

## 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

  
AUTHORISED SIGNATURE

Dylan P. Armstrong, Secretary  
PRINT NAME AND TITLE

JANUARY 20, 2023

DATE



## 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 Attachment A

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

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

Magical Creatures Sanctuary declares compliance with §42F-103 - Standards for the Award of Grants from the Hawaii Revised Statutes.

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

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

The Grant shall be used to create fully fenced enclosures for multi-purpose use. First, the enclosures will be utilized for training the local community on best practices for farm animal care. Second, the secure enclosures will allow us to provide improved and increased services to Hawaii County Animal Control. Third, our education program can provide better and safer access for all participants.

### **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;**

Magical Creatures Sanctuary is a farmed animal sanctuary on the Big Island of Hawaii that currently provides a safe haven to 90+ rescued residents. We are entirely volunteer run with 9 full-time, unpaid staff who all live on site and 20+

local volunteers who assist with all aspects of our work. Our mission is to rescue, rehabilitate, and offer life-long sanctuary to rescued animals while serving the local community with programs that promote kindness, compassion, and stewardship.

2. The goals and objectives related to the request;

The goal of the project is to add 6,649 ft of woven wire fencing to create seven new pastures providing a secure and safe environment for our programmatic work with both the community and the county government.

3. The public purpose and need to be served;

The improvements made possible by this grant would provide public benefit in several ways. The Sanctuary is frequently approached by local farm animal owners with questions and concerns about the health, diet, and care required for their animals. With this grant we would be able to offer learning and knowledge-sharing opportunities to Big Island residents and businesses that will allow them to provide optimal care for their animals. This could include sessions on proper pasture rotation schemes, hoof trimming, sheep shearing, medication administration, nutrition requirements, parasite control, and proper fencing techniques.

Magical Creatures is a long-time partner of Hawaii County Animal Control. We take in injured, abandoned, neglected, and special needs animals that the department encounters. We also provide quarantine and temporary boarding services for the agency. This is done at no cost to the county or state. With the grant, we would be able to take on even more work with Animal Control by offering additional safe and secure pastureland for the services we provide. The fencing project will allow for better pasture rotation and thus better parasite control.

Our Education & Outreach program serves Island residents and visitors by providing a better understanding of the need for stewardship of both the animals and the land. This grant will allow us to create more opportunities for educational interactions with local residents that help create a more sustainable Hawaii for future generations.

4. Describe the target population to be served; and

The target population served includes local residents, local businesses, local animal populations (both domesticated and feral), tourists, and county Animal Control.

5. Describe the geographic coverage.

The geographic area served is the entirety of the Big Island. Our programs are accessible and utilized by audiences across the Island as well visitors to Hawaii Island.

### **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 scope of work includes the design, costing, purchase, and installation of 6,649 ft of woven wire fencing. Magical Creatures has already completed the design and costing stages of the project. See Attachments B, C, D, & E. Magical Creatures shall arrange for procurement of all necessary supplies from local vendors. Local volunteers along with Sanctuary staff will install the fencing per any applicable regulatory requirements.

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

The timeline for completion of the buildout will be 6 months from receipt of the grant money. Outcome measurement will begin immediately thereafter with initial reports at the one-year mark and subsequent reports at the two-year mark.

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

Monitoring and evaluation will be completed by Sanctuary staff. Quantitative Key Performance Indicators (KPIs) will include budget analysis, community events completed, community members served, and successful Animal Control interactions. Qualitative outcome KPIs will include participant surveys, Animal Control inspections, and follow-up interviews.

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.

a. Budget Analysis – Actual cost vs budgeted cost analysis to help develop a meaningful Social Return on Investment (SROI).

- b. Community Events Completed – The number of learning and knowledge-sharing opportunities offered in the first year.
- c. Community Members Served – The number of community members served by the above events and other interactions.
- d. Animal Control Interactions – The number of Animal Control interactions requested and completed.
- e. Participant Surveys – Pre and post surveys of expectations and outcomes of community events
- f. Animal Control Inspections – Animal Control's assessment of the quality and utility of the improved property.
- g. Follow-up Interviews – Interviews with randomly selected participants to gain valuable feedback on the efficacy of the trainings.

#### **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)

See Attachment E

- 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
30,311	0	0	0	30,311

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

An existing donor has pledged up to \$2500 to the project.

Of our total annual budget of \$123,000, 87% of the funding comes from individual donations. The remaining 13% comes from grants provided by small family 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.

No existing state or federal tax credits have been granted or applied for.

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.

No federal, state, or county contracts, grants, or grants-in-aid have been granted or applied for in the previous three fiscal years nor in fiscal year 2024.

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

Unrestricted current assets as of December 31, 2022, were \$9,276.

## **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 Sanctuary has been incorporated since 2018 and has designed and completed multiple fencing projects on the initial 13-acre property. This work has been completed by Sanctuary staff utilizing extant skill and knowledge along with the support of local volunteers.

### **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 Sanctuary operates on 35 acres of pastureland which includes the newly acquired 23-acre parcel that is the subject of the bulk of the new fencing. Protected storage is available for all parts and equipment that the grant will provide for.

## **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.

The project will be led by the Founder & Executive Director, Helena Lundblad, and the Managing Director, John Hubers. Ms. Lundblad has been running the Sanctuary as a hands-on leader since its founding. She has hired, trained, and supervised dozens of staff members during this time. She has also designed and implemented multiple fencing projects on the property. She gained significant knowledge of the work by initially working alongside experienced fencing professionals and has since completed projects on her own.

Mr. Hubers has decades of experience in organizational leadership as well as a background in general contracting.

We have local volunteers committed to the installation work with direct oversight by Ms. Lundblad and Mr. Hubers. There will thus be no labor cost for the project.

**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.



**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.

Magical Creatures Sanctuary has no paid staff. It is entirely volunteer run.

## **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.

Magical Creatures is not a party to any pending litigation.

### **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.

We are very proud to have recently become one of only 12 true farmed animal sanctuaries in the US that are fully accredited by the Global Federation of Animal Sanctuaries (GFAS). This highly respected endorsement is earned via a rigorous, months-long process designed to investigate and evaluate our policies, processes, and infrastructure to ensure the highest levels of care for our residents. We are honored to be recognized as a legitimate, professional, and measurably effective sanctuary.

### **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.

The grant shall not be used to support a private educational institution.

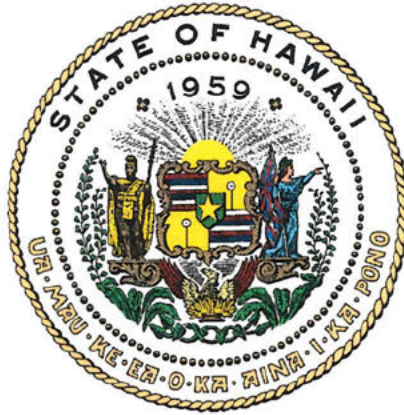
### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

This capital grant will not require any future funding and the sustainability of the benefit it creates will require only minimal maintenance and repair estimated to be less than \$100 per year.

**ATTACHMENT A**



**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

**MAGICAL CREATURES SANCTUARY**

was incorporated under the laws of Hawaii on 01/16/2018 ; 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 15, 2023

Director of Commerce and Consumer Affairs



**ATTACHMENT B**



**ATTACHMENT C**



## **ATTACHMENT D**

### **Fence Details**

Woven Wire Fence Length (ft) 6649

### **Estimated Construction Cost**

<i>Materials</i>	<i>Amount required</i>	<i>Cost per unit</i>	<i>Total Cost</i>
Wood Posts (8" x 8')	27	\$40.00	\$1,080.00
Wood Posts (4" x 8')	418	\$27.00	\$11,286.00
Steel Posts (6.5')	416	\$9.25	\$3,848.00
Staples	1500	\$0.02	\$30.00
Clips	1500	\$0.20	\$300.00
48" Woven Wire Rolls (300')	31	\$309.00	\$9,579.00
Electric Fence Wire Rools (170')	40	\$23.00	\$920.00
Solar Energizers (0.4 joules)	4	\$350.00	\$1,400.00
Post Hole Auger	2	\$800.00	\$1,600.00
Fence Winch	2	\$94.00	\$188.00
Gas Powered T-Post Driver	2	\$600.00	\$1,200.00
12' x 50" Galvanized Gates	6	\$230.00	\$1,380.00
<b>Total</b>			<b>\$32,811.00</b>

**ATTACHMENT E**

**BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS**

Period: July 1, 2023 to June 30, 2024

Applicant: Magical Creatures Sanctuary

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	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0
EQUIPMENT	0	0	30311	2500	0	0
<b>TOTAL:</b>			<b>30,311</b>	<b>2,500</b>		
JUSTIFICATION/COMMENTS:						
See Attachement B - Project Budget						