

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Launchpad Labs

Amount of State Funds Requested: \$ 107,740.00

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

Launchpad Labs is requesting grant funds toward program operations serving Title I high school students in Waipahu. Launchpad Labs is an immersive student competition focusing on workforce development, fostering collaboration with business leaders and providing real-world work opportunities serving community needs.

Amount of Other Funds Available:

State: \$ n/a
Federal: \$ n/a
County: \$ n/a
Private/Other: \$ n/a

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

\$ n/a

Unrestricted Assets:

\$ 2,500.00

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:

2300 N. King St.,

City: State: Zip:
Honolulu HI 96819

Contact Person for Matters Involving this Application

Name: Clarice Casamina	Title: President/Founder
Email: clarice.casamina@gmail.com	Phone: 808-398-3589

Federal Tax ID#: pending	State Tax ID# pending
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Authorized Signature

Clarice Casamina, President/Founder

Name and Title

01/20/2023

Date Signed

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

CLARICE CASAMINA, FOUNDER
PRINT NAME AND TITLE

01/20/2023

DATE



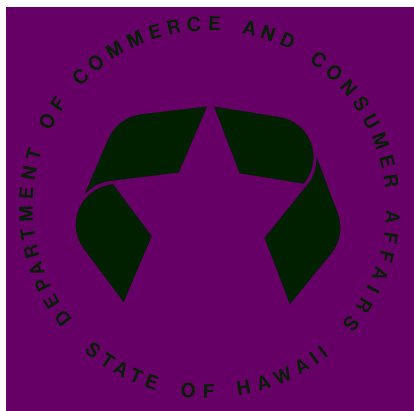
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

LAUNCHPAD LABS

was incorporated under the laws of Hawaii on 01/19/2023 ; 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 20, 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:

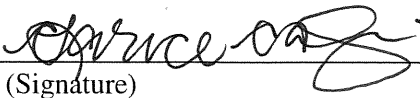
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

Launchpad Labs

(Typed Name of Individual or Organization)



(Signature)

01/20/2023

(Date)

Clarice Casamina

(Typed Name)

President/Founder

(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](#).

Upon receiving the grant, Launchpad Labs will use the grant towards a public benefit and 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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

Launchpad Labs is an immersive student competition focusing on providing high school students with practical life skills with the goal of streamlining the path for students to earn living-wages. Launchpad Labs works alongside Title I high schools, currently on the Leeward side of Oahu, providing resources and opportunities to these schools with a high percentage of low-income students and kids. With the rapid change in technology and the economy's current skill shortage and varying employment needs, providing guidance, mentorship and practical life skills in a students' lifecycle is more critical than ever. Launchpad Labs's primary goals are to:

1. To develop the future workforce,
2. Foster collaboration with business leaders,
3. Provide real world work opportunities that serve community needs.

The funds requested will serve two semesters of the Launchpad Labs program, impacting upwards of 120 students. The grant requested will serve the Leeward side of Oahu, specifically focused on Waipahu and Waipahu High School.

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;

In 8 weeks, a cohort of up to 30 students complete work-based projects in teams that foster a growth mindset, application of the scientific method, public speaking / leadership development, experiential learning in the workplace environment, that delivers real business results supporting community partners.

- Weeks 1-2
 - Mentors conduct student orientation and invite students
 - Students meet with organization (project sponsor) to tour work site
 - Students start project work in app aligned with Scientific Method (identify opportunity and current performance)
- Weeks 3-4
 - Students work with Mentors using tools to continue project work (identify optimization opportunities)
 - Students participate in a collaborative work day onsite with organization supported by Mentors
- Weeks 5-6
 - Students complete project work (implement optimizations and measure results)
 - Mentors coach presentation skills at school
 - Students draft project presentations
- Weeks 7-8

- Students conduct in-class project presentations and present projects to Mentors
 - Ceremony to award completion awards and student stipends.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
 - a. Fall 2023 Cohort 1 to begin August 2023
 - b. Spring 2024 Cohort 2 to begin February 2024
 3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Kure, the software guiding the students, has the capability to measure student engagement, work completion and project results in real time.

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.

Measurements tracked include:

 - i. Student Enrollment
 - ii. Percentage of program completion
 - iii. Measurable results to project sponsors in the form of process optimization

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)

Attached.

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
\$52,370	\$29,935	\$10,774	\$14,661	\$107,740

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.
 In addition to this state grant, Launchpad Labs will continue to explore additional corporate sponsorships and grassroots fundraising directly with community supporters.

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.
 \$2,500.00 in cash balance

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.

In the Fall of 2022, Launchpad Labs completed the first cohort of students comprising of 30 sophomore students from Waipahu High School. Over the fall semester, the students worked in teams and guided with AI-powered technology, the teams were tasked with identifying inefficiencies and problem solving their findings at a local non-profit organization in their community, The Filipino Community Center. Launchpad Labs was a demonstrated catalyst in workforce development, student engagement, and community collaboration—with the students delivered measurable results to The Filipino Community Center by decreasing their event set up time by 75%.

With a successful first cohort, Launchpad has garnered supporters from eager students, volunteers, educators and business leaders wanting to work on future projects within the community.

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.

Launchpad Labs does not require facilities because all work and operations will be completed remotely or onsite with the project sponsors. Student work is also completed at the respective high schools.

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.

Not applicable

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:

1. Clarice Casamina, President
2. Karlo Tanjuakio, Vice President
3. Maria Sasaki, Treasurer
4. Cedric Lorenzo, Community Chair
5. Lealei Magat-Hino, Finance Chair

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.

Launchpad Labs is an entirely volunteer based organization with funds allocated strictly to student benefit.

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.

Launchpad Labs was minority founded and woman co-founded serving students from low income households and communities.

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.

Not applicable.

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.

Should the funds be received for fiscal year 2023-24, they will be used toward technology, training, equipment and to standardize operations for future growth. The fundraising efforts with direct community members, individual donors and corporate sponsorships will continue to be pursued for the variable costs of increasing students.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Launchpad Labs

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	N/A			
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Student Transportation to project sites	4,800			
2. Insurance (general liability, event)				665
3. Catering for Student Seminars				15,000
4. Student Stipend and Completion Awards	50,000			20,000
5. Student Training & Development Seminars	25,000			
6. Supplies				2,400
7. Telecommunication for Tablets	10,440			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	90,240			38,065
C. EQUIPMENT PURCHASES	17,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	107,740			38,065
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	107,740	Maria Sasaki	808-224-4634	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		<i>Maria Sasaki</i> 1/20/23		
(d) Total Private/Other Funds Requested	38,065	Signature of Authorized Official Date		
TOTAL BUDGET	145,805	Maria Sasaki, Treasurer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Launchpad Labs

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Samsung Galaxy Tablet	30.00	\$500.00	\$ 15,000.00	15000
Epson Cinema Projector	1	\$1,000.00	\$ 1,000.00	1000
Epson Pop Up Projector Screen	1	\$200.00	\$ 200.00	200
Bose portable speaker	1	\$1,300.00	\$ 1,300.00	1300
			\$ -	
TOTAL:	33		\$ 17,500.00	17,500
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Launchpad Labs

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	N/A	N/A	N/A	N/A	N/A	N/A
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Launchpad Labs

Contracts Total: -

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