

## 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

Wilbert Holck, President  
PRINT NAME AND TITLE

01/17/2023  
DATE

**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:

Hawaii Foundation for Educators

Hawaii Foundation for Educators

Amount of State Funds Requested: \$ 150,000

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

Hawaii Foundation for Educators (HFE) was developed to support teachers in their professional development growth. Through a partnership with the Business Roundtable, HFE proposes to restart the CTE professional experience program to give CTE teachers the opportunities to intern in the workforce to provide updated information to their students.

Amount of Other Funds Available:

State:            \$ 0

Federal:        \$ 0

County:        \$ 0

Private/Other: \$ 0

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

\$ 0

Unrestricted Assets:

\$ \_\_\_\_\_

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:

1200 Ala Kapuna

City:

Honolulu

State:

HI

Zip:

96819

Contact Person for Matters Involving this Application

Name:  
Diane Gibson

Title:  
Instruction and Professional Development Speciali

Email:  
dgibson@hsta.org

Phone:  
808.222.4537

Federal Tax ID#:

██████████

State Tax ID#



Authorized Signature

Wilbert Holck, President

Name and Title

1/17/2023

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)**

*See Attached*

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

*See Attached*

#### **3. Public Purpose**

The Hawaii Foundation for Educators attests that, if awarded, the grant will be used for public purpose pursuant to Section 42F-102, Hawaii Reserved Statutes.

Details included in the application are:

- (1) Name of requesting Organization: Hawaii Foundation for Educators
- (2) The public purpose for the grant: To provide teacher professional development and training in workforce development and career readiness for Career Technical Education programs through on-site job experience with Hawaii businesses
- (3) The program to be supported by the grant: CTE Teacher Externship Program
- (4) The target group: Middle/Intermediate and High School CTE focused DOE and Charter school teachers and counselors
- (5) The cost of the grant: Total cost for the CTE Teacher Externship Program: \$150,000.

### **II. Background and Summary**

Hawaii Foundation for Educators (HFE) is a 501(c)(3) non profit foundation formed to tackle the many challenges facing the teaching profession today. HFE's mission is to expand proven professional development strategies that empower educators. HFE has partnered with the Business Roundtable to support the opportunities for middle and high school teachers to explore Career and Technical Education to keep their skills current for students. The externship is a proven way for these CTE focused teachers to maintain currency in their field and adjust their curriculum accordingly so that students have the most up-to-date skills and competencies.

The HFE Vision: One day, teaching will be the most highly esteemed vocation in Hawaii because of a proven record of professionalism, integrity, excellence, and compassion. In this future Hawaii, educators will drive system improvements, increase knowledge through innovation, and co-create a superior education system that works for all students.

The HFE Mission: The mission of the Hawaii Foundation for Educators is to be the more relevant and effective leader and provider of professional development activities for Hawaii's educators. This means HFE will develop a track record of excellence, promote the concept of the "whole educator," support the dreams of passionate teachers, be a leader among community partners in improving the education system, and ultimately raise the status of educators as a vital and honorable profession.

The goals of the CTE Teacher Externship program are:

1. Support educators' professional development
2. Increase employer participation, in all career pathways, by hosting educators at their work site
3. Increase educator's knowledge of current industry needs, latest workforce trends, job skills, and competencies needed in today's workplace.
4. Ensure the externship experience is put to practical use in the classroom so students are better prepared for the realities and needs of Hawaii's workforce.
5. Encourage educators to share their externship experiences and resources with colleagues.
6. Intentionally pair educators and businesses in the career pathway areas most relevant to the economic future needs of the geographic areas and/or Hawaii.

The desire of HFE is to support a program in which CTE focused teachers have the opportunity to increase their skills and training as it applies to the students they teach. This will allow students who are in the CTE classes in middle/intermediate and high school to have preparation beyond just the classroom; they will be

exposed to real world information as their teachers learn through hands-on experiences to encourage application of these competencies in the classroom instructional practices. This transformation in pedagogy will show students in Hawaii that there are career opportunities on the islands, what the expectations are in the workforce, and that they do not need to leave Hawaii to find successful employment. This externship program with the Hawaii Business Roundtable also builds a connection between education and the business community for future partnership opportunities such as student internships or possible employment.

This CTE externship initiative will provide opportunities throughout all islands in the state. Through a partnership with local businesses, the plan is to find opportunities in a range of business areas and locations. This is an initial design model to encourage teachers to experience the workforce and to build a better understanding of entrepreneurship and the skills and competencies needed by businesses.

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

#### **1. Describe the scope of work, tasks and responsibilities**

- a. HFE will oversee the administration of the GIA implementation through coordination of the partnership with the Hawaii Business Roundtable, partnership with the Hawaii State Teachers Association (HSTA), general operations such as partnership meetings, teacher recruitment, facilitation of participants in professional learning communities, externship reflection and completion of learning portfolio digital reports from participants, successful completion verification from the business partner, payment of stipends, collection of data and completion of evaluation report.
- b. Hawaii Business Roundtable will coordinate the business partners statewide who will participate in providing the one week externship program during the 2023 summer break and the 2023 fall break.

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

- a. CTE Teacher Externship Opportunities:
  - i. 2023 Summer Break
  - ii. 2023 Fall Break
  - iii. 2024 Spring Break
  
- b. Two 2023 Summer Break sessions- dates to align with HIDOE calendar
  - i. 2 months prior to start applications due to HSTA
  - ii. 1 month prior to start mandatory orientation
  - iii. Educators will work 5 days, 7 hours a day. 1st day job orientation, 3 days working on job site, final day debriefing with business management and 1 day followup with HFE coordinator on digital portfolios
  - iv. Educators will introduce at minimum two workplace experiences in their digital learning portfolio, provide reflections in a daily journal and provide plans for how this experience will be integrated in an instructional unit.
  - v. Educators will present their digital portfolio of their externship experience either in person or via internet connection at an end of session culmination activity with the business partners and organized with the Hawaii Business Roundtable.
  
- c. One 2023 Fall Break sessions- dates to align with HIDOE calendar
  - i. 2 months prior to start applications due to HSTA
  - ii. 1 month prior to start mandatory orientation
  - iii. Educators will work 5 days, 7 hours a day. 1st day job orientation, 3 days working on job site, final day debriefing with business management and 1 day followup with HFE coordinator on digital portfolios
  - iv. Educators will introduce at minimum two workplace experiences in their digital learning portfolio, provide reflections in a daily journal and provide plans for how this experience will be integrated in an instructional unit.

- v. Educators will present their digital portfolio of their externship experience either in person or via internet connection at an end of session culmination activity with the business partners organized with Hawaii Business Roundtable.
- d. One 2024 Spring Break session - dates to align with HIDOE calendar
  - i. 2 months prior to start applications due to HSTA
  - ii. 1 month prior to start mandatory orientation
  - iii. Educators will work 5 days, 7 hours a day. 1st day job orientation, 3 days working on job site, final day debriefing with business management and 1 day followup with HFE coordinator on digital portfolios
  - iv. Educators will introduce at minimum two workplace experiences in their digital learning portfolio, provide reflections in a daily journal and provide plans for how this experience will be integrated in an instructional unit.
  - v. Educators will present their digital portfolio of their externship experience either in person or via internet connection at an end of session culmination activity with the business partners and organized with the Hawaii Business Roundtable.

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

- a. The Hawaii Foundation for Educators Board of Directors will have direct oversight of the data collection and reporting at each monthly meeting. The Hawaii State Teachers Association Instruction and Professional Development Specialist will work with the GIA grant coordinator to ensure that all participants complete the required surveys to evaluate their experience in the program and the completion of a presentation to demonstrate what they experienced, what they learned and how it will impact their instructional practices. After the end of the first rotation, four participants will be asked to participate as facilitators and discussion mentors for the following

session participants. As the sessions continue, a list of teachers will be compiled who have demonstrated exceptional professional learning and the ability to work with colleagues to create course credit opportunities.

- b. The Business Roundtable education committee will work to identify businesses that will support the externship program and support the development of the externship experience expectations in partnership with HFE and HSTA.
- c. Data Collection will be conducted through surveys of the participants (teachers and business partners) to include degree of learning to support professional growth, onsite workplace experience conducive to real life experience and meeting of the goals for the program. Other data to support success of the program will be completion rate of the externship program, positive and ways to improve the program, follow up with the participants on changes to instruction in the classroom and review of the budget expenditures.

**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 the application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.**

- a. Benchmarks to measure the effectiveness of the project will include:
  - i. Commitment from participants to attend all required orientations, on the job experiences, completions of surveys and reflective presentations.
  - ii. Being fiscally responsible with the proposed budget. Proving financial reports and updates on the progress of the number of participants in the program.



- iii. Updates on experiences and the number of students that were affected by the information the participant was able to add to the curriculum.

## **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](#)) not applicable
  - c. Equipment and motor vehicles ([Link](#)) not applicable
  - d. Capital project details ([Link](#)) not applicable
  - e. Government contracts, grants, and grants in aid ([Link](#)) not applicable
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
\$37,500	\$7,500	\$37,500	\$67,500	\$150,000

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

Hawaii Foundation for Educators is currently not seeking additional funds for this program.

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.

Funding sources for Hawaii Foundation for Educators has been through an initial start up deposit from the Hawaii State Teachers Association. All other monies have been raised through concert events.

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

December 31, 2021: \$47,673

December 31, 2022: \$45,724

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

In past years, the Hawaii State Teachers Association has worked with the Business Roundtable to create opportunities for CTE teachers. A reduction in staff and the pandemic put a hold on the project. The Hawaii Foundation for Educators has agreed to work with both HSTA and the Business Roundtable to reformulate the program and create new opportunities for the CTE teachers.

### **2. Facilities**

The facilities used to support the grant will be based on the business community that agrees to support a participant for the internship.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

HFE is a non-profit organization governed by a volunteer board of directors with support services provided by HSTA (a related entity). Fiscal management is incorporated into support services and there is a separate account for financial transactions. GIA funds will be deposited into the HFE account to be used solely for the purposes of the externship program in compliance with the requirements of the GIA. The staff support will be provided through the GIA funded Grant Program Coordinator working in partnership with the Hawaii Business Roundtable and the HSTA Instructional Professional Development (IPD) Specialist. The HFE Board of Directors will support the GIA through regular monitoring and reports from the GIA Grant Coordinator on the progress of the implementation and financial expenditure reports.

The GIA Grant Coordinator applicant minimum requirements is as follows:

- a. BEd. in Education and at least 5 years of teaching experience in Hawaii
- b. Able to demonstrate organizational skills in planning, coordination of program implementation, data collection and reporting and facilitation of professional learning communities.
- c. Is familiar with the Hawaii Career Technical Education program and the connection to externship as a means to promote professional growth.

- d. Has demonstrated experience and ability to supervise, train and provide administrative support to the participants and partners of the GIA program.

**2. Organization Chart: Hawaii Foundation for Educators ([LINK](#))**

The Hawaii Foundation for Educators currently does not have staff. Please see the attached HFE organization chart or click link for details on the officers and board of directors.

**3. Compensation**

There is no compensation paid by HFE to any of the board of directors. There are no employees in HFE.

**VII. Other**

**1. Litigation**

Not Applicable

**2. Licensure or Accreditation**

Not Applicable

**3. Private Educational Institutions**

The initial phase of the project will only be offered to Hawaii Department of Education and Charter School teachers and counselors. As the model is developed HFE will open up opportunities to Private Educational Institutions as partners in the program.

**4. Future Sustainability Plan**

The Hawaii Foundation for Educators plans to sustain this project through additional fundraising by HFE and partnerships with the education and business community.



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

## CERTIFICATE OF VENDOR COMPLIANCE

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

**Vendor Name:** HAWAII FOUNDATION FOR EDUCATORS (HFE)

**DBA/Trade Name:** Hawaii Foundation for Educators

**Issue Date:** 05/11/2022

**Status:** **Compliant**

Hawaii Tax#:

New Hawaii Tax#: GE-0145654784-01

FEIN/SSN#: XX-XXX2540

UI#: No record

DCCA FILE#: 271877

Status of Compliance for this Vendor on issue date:

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

### Status Legend:

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

# **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) Are 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) Comply 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) Agree not to use state funds for entertainment or lobbying activities; and
  - d) Allow 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) In addition, a grant may be made to an organization only if the organization:
  - a) Incorporated under the laws of the State; or
  - b) Spends at least ninety per cent of its operating budget in the State; and
  - c) Registered with the department of commerce and consumer affairs and in possession of a valid certificate of vendor compliance issue  
  
by the State that documents the organization's compliance and good standing with the United States Internal Revenue Service, department of taxation, department of labor and industrial relations, and department of commerce and consumer affairs; and



# Declaration Statement of Applicants for Grants Pursuant to Chapter 42F, Hawaii Revised Statutes

- 1) 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.

Further, a grant may be awarded to a nonprofit organization only if the organization:

Has been determined and designated to be a nonprofit organization by the Internal Revenue Service; and

Has a governing board whose members have no material conflict of interest and serve without compensation.

If a grant is used by an organization 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. This restriction shall be registered, recorded, and indexed in the bureau of conveyances or with the assistant registrar of the land court as an encumbrance on the property.

Amounts received from the repayment of a grant under this subsection shall be deposited into the general fund. [L 1997, c 190, pt of §3; am L 2007, c 184, §1; am L 2014, c 96, §7; am L 2022, c 26, §1]

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Hawaii Foundation for Educators

(Typed Name of Organization)



(Signature)

1/17/2023

(Date)

Wilbert Holck

(Typed Name)

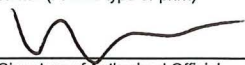
President, HFE

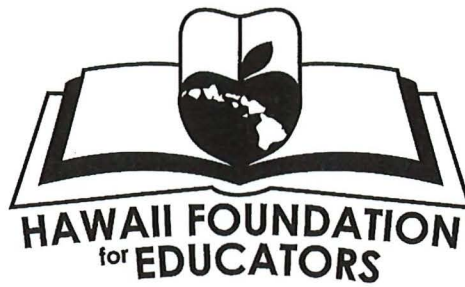
(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

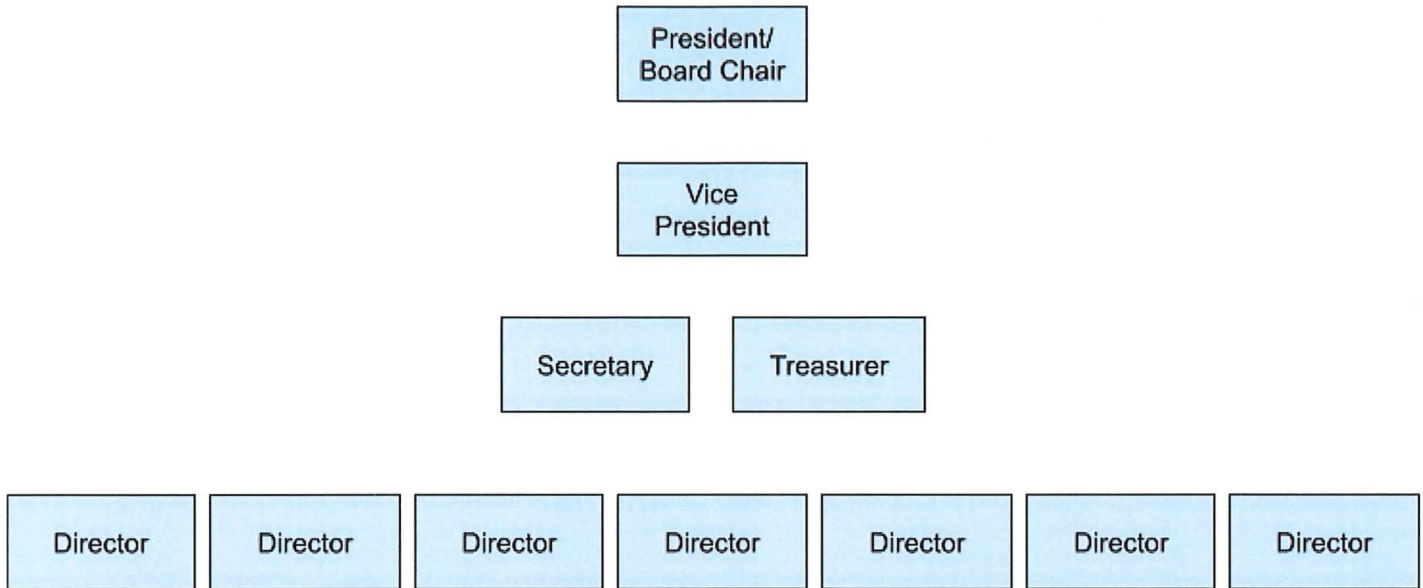
Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Foundation for Educators

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			
2. Grant Coordinator	10,000			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	10,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	5,000			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space (Training/presentations)	4,000			
5. Staff Training	0			
6. Supplies (computer, projector)	3,000			
7. Telecommunication				
8. Utilities				
9. Travel costs: rental car and lodging	4,000			
10. Instructional Resources/Training	4,000			
11. Teacher Stipends (120 @ \$1,000 each)	120,000			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	140,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>150,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Diane Gibson <span style="float: right;">808.840.2236</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>150,000</b>	Wilbert Holck, HFE President		
		Name and Title (Please type or print)		



### Hawaii Foundation for Educators - Organization Chart



From HFE Bylaws- Article II: Board of Directors, Section 2.2:

All Board members should have a strong commitment to the vision and mission of HFE. In addition to this basic requirement, HFE may look for the following characteristics to put HFE on the strongest possible footing. A skilled, diverse, active Board that can make decisions together is essential to HFE's success.

- Current and/or past HSTA staff
- Current educator
- Current or former professional trainer
- Neighbor Island representative
- Marketing/business/entrepreneurship background
- Education background
- Community relationships and networks
- Philanthropy and/or grant writing background
- Fundraising ability
- Communications background
- Finance/accounting background
- Legal background