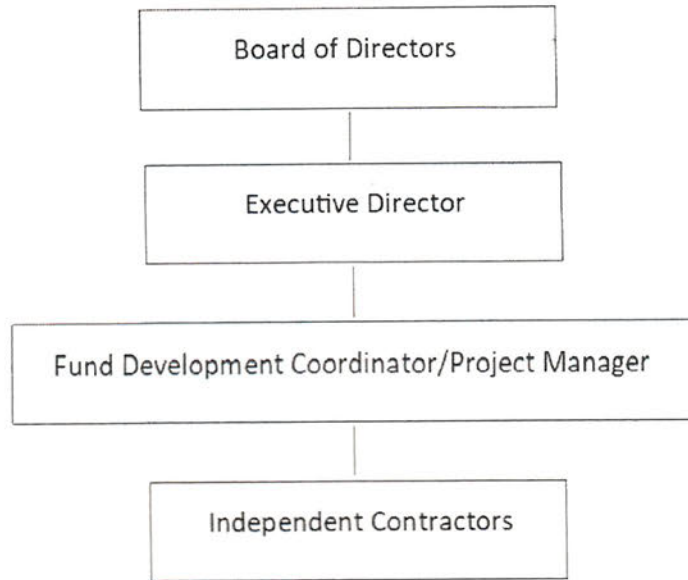
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Executive Director Heather Simmons has a Bachelors Degree in Environmental Studies, an Associates Degree in Graphic Technology, and 30 years' experience managing community projects and programs. Prior to joining HFI in 2007, she worked for the Hilo Medical Center Foundation for seven years and the Conservation District of Southern Nevada for eight years. She is from Stratford, Ontario in Canada and moved to Hawai'i in 2002.

Fund Development Coordinator/Project Manager Paul Arinaga is an experienced project manager, communications/outreach professional and grant writer. He is co-founder and manager of the "Go Native: Growing a Native Hawaiian Urban Forest" project, which aims to restore nature from *mauka* to *makai* by mobilizing Hawai'i residents to grow more Native Hawaiian and Polynesian-introduced plants. He also manages the Symphony of the Hawai'i Forests and Honolulu Zoo Children's Discovery Forest projects. Paul has an MBA from London Business School and an M.A. in International Economics from the Johns Hopkins University.

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.



HFI Board of Directors

President Travis Idol, PhD: University of Hawai'i at Mānoa Professor of Tropical Forestry & Agroforestry

Vice-President Wade Lee: Biologist/Managing Member, Hāloa 'Āina Royal Hawaiian Sandalwood

Secretary Peter D. Simmons: Consultant, In the Woods

Treasurer William Yuen, Esq.: Attorney at Law, Dentons US LLP

Director J.B. Friday, PhD: Extension Forester, College of Tropical Agriculture & Human Resources

Director Nicholas Koch: Professional Forester/General Manager, Siglo Tonewoods

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.

HFI does not have employees.

Contractors in 2022

Fund Development Coordinator/Project Manager: \$35,128

Hawai'i Forest Industry Association (grant administration): \$29,000

Kaupulehu Dryland Forest Cultural Educator: \$12,360

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.

This grant will not support any sectarian or non-sectarian private educational institution.

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.

HFI will continuously pursue funding through donations; community partnerships; federal, state, and county grants; and foundations.



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Forest Institute

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 (Contractors)	59,400			49,800
2. Payroll Taxes & Assessments	0			0
3. Fringe Benefits	0			0
TOTAL PERSONNEL COST	59,400			49,800
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,800			2,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				1,500
6. Supplies	3,800			40,000
7. Telecommunication				1,000
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	5,600			44,500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	65,000			94,300
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	65,000	Heather Simmons 808-933-9411		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Heather Simmons</i> 1/19/2022		
(d) Total Private/Other Funds Requested	94,300	Signature of Authorized Official Date		
TOTAL BUDGET	159,300	Heather Simmons, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Forest Institute

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS: No equipment will be purchased or maintained with grant funds.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

JUSTIFICATION/COMMENTS: No vehicles will be purchased or maintained with grant funds.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Hawai'i Forest Institute

TOTAL PROJECT COST	FUNDING AMOUNT REQUESTED						
	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	NA	NA	NA	NA	NA	NA	NA
LAND ACQUISITION	NA	NA	NA	NA	NA	NA	NA
DESIGN	NA	NA	NA	NA	NA	NA	NA
CONSTRUCTION	NA	NA	NA	NA	NA	NA	NA
EQUIPMENT	NA	NA	NA	NA	NA	NA	NA
TOTAL:	NA	NA	NA	NA	NA	NA	NA
JUSTIFICATION/COMMENTS: This is not a capital project.							

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawai'i Forest Institute

Contracts Total: 251,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Plant 5,000 seedlings on Hawai'i Island at Keanohou Bird Conservation Center (KBCC) Discovery Forest, Ka'upulehu Dryland Forest and Hāloa 'Āina	1/1/2022-1/31/2023	American Forests	Nonprofit	65,000
2	Mahalo 'Āina Discovery Forests: KBCC, Pana'ewa Zoo and Honolulu Zoo Discovery Forests	1/1/2022-1/31/2023	Hawaii Tourism Authority	State	40,000
3	Go Native: Growing a Native Hawaiian Urban Forest	11/30/2021-Open	Steve & Gloria Gainsley Fund (HCF)	Nonprofit	5,000
4	Go Native: Growing a Native Hawaiian Urban Forest	8/31/2022-2/28/2023	HEI Charitable Foundation	Nonprofit	10,000
5	Go Native: Growing a Native Hawaiian Urban Forest	6/22/2022-3/1/2023	Kosasa Foundation	Nonprofit	15,000
6	Perpetuating the culture, traditions and history of our first ancestors who settled these Hawaiian Islands	2/15/2022-2/15/2023	Hawaii Life Charitable Fund (HCF)	Nonprofit	10,000
7	Kaupulehu Dryland Forest Outreach & Education	7/1/2022-6/30/2023	Kaupulehu Foundation	Nonprofit	40,000
8	Locally-grown Potted Christmas Trees	1/1/2023-12/31/2025	Hawaii Department of Agriculture	State	40,000
9	Symphony of the Hawai'i Forests	9/2/2022-9/1/2023	Division of Forestry & Wildlife	State	8,000
10	Hawaii's Woodshow, Na Lā'au o Hawai'i 2022	1/1/2022-1/31/2023	Hawaii Tourism Authority	State	5,000
11	Hawaii's Woodshow, Na Lā'au o Hawai'i 2022	7/1/2022-6/30/2023	State Foundation on Culture & the Arts	State	10,000
12	General Operating	12/15/2022-12/15/2023	O'Neill Foundation	Nonprofit	3,000
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