

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

JAPANESE CULTURAL CENTER OF HAWAII

was incorporated under the laws of Hawaii on 05/28/1987 ; 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 09, 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:

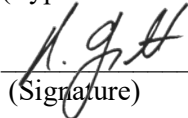
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Japanese Cultural Center of Hawaii

(Typed Name of Individual or Organization)



(Signature)

01-20-2023

(Date)

Nate Gytoku, President & Executive Director

(Typed Name)

(Title)

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.\

Attached

2. Declaration Statement

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

Attached

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The Japanese Cultural Center of Hawai'i confirms that the requested 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 Japanese Cultural Center of Hawai'i (JCCH) strengthens the Hawai'i community by being a vibrant resource for current and future generations on the evolving Hawai'i Japanese American experience. We believe that our *kachikan* or core values that came with our ancestors from Japan help us connect to other communities in Hawai'i, thus creating deeper understanding and harmony.

The JCCH has a history of providing rich cultural programs for all ages, focusing on building a stronger Hawai'i community by strengthening the understanding of the Hawai'i Japanese American experience. The permanent *Okage Sama De* exhibit chronicles the history of the Japanese community in Hawai'i from the *gannenmono* (*first people*) to the current time.

The JCCH is creating new programs that create a cohesive program pipeline for Hawai'i's youth, providing programs from as early as 8 years old to young adulthood. Programs will be focused on teaching core cultural values that are shared amongst different communities that are also steeped in the tenets of Aloha, as defined by Kumu Pilahi Pahi.

2. The goals and objectives related to the request;

The goal of the Ho'ohana Cohort program is to empower a new generation of engaged community contributors that have a common set of core values, a strong sense of identity, and a connection to Hawai'i. By providing consistent training, creating connections to existing community leaders, a network of peers, and real-world Board of Director experience, the JCCH envisions program participants becoming leaders of community organizations at a younger age and for a longer duration.

Our request will be for the second year of the project, which will support the board fellowship of the first cohort, and primary programming for the second cohort.

3. The public purpose and need to be served;

It is the JCCH's belief that empowering young adults at the leadership and board levels of nonprofits attracts additional young adult volunteer interest. With the direct input from young adults at a strategic level, an organization considers how to best serve a critical demographic.

Early career individuals with added nonprofit training provide Hawai'i nonprofits with a new generation of board members. These young board members, through their participation in setting the strategic direction of organizations, will naturally create long-term sustainability and a pipeline of younger participants at these nonprofits. Through training and networking, the barrier of entry to nonprofit leadership participation is lowered. Thus, a youthful group of prepared volunteers will be available to nonprofits for the board of director duties.

The board fellowship that follows training serves a tremendous public purpose by preparing young professionals for the duties of a nonprofit volunteer board. These youthful participants will bring new energy and ideas to our local nonprofits, creating long-term sustainability and succession for these organizations.

4. Describe the target population to be served; and

The target population served will be five to seven 21-29-year-old early career professionals for Cohort #2. Cohort #1, which will be entering their Board Fellowship in 2024, will consist of approximately five 21-29-year-old early career professionals.

5. Describe the geographic coverage.

JCCH will recruit statewide. Participants will attend a national conference hosted by the Go For Broke National Education Center, where the JCCH also plans to actively participate in conference programming, offering a Hawai'i perspective on community building.

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;

The Ho'ohana Cohort Program is 14-20 month program involving recruiting, training, and a board of directors fellowship. The JCCH will do the following in 2024:

- Provide the 2023 Cohort placement on a local nonprofit board of directors as a Board Fellow. The JCCH is responsible for finding and partnering with interested nonprofits, pairing the participant on a board, and providing ongoing mentorship and coaching through the process.
- Advertise, recruit, and select the 2024 participants.
- Coordinate the monthly training sessions by securing venues and speakers/trainers. Training sessions cover:
 - The Foundations of Community
 - Dominant & Non-Dominant Culture
 - Crisis Management
 - Bridging Divided Communities
 - Indigenous & Island Intelligence
 - Introduction to Nonprofit Boards
- Attend the National Convening hosted by the Go For Broke National Education Center (GFBNEC) in June 2024. Here the cohort will meet and learn with groups from Southern California, Northern California, Denver, Chicago, Seattle, and other regions. This includes travel coordination and supervision.

- Coordinate travel to another region that is a part of the GFBNEC network in late 2024.
- Coordinate hosting for a visiting region from the GFBNEC network in late 2024.
- Provide the 2024 Cohort placement on a local nonprofit board of directors as a Board Fellow.

The program will be no-cost to the participant.

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

- Jan 2024 – June 2024 or December 2024: 2023 Cohort Board Fellowship
- Feb 2024 – April 2024: 2024 Recruitment
- May 2024: Opening session, orientation, & team-building
- June 2024: GFBNEC National Convening
- July 2024 – November 2024: Monthly training sessions

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

The 2024 program will incorporate feedback from the 2023 session. Program participants will complete monthly surveys on training sessions to help the JCCH improve delivery. JCCH will also collect survey feedback from host nonprofits about the training provided and coaching feedback for the participants.

Long-term, the JCCH plans to remain in contact with participants and will track their involvement in community organizations through the years. Increased board involvement and assumption of leadership roles are indicators of program success.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

- Instructional Contact Hours - Target: 28 hours per participant
- Volunteer Hours by Participant - Target: 12 hours per participant
- Post-training Survey (Average)
 - Satisfied with the subject: 80% Satisfied
 - Satisfied with the instructor/speakers: 80% Satisfied
 - Is the session useful? 80% found the session useful
- Board Fellowship – Organization Feedback (Average)

- Satisfied with participant’s knowledge: 80% Satisfied
- Satisfied with participant’s engagement & participation: 80% Satisfied
- Satisfied with participant’s understanding of nonprofits: 80% Satisfied
- Would you consider the participant for a full board seat? 50% Yes

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
\$12,295	\$12,385	\$23,820	\$21,500	\$70,000

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

The JCCH will seek funds from the Island Insurance Foundation, The Sekiya of Fukuoka Foundation, and other private foundations.

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.

N/A

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.
 - FY 2022 - \$350,000.00 Plans and equipment costs related to replacement of existing elevator

- FY 2020 - \$125,000.00 Construction for Repairs and Improvements to the Administration and Community Services Buildings Act 39, SLH 2019. Project is still in progress, targeted completion 2023

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

\$12,599,921.00

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.

The current President and Executive Director of JCCH, Nate Gytoku will be the lead staff for all aspects of management for the program. With over 15 years of management experience, including ten years of nonprofit management and ten years of executive management experience, Nate Gytoku has proven success at creating and sustaining growth for various private and nonprofit organizations through effective relationship building, value creation, and team building. With experience in young adult program creation and management at Kupu and Junior Achievement of Hawaii, Gytoku is well qualified to spearhead this effort.

The JCCH also has a history of producing quality curricula focused on cultural values and community. Past projects include curricula on Japanese American incarceration, cultural traditions, and the Nisei Soldiers of WWII (in partnership with the Go For Broke National Education Center).

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 majority of programming will be held at the JCCH, located at 2454 S. Beretania St, Honolulu, HI 96826. With meeting rooms located in both the Administrative Services Building and Community Services Building, the JCCH's facility has adequate space for programs.

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.

Nate Gytoku, President & Executive Director – 20+ years of management with 10+ years of nonprofit management and program development.

Program Manager – VACANT

Devynn Kochi, Senior Program Coordinator – Devynn Kochi graduated from the University of Hawaii at Manoa (UHM) with a Bachelor of Arts degree in Ethnic Studies, with a focus on Asian American studies. With teaching experience as a Teaching Assistant at UHM and experience creating curriculum at the JCCH, Devynn Kochi provides a sound academic background for the team.

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.

Attached

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.

President & Executive Director: \$110,000 – 120,000

Chief Financial Officer: \$90,000 - \$100,000

Director of Development: \$85,000 - \$95,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

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.

With two cohorts of alumni and a proven track record, the goal is to generate sustainable grant and sponsorship funding. Companies that employ our alumni are suitable targets for sponsorship since these professionals will be representing their companies well in the community.

Along with companies, the JCCH anticipates that the alumni will also be compelled to donate to the program or to assist with solicitations, as a way of paying it forward.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: JAPANESE CULTURAL CENTER OF HAWAII

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	39,000			
2. Payroll Taxes & Assessments	2,000			
3. Fringe Benefits	8,000			
TOTAL PERSONNEL COST	49,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,200			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	3,000			6,870
7. Marketing				90
8. Utilities				
9. Travel, Inter-Island	2,000			
10. Travel, Continental US	7,800			
11. Indirect Expenses	7,000			
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TOTAL OTHER CURRENT EXPENSES	21,000			6,960
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	70,000			6,960
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	70,000	<div style="display: flex; justify-content: space-between;"> Jamie Lee 808-218-6733 </div>		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<div style="display: flex; justify-content: space-between;"> 1-20-2023 </div>		
(d) Total Private/Other Funds Requested	6,960	Signature of Authorized Official Date		
TOTAL BUDGET	76,960	<div style="display: flex; justify-content: space-between;"> Nate Gytoku, President & Executive Director </div>		
		Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: JAPANESE CULTURAL CENTER OF HAWAII

Contracts Total: 450,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Concrete spall repairs to the JCCH Administration building and Community Services building, as well as for booster pumps and a compressor to improve and upgrade HVAC systems	7/1/2019 - 6/1/2023	Department of Labor and Industrial Relations - Office of Community Service	STATE OF HAWAII	125,000
2	Elevator modernization of Phase I Administration Building	1/1/2023 - 12/31/2024	Department of Labor and Industrial Relations - Office of Community Service	STATE OF HAWAII	325,000
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JCCH Organization Chart

Nate Gytoku
President & Executive
Director

Administration

Jamie Lee
Chief Financial Officer

Candace Hee
Accounting Specialist (PT)

Development

Beth Iwata
Director of Development

Lisa Furukawa
Sr. Development &
Marketing Coordinator

Programs

VACANT
Program Manager

Devynn Kochi
Sr. Program Coordinator

Products

Allison Kuranishi
Gift Shop Manager

Archives

Gail Kuroda
Archive Manager

Board of Directors

Governance

Fundraising &
Membership

Budget & Finance

Facilities & Operations