

Application Submittal Checklist

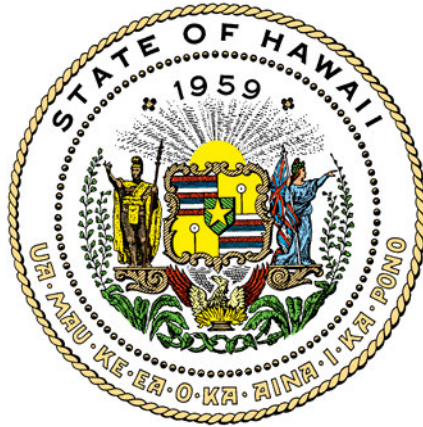
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- X 1) Certificate of Good Standing (If the Applicant is an Organization)
- X 2) Declaration Statement
- X 3) Verify that grant shall be used for a public purpose
- X 4) Background and Summary
- X 5) Service Summary and Outcomes
- X 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](#))
- X 7) Experience and Capability
- X 8) Personnel: Project Organization and Staffing



Jennifer Gladwin
PRINT NAME AND TITLE

1.17.23
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

KELEA FOUNDATION

was incorporated under the laws of Hawaii on 07/13/2012 ; 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

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.

SEE ATTACHED

2. Declaration Statement

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

SEE 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](#).

This grant will be used exclusively for a public purpose pursuant the [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;

Kelea Foundation is a non-profit whose mission is to create access to the ocean and outdoor recreation for all. We do this through various programs including 2 major programs and several clinics and workshops. Girls in the Lineup is an experiential learning camp for girls aged 8-18, camps are both single day and week long trips in different locations, highlighting different outdoor sports and leadership skills such as hiking, surfing, ocean swimming, paddling, windsurfing and safety training. Our second significant program is Adaptive Maui. This program is geared towards those living with

disabilities, offering unique ocean and outdoor recreation opportunities to members of our community. In addition to our major programs, Kelea Foundation hosts single day clinics and fundraising events to connect the community, raise funds and introduce women to new sports or activities. Past activities include surf movie nights, surfboard ding repair workshops, womens surf clinics, girls beach days, and accessible community beach potlucks.

Kelea Foundation is committed to helping increase opportunities to those who aspire to participate or work in the outdoor industry, as professional athletes, guides, and volunteers. We help fund travel, training and competition for female athletes and people with disabilities. In 2022, we helped fund and manage the Hawaii Adaptive Surf Team, and helped the Maui HSA host adaptive heats in most of their surf competitions. We are committed to creating a culture of inclusion in the outdoors in Maui and beyond. As part of this commitment, we have trained several companies and organizations in accessibility and inclusion including, Maui County Parks Dept, Wahine Project, Maui Surfer Girls, Holoholo Tours and Maui True North.

2. The goals and objectives related to the request;

Goals:

The mission of this project is to help create more equity and representation in the recreation sector through empowering and training Native Hawaiian and BIPOC women and non binary individuals to work and lead within the industry.

We will accomplish this mission by creating a structured certification program that will train and empower participants to become leaders in the recreation and wellness industry. **The goal of this pilot program is to create a format for a recreational career pipeline that focuses on cultural relevance, accessibility and environmental stewardship**

Through a 9 month program, Kelea Foundation will train 10 people, with a priority towards Native Hawaiian women & LGBTQ individuals, in three certification disciplines related to outdoor recreation and wellness. Participants will be trained and certified as; group exercise specialists, Red Cross Lifeguards and International Surfing Association level 1 surf coaches. These certifications will be imbued with information about accessibility, Hawaiian culture and Environmental stewardship through partnerships with local Hawaii organizations and leaders.

In addition to job training, participants will learn the basics of self employment and other important employment rights that fall under recreation management as well as basic business management. All skills will be taught through an equitable, accessible and

culturally appropriate lens. Special speakers with expertise ranging from Native Hawaiian health practices, adaptive sports, ocean conservation and Hawaiian cultural practitioners will be included in weekly meetings.

Objectives:

- Recruit 10 native hawaiian and BIPOC women or non binary individuals for a 9 month job training program. (Jul-Sept)
- Certify each participant as a Red Cross Lifeguard (Oct-Nov)
- Certify each participant as a group fitness specialist (Dec-Feb)
- Certify each participant as a Level 1 ISA Surf Coach (Mar-Apr)
- Accessibility & Inclusion training in all three target certifications
- Hands on training in all three skills through our community business partners
- Train each participant in basic business management and self employment skills
- Train each participant in employee rights as related to the outdoor and recreation sector.
- Guarantee at least 1 job offer to each participant who completes the programs via our community business partners

3. The public purpose and need to be served;

The mission of Kelea Foundation is to make sports and the ocean more accessible to our entire community. This takes a multifaceted approach to help shift and shape culture, business practices, built environment and community building. An important aspect to creating equity outdoors is to help shape the face of leadership in recreation and sports. Creating a diverse industry starts with placing a diverse team into the workforce. According to Zippia, the most common ethnicity of certified personal trainers is White (77.0%), followed by Hispanic or Latino (10.0%), Black or African American (5.7%) and Asian (4.1%). It takes intention, investment and dedication to help shift statistics like these to better reflect the true population of Hawaii.

In Hawaii, and particularly Maui County, creating this diverse and well trained workforce is even more critical for several reasons.

The wellness and recreation industry on Maui is in a constant struggle to hire high quality guides, coaches and teachers. Due to this lack of staff, many companies are looking off island to hire individuals with no knowledge or experience in Hawaiian water or of our local culture. This brings more and more non Hawaiians to Maui as many Native Hawaiians are forced to leave. Many of these companies are owned and operated by non hawaiians and off island businesses with no vested interest in the

community at large. Employee training practices of these big (and small) companies can be substandard, leaving out land and ocean stewardship training, cultural knowledge and safety training and practices.

The tourism industry isn't the only sector struggling to fill positions in recreation. A major hurdle that Kelea Foundation has experienced in our work to expand programming opportunities is finding qualified staff to help support both our adaptive and womens focused recreation programs. The Maui County Aquatics division has a major shortage of qualified pool lifeguards and other nonprofits and organizations struggle to find lifeguards and program leaders for outdoor rec activities. There is a community wide lack of qualified professionals in one of Maui's most significant industries.

The recreation and wellness industry, particularly within tourism, is booming. According to Oregon State University, "this sector helps develop economies and create jobs, increases rural prosperity, improves public health outcomes and quality of life, and promotes environmental stewardship and conservation". However, "due to historic exclusionary practices, the outdoor recreation industry has work to do to build a workforce that is representative of the population, particularly in regard to race / ethnicity, disability, and sexual orientation". So much of the culture surrounding these practices and practitioners is not centered on Hawaiian values, practices or culture.

In order to correct these historic inequities, we must give Native Hawaiians a basic foundation to work from and bring their own experiences and understanding to health, wellness and recreation on Maui and beyond. Education and certification must be inclusive, culturally relevant and community centered. This pilot program seeks to establish a career pipeline into the recreation industry that centers these values and connects community organizations with exceptionally trained leaders.

4. Describe the target population to be served;

The direct target population for this program is native Hawaiian women and non binary individuals aged 18-50. Through this training program, Kelea Foundation programs will be able to impact a wider range of participants including young girls, adult women, children in the foster care system and individuals with disabilities through the hiring of trained individuals through this initiative. This program will create a ripple effect through the community by increasing effective leaders to grow and improve recreation programs and opportunities.

5. Describe the geographic coverage.

This program will target individuals across Maui County including Molokai, Hana and Lanai.

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 goal of this pilot program is to create a format for a recreational career pipeline that focuses on cultural relevance, accessibility and environmental stewardship. Throughout this program, Kelea Foundation will be collecting data on the effectiveness of programming and organizational strategies to help improve future program cohorts. **The program will move through 5 main stages, recruitment, training focus 1, training focus 2, training focus 3 and job placement.** Each of these stages will offer hands-on mentoring and support for participants.

Recruitment

Recruitment of participants for this skills training program is vital to its success. Recruitment will run from July through September with an October 1st program learning start date. Participants will be recruited from local highschools, Maui college, community surf networks, Kelea Foundation participant networks and the community at large. We will place ads in local publications, use social media platforms of Kelea Foundation and our local business partners as well as printed fliers distributed to campuses and in local businesses. **The recruitment phase will consist of three phases, advertising, application, and interviewing.** Applications will be accepted beginning in August, with interviews being conducted throughout September. Kelea Foundation will document the most common barriers to applying and work with participants to overcome these barriers. Participant selection will be made with a set of criteria based on the basic abilities needed to complete each phase of learning. A three person committee of community partners will convene to make the final decisions for participant selection.

Phase 1 Learning- Lifeguarding

The program start will focus on an introduction to the recreation industry and the program as a whole. The cohort will work on team and community building throughout the program. The first learning focus from October through November will be in obtaining a Red Cross Lifeguard certification. We will work with community partners including Glad Life Inc, to provide this course to participants. There will be an online 7hr course with an additional 7 hours of in person, hands on training in lifesaving skills, water safety and emergency response. Each week, participants will have a virtual check in via zoom with our instructors to cover the sections of the online learning that have been assigned for that week. The cost of this certification is \$375 per participant.

Phase 2 Learning- Group Fitness Instruction

The second phase of learning will take place from December through February. The learning focus will be in obtaining a group fitness instructor certification through the

National Academy of Sports Medicine (NASM). Through NASM, this certification course includes a comprehensive digital learning platform and weekly check in with instructors to ensure the participants are completing and comprehending the material. In addition to bi-weekly online meetings, during this phase, participants will gather in person bi-weekly to get hands-on learning in movement mechanics, class design, adaptive fitness, and to hear lectures and discuss topics such as cultural relevance, building a fitness career, and inclusion in sports. Each participant will work with instructors from community partner, Glad Life Inc to gain practical experiences in fitness coaching. The cost of this certification is \$400 per participant. At the end of this learning cycle, participants will be tested and must pass the national exam with a 70% or better grade. All participants will be supported in their various learning needs to accomplish this goal.

Phase 3 Learning- Surf Coaching

The third phase of learning will focus on Surf Instructor training with an International Surfing Association level 1 surf coach certification from March to April. The learning phase will begin with a group surf session to build community and evaluate current surf skill level. Participants need to be a proficient surfer in beginner conditions, but only basic skills are required. The certification aspect to this course is taught virtually, over two days with ISA trainer, Sean Brody. After completion of this course, participants will meet weekly to practice skills learned in the course including teamwork, risk management, conditions prediction and assessment, adaptive surf skills, and refining teaching techniques. We will partner with local surf school Maui Surfer Girls to provide hands-on training in surf school management and best practices in teaching. The cost of this certification is \$300 per participant.

Job Placement and Program Assessment

The final two months of this program will consist of wrap up, skill practice and job placement and program evaluation. Through our two currently secured business partners, Maui Surfer Girls and Glad Life Inc, as well as KF hiring needs, each participant who passes all three phases of training will be offered a job with at least one of our partners. As we continue to pull together funding for this program, more community business partners will join creating more opportunities for our cohort to get hired. In this final stage, participants will be assisted in looking for jobs and through the applications and interview processes. All participants will be given pre and post program surveys for both the full program as well as at each learning stage to help gauge knowledge acquisition, barriers to learning, procedural effectiveness and teaching effectiveness. In June, we will compile data and create the second iteration of this program to be implemented in 2024/2025.

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

There are 5 phases for this project:

Recruitment: July-September 2023

Phase 1 Learning- Lifeguarding: October through November 2023

Phase 2 Learning- NASM Group Fitness: December 2023 through February 2024

Phase 3 Learning- Surf Coaching: March through April 2024
Job Acquisition & Reporting: May through June 2024

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

The purpose of this grant funding is to create a pilot program for a recreational career pipeline that focuses on cultural relevance, accessibility and environmental stewardship. Every aspect of our programming will be documented and evaluated from recruiting procedures to post program surveys. There are two aspects of evaluation that we will be focusing on through this program, administration procedure and participant experience.

Administrative effectiveness

Our administrative procedures are vital to enabling a smooth and effective program. At the end of each phase, the program administrator will be conducting a phase evaluation with notes on how each aspect of our process worked, analyzing three main measures:

- communication effectiveness
- organizational effectiveness
- operational effectiveness

At the end of this initial cohort, we will pull together each phase evaluation into a larger report on improving programming

Participant Experience

Participant experience and learning effectiveness is at the core of what will make this program useful. We will measure these two criteria, experience and learning effectiveness through three main methods:

- self reporting
- testing competency
- overall success rates of participants.

At the beginning of the program participants will take a two part survey measuring both their social emotional state and their current knowledge of topics covered in the course. Social emotional survey questions will be on a scale. Some question examples are, “How confident are you that you could respond to an emergency?” or “How confident do you feel as a leader?”. Topic knowledge questions will be multiple choice and include questions related to their phases of learning. At the close of the course, participants will take the same survey measuring whether there was an increase or decrease in social emotion state and knowledge gained.

At the end of each learning phase, the participants will report their scores on exams. Additionally, an anonymous form will be provided for feedback on each learning phase

experience. Scores will be used to measure effectiveness of learning and feedback forms will be integrated into the end of program administrative evaluations.

At the end of this initial cohort, we will pull together each phase evaluation from both participants and administrative feedback as well as participant outcomes into a comprehensive report on improving programming.

4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).**

We will measure the success of this program in two metrics, program effectiveness and pilot program creation.

Program effectiveness:

- We will consider full completion of this program for 50% of participants to be a success for the first cohort of this program. Full completion will include:
 - all three certifications
 - at least 1 job interview and offer

Pilot program creation:

- Full outline report complete including:
 - Course curriculum outline
 - Procedural guide with improvement suggestions
 - Integrated participant feedback analysis

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 - **Please see attached**
 - b. Personnel salaries and wages - **Please see attached**
 - c. Equipment and motor vehicles - **Please see attached**
 - d. Capital project details - NA - **Please see attached**
 - e. Government contracts, grants, and grants in aid - NA- **Please see attached**

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

Quarter 1: 57,547.50
Quarter 2: 7,547.50

Quarter 3: 7,547.50
Quarter 4: 7,547.50
Total Grant: \$80,190.00

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

Private Donations
Hawaii Community Foundation
County of Maui, OED
Reeves Foundation
Craig H Neilson Foundation
Women Win Foundation

- 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.**

N/A

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

\$7696.52

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.

Kelea Foundation has been organizing group outdoor recreation events since 2012. Training staff and volunteers is vital to these operations. Since 2012 Kelea Foundation

has designed and implemented a new accessibility training program to help organizations and businesses become more truly inclusive. Below is a list of educational training events we have hosted.

- 2018- Lifeguard training for volunteers (5 participants)
- 2019- Maui County Parks Accessibility & Inclusion training (50 participants)
 - Developed and implemented a one day training program to highlight adaptive recreation and accessibility issues in the community. This was a presentation and panel led discussion by people living with disabilities. Participants learned some of the basic accessibility issues in sports and recreation and were able to ask questions to and interact with a live panel of people with various disabilities.
- 2019- Lifeguard training collaboration with Wahine Project (20 Participants)
- 2021- Lifeguard training collaboration with Wahine Project (20 participants)
- 2021- Wahine Project Accessibility Collaboration (20 participants)
 - Through a collaboration with Wahine Project and grant funding from Reeves Foundation, Kelea Foundation helped Wahine Project to create and implement an accessibility plan throughout their operations. From beach access plans to equipment and even online access, KF helped to create a report and action steps to make WP services more inclusive.
- 2021- Community Volunteer Training- Adaptive Sports (20 participants)
 - Hosted a training program for community business partners, Maui True North, Maui Surfer Girls, Holoholo Tours and other volunteers in the use of adaptive equipment and adaptive recreation.

In addition to our history of designing and implementing training programs, Kelea Foundation highly values its relationships with local businesses and other organizations. Through this program, we will be utilizing the expertise of our community partners and the certifying bodies they work with. Section VI will highlight the individual qualifications of our community business partners and their owners.

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.

Kelea foundation headquarters are at 283 Lalo St. This office is wheelchair accessible and can accommodate 10 participants for learning. Several of the locations for learning will be online as well as off site. Our equipment is stored in a storage facility in Kahului. Currently, equipment is transported by personal vehicles of our volunteer staff.

We are seeking funding for a van to transport the cohort to and from off site locations for hands-on training and to transport equipment such as surfboards, beach wheelchairs and exercise equipment. Other general funding sources will cover insurance, fuel and

maintenance on this vehicle. Our offsite locations include Ukumehame Beach Park with MSG surf School and the pool at Camp Maluhia in Wailuku.

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.

Kelea Foundation is run by a volunteer board and Volunteer Executive Director. .

With this grant funding, Kelea Foundation will be hiring the critical role of program administrator. Recruiting for this position will begin with advertising in the month of June 2023 with the goal of hiring by the end of July 2023. This position will report first to the community partners panel and then to the Kelea Foundation Board of Directors. The community partners panel will do initial interviews with the board of directors giving final approval once a candidate is selected.

The qualifications for this role will be:

- Ability to organize and synthesis information in a succinct and productive manner
- Experience in preparing and reviewing operations reports
- Experience in creating and implementing policy and procedure standards
- Ability to Identify opportunities to improve policies and objectives
- Basic knowledge of the outdoor recreation industry
- Ability to organize people and equipment logistics
- Organizing meetings and cohort communications
- Maintaining communication with leadership, trainers and participants
- Performing clerical accounting and general office duties as needed
- Proficiencies Needed or to be obtained:
 - Social media management and marketing
 - Knowledge of Google platforms and services such as gmail, google sheets, forms and calendar
 - Some knowledge of website management through square space
 - Working knowledge of zoom
- Pay: \$40/hr 10 hours per week for 36 weeks

In addition to our administrative support staff, this project will utilize the skills and expertise of several members of the community and agents for each certifying body.

For Lifeguard training and Group Fitness Instruction we will be utilizing our relationship with Glad Life Inc, a Maui based wellness company run by our executive director, **Jenn Gladwin**. Jenn is a certified Water safety instructor and Lifeguard Instructor trainer, able to certify both lifeguards as well as lifeguard instructors. She is a level 2 ISA surf coach, certified in Adaptive Surfing and an ISA certified surf judge. At the leadership of Jenn, Kelea Foundation has designed and implemented its Girls in the Lineup programs, inclusivity and adaptive sports training programs and has mentored two of our young staff to fund, develop and run their own programs. She has also helped the Hawaii Surf Association- Maui implement adaptive divisions into the majority of their contests. She has become the go to person on Maui to consult for accessibility in beach events and recreation activities. In addition to her work with Kelea Foundation, she is also the current head manager of the Hawaii Adaptive Surf Team.

Glad Life Inc is an aquatic provider for the American Red Cross and will be the certifying provider for the lifeguarding portion of this course through the instruction of Jenn Gladwin. Through our community network, Oahu based life saving education organization, Never Off Duty will also be consulted and invited as a guest speaker during this phase of learning.

The **Glad Life Inc** team will also be providing hands-on experience to our cohort in group fitness. Participants will be learning via the NASM online learning platform and getting practical experience through the expertise of the Glad Life team. Glad Life Inc has been a leader in the fitness and wellness industry on Maui for over 10 years. They host a full time class schedule of 3-5 classes per day, 365 days per year. With an average of over 10,000 classes taught and well over 100,000 clients served in the last decade, they have a long track record in the group fitness industry. Glad Life Inc has trained over 50 staff and instructors in group training in diverse settings. In addition to their land based training program, they also host a swim school teaching hundreds of children and adults how to swim over the past 8 years. Through this swimming program, they have developed special techniques to help teach aquatics skills from floating to freestyle swimming and snorkeling. They have implemented a small Jr Lifeguarding course on the North Shore of Maui. Teaching lifesaving skills to kids age 8-18.

For the surfing portion of our training program, Kelea Foundation will partner with two companies, **Surf Education Academy (SEA)** and **Maui Surfer Girls (MSG)**. Surf Education Academy is the exclusive North American surf coach training provider for the International Surfing Association. SEA is headed by **Surf Coach Sean Brody**. He has taught thousands of people to surf from across the globe and from all walks of life. He has a Master's Degree in Hospitality Tourism Management with an emphasis in Sustainable Surf Tourism, worked with the International Surfing Association for many years helping to develop surfing world wide, runs Adaptive Surfing programs for Challenged Athletes Foundation and is currently the Head Coach for Team USA's Adaptive Surfing Team. Sean will lead the cohort through two days of surf coaching best practices, techniques and safety, offering years of experience with diverse populations. Maui Surfer Girls will help guide the hands-on learning portion of Phase 3 learning- surf coaching. Maui Surfer Girls was founded in 2000 by Maui girl, **Dustin Tester**. Since its

start, MSG has taught over 40,000 people to surf. They have run over 50 teen camps and 24 adult womens camps with a combined total of over 1300 campers served. Dustin has trained over 100 surf coaches and has created a special program to ensure the highest quality of instruction from each of her coaches. Personally, Dustin has been highlighted by HVCB for her work in tourism recreation and has won both the small business award and lifetime achievement award from the Maui County Chamber of Commerce. Her experience as a mentor and coach to up and coming surf instructors is robust.

In addition to our certifying and hands-on coaching team, each learning phase will include outside speakers with expertise and insights into that specific skill set being learned. These speakers will be invited to join our cohort during the weekly check in and learning sessions. Some of these experts we hope to include are Jason Bitzer of Never Off Duty, Daniel Aipa of the Ku Project, and Shannon Kaneshige from Fringish yoga.

Because this is a pilot program and the continued longevity of the program will rely on the proper and comprehensive storytelling of its inception, a budget of \$1500 has been included to cover the cost of high quality photography throughout the program. This will help us as we work to influence other community businesses of the value of this career pipeline and the importance of contributing to it financially.

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.



- BOARD OF DIRECTORS (Volunteer)
 - Executive Director (Volunteer)
 - Community Panel (Volunteer)
 - Outside speakers & Instructors (Volunteer & Paid)
 - Program Administrator (Paid)

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.

Kelea Foundation is volunteer run. We are requesting funding to pay for a program coordinator for this specific project.

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.

NA

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.

NA

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.

NA

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.**

Kelea Foundation is seeking funding for this pilot program as a proof of concept to the community. Our sustainability plan is to use this first cohort as a jumping point to

influence business leaders in the tourism and recreation industry to contribute to a yearly fund to provide high quality comprehensive training to maintain this career pipeline. In addition to funds secured by business donations, we will continue to seek community and government grants as well as private donations for improving our process and offering additional needed resources to help potential participants to overcome barriers to success.

**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.

Kelea Foundation
(Typed Name of Individual or Organization)


(Signature)

1.17.23
(Date)

Jennifer Gladwin
(Typed Name)

Executive Director
(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App

Kelea Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	14,400	0	0	0
2. Payroll Taxes & Assessments	1,540	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	15,940			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Lifeguard Certification (10 pax)	3,750	0	0	0
10. Group Fitness Certification (10pax)	4,000	0	0	0
11. ISA Surf Coach Certification (10 pax)	3,000	0	0	0
12. Expert speakers (contractors)	1,500	0	0	0
13. Photography & Meida	1,500	0	0	0
14. Advertising	500	0	0	0
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	14,250			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	50,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	80,190			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,190	Name (Please type or print) Phone		
(b) Total Federal Funds Requested		Signature of Authorized Official Date		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Name and Title (Please type or print)		
TOTAL BUDGET	80,190			



BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2023 to June 30, 2024

Applicant: _Kelea Foundation_____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Administrator	0.25	\$14,400.00	100.00%	\$ 14,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				14,400.00
JUSTIFICATION/COMMENTS:				

Applicant: _____

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

JUSTIFICATION/COMMENTS:

DESCRIPTION F MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
15 passenger van	1.00	\$50,000.00	\$ 50,000.00	50000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 50,000.00	50,000

JUSTIFICATION/COMMENTS:
Participatnt &
equipment
transportation

Applicant: _____ Kel

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	NA					
LAND ACQUISITION	NA					
DESIGN	NA					
CONSTRUCTION	NA					
EQUIPMENT	NA					
TOTAL:	NA					
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

Kelea Foundation

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	NA				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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