


## 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

Meta Dunn  
PRINT NAME AND TITLE

20 Jan 2023  
DATE

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

Type of Grant Request:

Operating  Capital

Legal Name of Requesting Organization or Individual: Db:

Surfrider Spirit Sessions

Surfrider Spirit Sessions

Amount of State Funds Requested: \$96,650

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

We are requesting funds to continue and expand our existing ocean based youth mentoring services directed towards adjudicated and vulnerable teens on the island of O'ahu.

Amount of Other Funds Available:

State: \$96650

Federal: \$

County: \$84000

Private/Other: \$

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

\$

Unrestricted Assets:

\$100,000

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:

PO Box 1677

City:

Kailua

State:

HI

Zip:

96734

Contact Person for Matters Involving this Application

Name:

Meta Dunn

Title:

Executive Director

Email:

meta@surferspirit.org

Phone:

808.554.8805

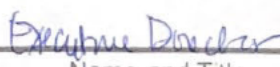
Federal Tax ID#:

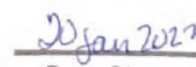
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State Tax ID#

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Authorized Signature

  
Name and Title

  
Date Signed





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

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

**Vendor Name:** SURFRIDER SPIRIT SESSIONS

**DBA/Trade Name:** SURFRIDER SPIRIT SESSIONS

**Issue Date:** 01/20/2023

**Status:** **Compliant**

Hawaii Tax#: 66460687-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX3838

UI#: XXXXXX3461

DCCA FILE#: 227979

Status of Compliance for this Vendor on issue date:

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

**Status Legend:**

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

## 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.

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

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, 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.

### **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;**

Created in 2006, Surfrider Spirit Sessions (SSS) is dedicated to building healthy communities by supporting at-risk and adjudicated youth through holistic, ocean-based mentoring programs, experiential āina-based education and cultural activities. Our programs are designed to provide an uplifting space for youth to focus on values & behaviors that are healthy and to connect them to the land, the culture, & other adults and youth who will support them on a positive path. We do this through

- 8 week surf mentoring
- Community days
- Jr Mentor program
- Monthly events (A new addition to our existing programs)
- Out of school time (OST) programs (A new addition to our existing programs)

#### **2. The goals and objectives related to the request;**

We anticipate servicing the following number of individuals in each program area:

**8 Week Surf Sessions** - 65 youth annually - 20% of the youth may be re-referred to the program if they are found to need additional support

**Jr Mentors** - 6-8 Jr Mentors per 8-week surf session

**Community + Family Days** - Minimum 75 community youth and 30 of the mentees families annually

**Monthly Activities** - Minimum of 10 participants each month for a total of 120 participants annually

**OST Programming** - 10 -15 youth each session. For a total of 60 youth -50% of participants may come from our other programs

We have seen that many of our youth need more than just the 8-week surf program to help maintain the positive momentum built through the program. We also have identified that there is a subset of the youth who need a second chance at our program. Some of these need the second chance because circumstances have prevented them from successfully completing the program. Others need another run through the program due to the depth of the challenges they are facing and the recognition that the design of our program - both with its connections to positive adults as well as the connection to nature - is an effective means to support them in their growth and transformation. Our own data shows the longer youth stay connected, the more they improve, but we have noticed that some youth are hesitant to initially engage in the 8-week program. Providing offerings to introduce them to our program with a shorter time commitment, such as the OST programs and community days, will provide them an opportunity to get some support and hopefully entice them to stay involved.

Our goal is that through our programs at least 80% of the participants will:

- Show an improvement in educational attainment in the form of improved grades, reduction in missing assignments, improved attendance and/or a decrease in behavioral referrals
- Report feeling more accepted by their peers and more connected to their family.
- Report that they are more likely to say no to drugs, alcohol, skipping school, or getting in fights as a result of being in our program.
- Express greater feelings of self-worth and more hope and higher aspirations for the future.
- Report an increased interest in learning to live a healthier lifestyle.
- Demonstrate that they have a greater concern for taking actions to care for and protect our 'āina.
- Have a better understanding of Hawaiian culture and values.

For those in our Jr Mentor program, they will also report an increase in leadership skills, feel more confident talking in public, and have a resume that can be used for future employment or educational attainment.

Due to the nature of the youth we are working with, and the size of our organization, we intentionally keep the numbers of youth in our program around 10-15 so that youth feel supported and seen. For the out of school time programs, due to this being a new venture for the organization, we are looking to start off this program in a fashion that ensures success and that the youth receive value and support from the program.

3. The public purpose and need to be served;

SSS works with keiki whose challenges run deep and for whom many of the programs do not have the capacity to support their needs. The youth in our programs are dealing with multiple issues: many have mental health issues, law violations, truancy, substance abuse or live in homes where poverty, violence or other forms of trauma are pervasive.

Additionally, Hawai'i has a unique context in that addressing broader cultural, historical and intergenerational trauma is especially important. This real trauma includes but is not limited to the loss of land, language and cultural identity. The impacts of trauma from various sources are felt throughout the island, more so now as a result of COVID and the increase in public awareness of the impacts of trauma. In July 2022, the Hawaii legislature recognized the importance of addressing this issue by passing State Bill 2482, designating the implementation of the office of Wellness and Resiliency.

The research on toxic stress and adverse childhood experiences indicates the existence of a growing public health crisis for the State with implications for Hawaii's educational, juvenile justice, criminal justice, and public health systems, and can be seen in statistics such as:

About 2,200 more children in Hawaii struggled with anxiety and depression in 2020 – a 23% increase compared with 2016.

Additionally, Hawaii's age-adjusted suicide rate (15.6%) was higher than the national level in 2019 (13.9%).

The 2022 Kids Count Data Book found that Hawaii ranked in the lowest third of the United States when it comes to the educational (35th) and economic (34th) well-being of children.

2021 DOE reports

- Over 3,000 youth were identified as experiencing homelessness at some point during the school year
- Ninth-grade promotions decreased to 85% in 2021 from 93% in 2020
- Graduation rate increased to 86% but college entry rates decreased by 5 percentage points, dropping to 50%
- 31,795 students, or 20%, were at high risk for chronic absenteeism, which is a 15% increase
- The ACLU released a 2019 report finding Hawai'i has disproportionate referral and suspension rates, especially of Hawaiian/Pacific Islander students who are suspended at 3x times the national average.

HPD reported a 10% increase in juvenile arrests from 2020 to 2021 for a total of 1,772 arrests.

Despite a decrease of 5% in calls to CPS between 2020 to 2021, those cases referred for intervention increased by 30% for a total of 5,001 with 1,331 confirmed - of which 656 were on the island of Oahu.

As shown in the statistics above, our keiki are in need of support. Now, more than ever, after over two years of the pandemic where the mental and physical health impacts are just at the infancy of manifesting its longer term impacts, it is vital that we address these needs with greater, yet measured and deliberate urgency and care.

SSS services teens involved in the Juvenile Justice System, residential programs, foster care, and youth grappling with personal and family challenges such as loss, depression, anxiety, bullying, and suicidal ideations. Abuse, neglect, homelessness, systemic racism, pandemics, societal unrest and uncertainty, and poverty all leave traumatic markers. Research shows that youth who have been exposed to trauma, especially complex trauma, often develop ways of coping that allow them to survive and function day to day. While these coping mechanisms are designed to keep them safe in the midst of the trauma, the long term impacts are significant not just in their life but in society as a whole. Youth who have experienced trauma have significantly higher rates of emotional, behavioral, and immediate and long-term health problems. They often struggle with self-esteem, which puts them at risk for substance use, suicide, and other negative outcomes. They have numerous academic difficulties, including below-grade level reading, high rate of learning disabilities, poor school attendance, and failure to advance to the next grade or graduate.

The cumulative economic and social burden of complex trauma in childhood is extremely high as well. Based upon data from a variety of sources, a conservative annual cost of child abuse and neglect is an estimated \$103.8 billion, or \$284.3 million per day (in 2007 values). This number includes both direct costs—about \$70.7 billion—which include the immediate needs of maltreated children (hospitalization, mental health care, child welfare systems, and law enforcement) and also indirect costs—about \$33.1 billion—which are the secondary or long-term effects of child abuse and neglect (special education, juvenile delinquency, mental health and health care, adult criminal justice system, and lost productivity to society).

On the flip side, research also shows that even for those youth/people who have faced multiple adverse childhood experiences (ACEs), those who have positive childhood experiences (PCEs) through healthy support systems (within and outside of their homes) are more resilient and able to minimize the negative impacts of trauma in their lives. Some examples of PCEs are being able to talk with family about feelings, feeling as though there is family who will stand by them during difficult times, participating in community traditions, feeling a sense of belonging in high school, feeling supported by



friends, and having at least two non-parent adults who take a genuine interest in them. While preventing ACEs is critical, creating PCEs is just as imperative and urgent.

4. Describe the target population to be served; and

SSS services male and female teens ages 13-18 involved in the Juvenile Justice System, residential programs, foster care, and youth grappling with personal and family challenges such as loss, depression, anxiety, bullying, and suicidal ideations.

5. Describe the geographic coverage.

We service youth throughout the Island of O'ahu, with a majority of the youth coming from Honolulu, Kapolei, Pearl City, Millilani, Waipahu, and Aiea communities.

### **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;
  - 3 8-week surf mentoring sessions - 4 hour sessions that include surfing, environmental & cultural lessons, life skills training, journaling, water safety training, and beach clean-ups.
  - 3 community service & family events - mentees teach the skills they learned through our program to younger keiki & family members.
  - Jr Mentor program - youth assist staff and adult volunteer mentors on the beach, at events and support their peers in sessions.
  - Orientations and trainings for volunteers, interns and staff
  - Monthly activities that help youth and mentors remain engaged and maintain lasting relationships outside of the program.
  - 6 Week-long out of school time (OST) programs - fall, spring and 4 weeks in the summer - partial day programs that align with our themes, expand the array of ocean-based activities, and deepen their knowledge of Hawaiian and Pacific Island culture through trips to museums and cultural sites and experiential opportunities with kūpuna and other experts in the field.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

**January - February** - Annual Fundraiser + 2024 Season Kick off  
Begin preparation for 2024 Season and annual fundraiser; begin recruitment for Spring session. Orientations for Mentors and Jr Mentors. Recruit staff and youth for the Spring break program. Host two monthly events.

**March - April** - Spring Session  
8 week surf sessions begin; Spring break OST session runs; In April begin outreach for Summer programs and ensure programming lineup for summer is secured. Mentees complete pre and post program surveys. Recruit staff for the Summer OST program. Host two monthly events. Community Day takes place during week 5 or 6 of surf programming.

**May & August** - Inter-Session Planning  
Wrap up from the last session, debrief with staff, mentors, Jr mentors and send surveys out to mentees. begin recruitment for Summer session. Orientations for Mentors and Jr Mentors. Recruit youth for Summer break program. Host monthly event.

**June - July** - Summer Session  
8 week surf sessions begin; Summer OST time session runs; In July ensure programming lineup for fall OST program is secured. Mentees complete pre and post program surveys. Host two monthly events. Community Day takes place during week 5 or 6 of surf programming.

**September - October** - Fall Session  
8 week surf sessions begin; Fall OST session runs. Host two monthly events. Community Day takes place during week 5 or 6 of surf programming. Mentees complete pre and post program surveys.

**November - December** - Session debrief, appreciations and outcomes reporting  
Wrap up from the last session, debrief with staff, mentors, jr mentors and send surveys out to mentees. End of year appreciation events take place during this time. Review program materials and set timelines for ensuring that any repairs, program updates, etc are completed before the 2025 season begins. Ensure staff for Spring session secured. Host two monthly events.

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

**Quality assurance:** SSS works closely with partners and parents to coordinate support for each individual youth. Weekly youth status updates are shared with SSS staff and mentors and appropriate referral agents and parents as appropriate and utilizing best practices. Partners including probation officers, youth serving agency staff, counselors, and court staff are invited to participate and observe program activities.

Internally, SSS staff hold weekly meetings to monitor activities and program progress and ensure compliance and to review youth attendance, progress and identify other

youth needs. Staff check-in with parents and referral agency to relay any appropriate information regarding the youth's participation in the program and need for additional services.

Any necessary corrective actions regarding program content or implementation will be reviewed by the Executive Director, Board President, or Founder, and the Executive Director will be responsible for delivery of corrective actions.

**Program evaluation:**

SSS employs various measurement tools, including attendance logs, journals, short discussions, mentor reports and youth surveys.

Our qualitative measures are the most compelling feedback we receive. Mentor and staff observations are recorded weekly and courts and parents report add their observations on youth development as well. Youth document emotional and cognitive progress in journals and in feedback they give to the courts, mentors, staff, and parents. Mentor weekly reports also provide qualitative feedback of youth progress and help identify other youth risk-factors or adverse behaviors that may exist at home, school or in their community.

We are adding the additional measures to help evaluate our program's effectiveness in the following ways:

- Satisfaction surveys distributed to youth, mentors, caretakers and referring agencies
- Youth progress tracking surveys to be completed before, immediately after, and six months after programs

All youth enrolled will be tracked on a spreadsheet to ensure that we collect evaluative data. Pre and post surveys will be administered at the start and end of each program while the youth are physically on site with us. For those youth who may not have completed the program, attempts via email, phone calls and regular post will be sent in attempts to collect data from these youth and families, as this data may provide valuable insights on effectiveness of our programs and help us identify ways to improve our programs.

Satisfaction surveys will be sent via email and information is entered into an online form. Phone calls will be made to participants who have not completed the form in attempts to collect data from all parties.

In the past, if there is a group of youth that have come from a group home or a common agency (such as girls court), we would work with the staff of the agency and even go on site to provide information and get information needed for evaluations. We have not done this with individuals. If we are having difficulties collecting the information, we may consider this as an option as well.

Data collected will be analyzed and reviewed with the staff and board members. Where change is needed, we will meet collectively to identify ways to improve and hold

follow up conversations with stakeholders - which may include referring agencies, former participants and families/caretakers, and other community members - as a means of identifying opportunities for improvement.

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.

The following measures will be shared with the state as a means of assessing the program's achievement:

1. Attendance reports: a compilation report that shows the number of youth serviced by program type
2. Attendance rates: a compilation report that shows the percentage of participants that completed at least 80% of the program for each multi-day program
3. Improvement report: a compilation report that shows areas of improvement achieved by the youth. This report would also discuss any trends we see that may not support our effectiveness and what actions we will take to address these areas

#### **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)
  
1. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
24,162	24,162	24,162	24,162	96650

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

We are seeking funding from the following sources

- City and County Grants in Aid
- Office of Youth Services Cultural Programs
- Outrigger Duke Kahanamoku
- Hawaii Women's Foundation
- Van's Community Foundation
- Atherton Grant
- Surf to the Turf Annual Fundraiser

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

We have received grants from City and County of Honolulu Grants in Aid for the years 2020 and 2021;

- CT-DCS-200077, dates 1/1/20 - 12/31/20
- CT-DCS-2100076 dates 1/1/21 to 12/31/21

We have also received OYS Cultural Programs Contract for the period of 2018-2023.

- DHS-19-OYS-918, dates 7/1/2018 to 6/30/2023

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

As of 31 December 2022, we have \$100,000 in unrestricted assets

## **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.

SSS currently operates its programs with a staff of 6 staff members: a full-time Executive Director (40 hours/week); a part-time staff Program Manager (30-35 hours/week), two part-time Session Leaders and one Jr Mentor Program Leader (10 hours/week during sessions/Community Service events); and part-time Administrative Coordinator (30 hours/week). When additional funding for the Out of School Time programming is secured we will include additional staff for these positions and ensure that we have qualified applicants to fill the positions.

- **Executive Director** Meta Dunn, has more than 25 years of non-profit and corporate management, program development, operational organization, event planning, fundraising and marketing experience.
- **Program Manager** Samson Rodrigues has more than three decades of experience working with youth and families in crisis in Hawaii's social service system; he also shares his Hawaiian culture as a surf instructor. *Certified Surf instructor, First Aid/CPR and water safety certified. Kupuna*
- **Session Leaders**
  - Eric Overton has been serving as a Session Leader for two years and prior to his role as a session leader, he was a mentor with the organization. He is an attorney by trade, handling criminal and family law matters and has worked as a public defender on juvenile cases. He has been an avid surfer his entire life and is First Aid/CPR certified.
  - Taira Cavaco has been a session leader since summer 2022 and was a mentor for the two years prior to becoming a session leader. She has extensive supervisory experiences in the hospitality industry and is a Certified Surf Instructor and is First Aid/CPR certified.
- **Jr Mentor Program Coordinator** Zaylia Hagi has completed our core surf program and worked to support the Jr Mentors as a volunteer before being asked to step into the role. She has a passion for working with the youth and has demonstrated excellent leadership and rapport with our Jr Mentors.
- **Roster of over 50 volunteer adult mentors**, who have been recruited, screened, trained and cleared by SSS and the courts. This roster continues to grow as we are continually recruiting and training new volunteers.
- **Volunteer Certified Surf Instructor** Ezra Rodrigues, former Professional Surfer, current volunteer Surf Instructor and Mentor. Ezra also recruits other volunteer surf instructors.
- **Junior (peer) Mentors, Junior Mentor Interns.** Youth who complete the core surf program are eligible to apply for Junior Mentor positions in our youth employment-development program. Through the Junior Mentor program, youth serve as peer mentors to youth in other SSS cohorts, provide logistical and on-site support for surf program sessions, practice pre-employment skills and

acquire work experience. The Junior Mentor position provides youth with a stipend and job training, while also fostering leadership development and providing opportunities to practice good employment skills.

Key members of SSS' original development team remain actively involved today, including:

- Cynthia Y. H. Derosier, SSS Founder and former Executive Director, current advisor/consultant. She brings more than a decade of program development and implementation experience as well as operational knowledge to assist in the continual and consistent achievement of Surfrider Spirit Sessions.
- Judge Karen M. Radius (ret.), Founding Judge, Hawai'i Girls Court, President of the SSS Board of Directors.
- Annabel Murray, Esq., Child Advocate, member of SSS Board of Directors

#### **Relevant Awards and Contracts.**

- **City & County of Honolulu FY 2020 + 2021 Grant-in-Aid.** Funding provided to support our 8-week surf mentoring programs for each of the funding years.
- **Office of Youth Services, State of Hawai'i, Cultural Programs Grant FY 2019-FY 23.** Funding provided to support our 8-week surf mentoring programs for each of the funding years.
- **Outrigger Duke Kahanamoku Foundation, 2020, 2021, 2022.** To support our Ocean Safety Training component for the youth
- **Atherton Foundation 2022 - Youth mentoring program support and community outreach**
- **HEMIC Foundation 2021/2022 - Youth mentoring program support**
- **Toyota Servco 2022 - General program support**
- **Ward Foundation/Hawaii Community Fund 2022 - General program support**

## **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.

SSS offices house our program staff and are adequate for staffing, program supplies and surfboard storage needs. Clients do not access this facility as all programs are held on public beaches at Waikīkī, with community service events in Waikīkī and at various locations around the island.

SSS core programs are conducted at Kuhio Beach in Waikīkī, which features ideal learning conditions for beginning surfers, ample surfboard rental options, and basic facilities such as handicapped accessible showers and restrooms. SSS staff provide program materials, equipment and supplies, and lunch/snacks for the weekly Surf Sessions. Lunch/snacks for all participants are also provided.

Community service and Surf 'Ohana (family) events are held at various locations on the island of O'ahu, usually in collaboration with other youth-serving organizations or community groups.

## **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.

Surfrider Spirit Sessions runs all programs with one full-time Executive Director and five part-time staff and 4-6 Junior Mentors: Program Manager, Session Leaders (2), Jr Mentor Program Coordinator (1) and an Administrative Coordinator, Junior (peer) Mentors. Additionally, SSS utilizes and Junior (peer) Mentor Interns, volunteer adult mentors and general volunteers.

**Client-staff ratio.** SSS relies on participation of adult volunteer mentors to provide 1:1 adult to youth services. Each youth has a dedicated mentor and access to numerous adult role models and peer mentors in each session they attend.

Each SSS program session provides a highly intimate setting where youth are surrounded by positive role models. Group size is limited to no more than 20 youth and an equal number of same-gender volunteer adult mentors, per cohort. Additionally, 2-4 Junior (peer) Mentors/Interns and 2-4 Spirit Sessions staff coordinate and lead the weekly Surf Sessions. The result is that each youth is given the personal attention they crave and need from multiple sources of quality role models, therefore youth instinctively adopt pro-social behaviors as they adapt to this new group setting.

**Training.** Surfrider Spirit Sessions staff has the experience and knowledge to supervise, train and provide administrative direction to ensure delivery of the proposed services. SSS staff are highly trained in this unique format and curriculum. Few other organization has the experience, network or capacity to implement our programs and facilitate relationships and partnerships as our staff. Additionally, we are partnering with qualified individuals and organization to provide safety certifications, trauma informed, and youth development trainings to our staff.

All staff and mentors must clear a State Criminal History Record check, Sex Offender Registry and Child Abuse and Neglect Registry. Mentors must be screened and cleared prior to being matched with youth.



Volunteer adult mentors are required to attend a 4-hour orientation prior to the start of each Spirit Sessions program. Each receives a Mentor Manual that outlines the curriculum and each week's session theme and includes detailed guidelines on proficient mentoring practices. In addition, individualized training and support are provided to mentors weekly during the program and at-will once sessions have ended. This is particularly important for those mentors who remain deeply involved with youth outside program hours.

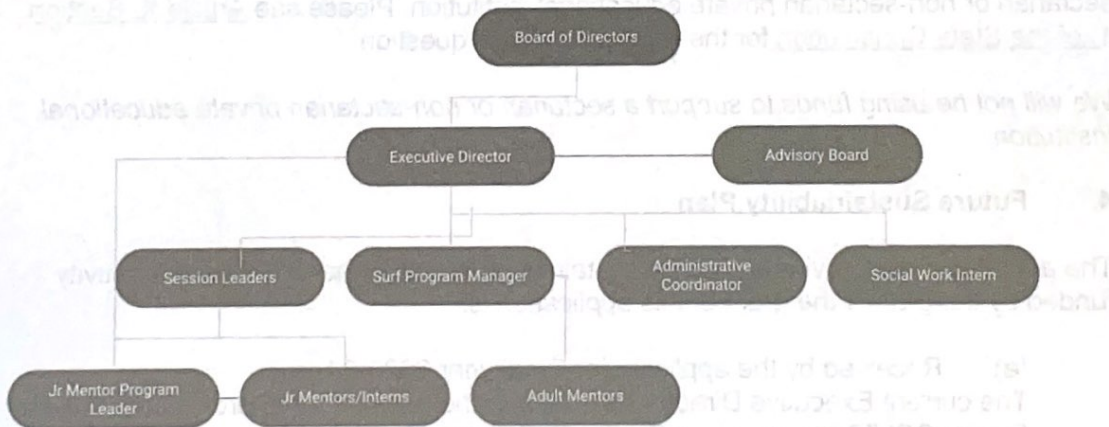
We are offering Ocean Safety, First Aid/CPR trainings to ensure the safety and wellbeing of those we serve. These trainings are required for all staff and Jr Mentors and will be offered free of charge to our volunteers. Volunteers are highly encouraged to participate in the trainings

SSS has updated job descriptions with minimum requirements for each position, a personnel manual, annual evaluations, and written personnel policies that comply with all state and federal regulations. Policies include handling complaints from youth, parents or referral agents regarding behavior from staff or Junior Mentors.

**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.

**Surfrider Spirit Sessions Organizational Chart**



**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.

**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.

*We are not 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 have staff certified in CPR/First Aid, Ocean Safety and as Surf Instructors.*

**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.

*We will not be using funds to support a sectarian or non-sectarian 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  
The current Executive Director has been in the position for approximately a year. During COVID, the previous Executive Director noted a challenge in securing funding due to the redirection of funds for COVID related emergency services, which has left us in a position where we have less funding coverage than we had in the past. In this past year as Executive Director, we have done a lot of program and organizational evaluation and are making modifications to ensure that our programs are meeting the needs of the community, especially in light of

all that shifted during COVID, and to come up with a fundraising plan to ensure sustainability.

The program expansion, especially through adding Out of School Time programs will provide us opportunities to apply for funding that we had not currently had access to. Additionally, we are working with consultants and through support of the Hawaii Community Fund programs, on our strategic plan, which includes long term financial stability.

We have an annual fundraiser (held at the end of each February) that has helped to provide much needed funds for our programs. This year we have made modifications to bring in new sponsorships and support and additional ways to bring in more funds through this event. We are researching additional fundraising opportunities for the future as well. We also engage in smaller fundraising opportunities through Aloha United Way, Amazon Smiles, Foodland, and are seeking out additional opportunities that will bring in additional unrestricted donations that can be used to support programs.

The Executive Director continues to seek out and apply for additional funding opportunities through grants and foundations and partnerships that will ensure the long term success of our programs and organization.

(b) Not received by the applicant thereafter.

Should we not receive the additional funding we need to sustain the programs, we will scale back our model to the extent necessary and seek out creative partnerships or opportunities to continue programming to the safest extent possible until new funds are secured.



## 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

#### SURFRIDER SPIRIT SESSIONS

was incorporated under the laws of Hawaii on 12/08/2009 ; 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



**BUDGET REQUEST BY SOURCE OF FUNDS**  
 Period: July 1, 2023 to June 30, 2024

Applicant: Sue Ann Spudis

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A PERSONNEL COST</b>				
1 Salaries	71,050		75,000	
2 Payroll Taxes & Assessments				
3 Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>71,050</b>		<b>75,000</b>	
<b>B OTHER CURRENT EXPENSES</b>				
1 Airfare, Inter-Island			2,000	
2 Insurance	3,000			
3 Lease/Rental of Equipment				
4 Lease/Rental of Space	12,000		2,000	
5 Staff Training	2,000			
6 Supplies	5,000		5,000	
7 Telecommunication	1,200			
8 Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>23,200</b>		<b>9,000</b>	
<b>C EQUIPMENT PURCHASES</b>				
D MOTOR VEHICLE PURCHASES	2,400			
E CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>96,650</b>		<b>84,000</b>	
<b>SOURCES OF FUNDING</b>				
(a) Total State Funds Requested	96,650			
(b) Total Federal Funds Requested				
(c) Total County Funds Requested	84,000			
(d) Total Private/Other Funds Requested				
<b>TOTAL BUDGET</b>	<b>180,650</b>			

Budget Prepared By:

Name (Please Type or Print) Walt Davis Phone 808-554-8805

Signature of Authorized Official [Signature] Date 20 Jan 2023

Name and Title (Please Type or Print) Walt Davis Executive Director

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

Applicant: Surtrider Spirit Sessions

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$65,000.00	25.00%	\$ 16,250.00
Program Manager	0.75	\$35,000.00	50.00%	\$ 17,500.00
Administrative Coordinator	0.75	\$30,000.00	25.00%	\$ 7,500.00
Community Program Manager	1	\$30,000.00	50.00%	\$ 15,000.00
Session Leader	0.25	\$4,800.00	50.00%	\$ 2,400.00
Session Leader	0.25	\$4,800.00	50.00%	\$ 2,400.00
Jr Mentor Program Coordinator	0.25	\$4,000.00	50.00%	\$ 2,000.00
Community Program Leader	0.5	\$8,000.00	50.00%	\$ 4,000.00
Community Program Leader	0.5	\$8,000.00	50.00%	\$ 4,000.00
				\$ -
<b>TOTAL:</b>				<b>71,050.00</b>

JUSTIFICATION/COMMENTS:

