

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) Hawaii Compliance Express Certificate (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

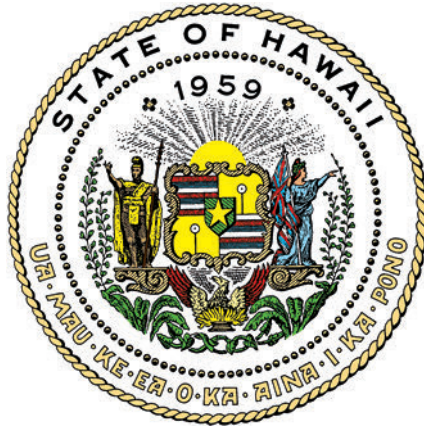


AUTHORIZED SIGNATURE

Lolita Ayala
PRINT NAME AND TITLE

Jan 18, 2024

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

ALOHA ANIMAL SANCTUARY

was incorporated under the laws of Hawaii on 09/05/2018 ; 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 16, 2024

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

See attached Certificate of Good Standing.

2. Declaration Statement

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

See attached Declaration Statement.

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](#).

If awarded funding, this 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;

Aloha Animal Sanctuary was founded in 2019 as O'ahu's first 501(c)(3) non-profit sanctuary for farmed animals, and currently cares for over 30 animal residents. The sanctuary was established by a team of animal rights activists who recognized the need for a farmed animal sanctuary on O'ahu. Aloha Animal Sanctuary is a vegan facility located on two acres of lush farmland in Kaneohe, and provides both short-term and life-long care and rehabilitation to neglected, abandoned, or abused farm animals. The sanctuary aims to educate the community on environmentally sustainable choices through a mindset of compassion and respect. We are 100%

volunteer-based and have over 120 active volunteers, providing not only a safe space to our animal residents, but to all animal lovers of the local community.

2. The goals and objectives related to the request;

If selected to receive the requested funds, Aloha Animal Sanctuary will use \$12,000 of this grant to acquire and retain a part-time managing director that can assist with key areas of the organization's operations for at least 1 year. The other \$8,000 of this grant will be used to cover veterinary costs often associated with the rescue of abused, abandoned, and neglected farm animals. Unfortunately, the sanctuary is often forced to turn away prospective animals due to a lack of space and resources. This grant will allow the sanctuary to expand services both immediately and sustainably long-term and more aptly plan for growth in the future, with an overall goal of expanding services for underprivileged community members with livestock animals.

3. The public purpose and need to be served;

Farm animals are often the first left to suffer, abandoned on public lands, or killed when owners are faced with hardships. To compound this issue, veterinarians that treat livestock animals are a limited resource on O'ahu, and there are often challenges associated with treating farm animals due to their association as a food source. With extremely limited access to veterinarian care and support, it is likely that livestock owners in the community will abandon their sick or unwanted livestock on private or public lands, allowing the spread of dangerous diseases across O'ahu and permitting feral populations to further establish and harm the ecosystems they invade.

Aloha Animal Sanctuary's mission is to provide a safe, compassionate space for farm animals. The sanctuary's goals are to help as many members of the local community as possible access services to care for abandoned and abused farm animals, and help address some of the environmental impacts associated with invasive livestock species on O'ahu. Unfortunately, Aloha Animal Sanctuary is often forced to turn down new animal residents due to a lack of space and resources. With the acquisition of this grant funding, the sanctuary will be able to continue expanding and providing services to underserved local communities.

4. Describe the target population to be served; and

The target population Aloha Animal Sanctuary aims to serve is underprivileged community members who do not have access to emergency care for their livestock animals. The sanctuary particularly focuses on cases of extreme abuse and neglect, and will often take in animals that are facing death or have nowhere else to go.

5. Describe the geographic coverage.

Aloha Animal Sanctuary currently operates on two acres of land in Kahalu'u, on the east side of O'ahu, Hawai'i. The sanctuary provides services for all of O'ahu.

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 order to expand our services and outreach, Aloha Animal Sanctuary is committed to securing a managing director to guide our growth efforts better into the future. This position will oversee day to day operations of the sanctuary to include management of residents and over 120 active volunteers that come on-site and support remotely who live in various time zones. This position would allow us to plan our expansion in a sustainable and efficient manner. To make a greater impact on local communities and the welfare of local farm animals, grant funds will also be used to cover veterinary expenses, allowing us to immediately provide veterinary care for more individual animals than previously possible.

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

Aloha Animal Sanctuary will hire a managing director at the beginning of the fiscal year that funds are received. Throughout the rest of that fiscal year, remaining funds will be used on an as-needed basis for veterinary costs. These veterinary costs will be associated with treating both long-term and short-term animal residents. All progress relating to the managing director position and details regarding veterinary costs will be reported quarterly.

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

At Aloha Animal Sanctuary, we have developed a comprehensive quality assurance and evaluation plan to ensure the effective utilization of the grant funds and the continuous improvement of our operations throughout the grant duration.

We are committed to maintaining a high standard of performance in various areas. Firstly, we will conduct regular internal checks to assess my performance as the managing director. These checks are essential to ensure that our leadership is effectively guiding the organization toward its goals. Reports on performance will be generated and reviewed on a consistent basis.

Furthermore, the Aloha Animal Sanctuary Board of Directors will closely monitor the veterinary services provided during the grant period. This oversight is crucial to ensure that the health and well-being of our beloved animal residents are properly addressed. We will generate reports on the veterinary services conducted to maintain transparency and accountability.

To measure and assess our performance continually, we will establish monthly metrics that we will personally oversee. These metrics will focus on key areas:

- **Project Management:** We will track our ability to address day-to-day infrastructure repair and maintenance needs. This includes evaluating how efficiently and effectively we manage essential tasks to maintain our sanctuary's facilities.

- Animal Residents: We will personally monitor the health needs, enrichment activities, coordination of medical care, and management of health records for our animal residents. Ensuring their well-being and care is our top priority.
- Volunteers: We will be actively involved in managing our volunteers and recruitment efforts. This involves overseeing volunteer activities, conducting interviews, extending offers, and personally participating in volunteer training programs.

By implementing these monthly metrics and internal checks, we are dedicated to ensuring that the grant funds are used responsibly and that our animal residents receive the highest standards of care. Our commitment to quality assurance and continuous improvement is at the core of our mission at Aloha Animal Sanctuary

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.

Aloha Animal Sanctuary will provide quarterly progress reports to the State detailing how grant funds were used to support veterinarian care for at-risk farm animals and the direct impacts of the key staff member supported by the funds. We will include both qualitative and quantitative measures of effectiveness such as: narratives for all animal residents that received veterinary care using the grant funds, comparisons to previous years' reach and capability to care for sick and/or injured animal residents, and a list of programs and statistics benefiting from from the addition of a managing director supported by the grant funds.

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](#))

See attached budget forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
5,000	5,000	5,000	5,000	20,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

Aloha Animal Sanctuary has applied to become a partner agency with Aloha United Way and, if accepted, will be seeking funding from that partnership for fiscal year 2025. In addition to this, the sanctuary relies solely on fundraising from various sources such as private donations, foundations, visitor day events, merchandise sales, and other special events in order to remain in operation. Aloha Animal Sanctuary will continue to seek funding to support the goal of sustainable growth and to expand services for greater O‘ahu.

- 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. Aloha Animal Sanctuary has not requested or received any state or federal tax credits within the prior three years.

- 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 2025 for program funding.

Not applicable. Aloha Animal Sanctuary has not received any federal, state, and/or county government contracts, grants, and/or grants in aid within the prior three years.

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

See attached Balance Sheet.

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.

Our sanctuary is entirely volunteer run, with over 120 core volunteers. Everyone in the organization has a different specialty; there are animal caretakers who feed the animals their meals twice per day, human resource volunteers who onboard and train new team members,

facility volunteers skilled in repairs and construction, fundraiser planners and accountants, and so on! The sanctuary is truly a hive, and everyone involved plays a critical and unique role for the sanctuary's success.

Initially we set out to create a place of refuge for farmed animals in need. However, the sanctuary quickly evolved into a safe gathering place for humans as well. We hear over and over again from our volunteers that they were inspired to join Aloha Animal Sanctuary not only because of our mission, but to meet other people with similar interests. It is very common for our volunteers to get together outside of their scheduled shifts, and many have gained lifelong friendships through the sanctuary. We offer a space for retirees, military spouses, schoolchildren, families, and people from all walks of life to feel a sense of belonging through uniting for a selfless purpose.

Over the last 4.5 years, Aloha Animal Sanctuary has hosted volunteer opportunities for local schools, programs, workplaces, and general open volunteer days for anyone to join. Here are a few recent examples from this past 2023 year:

- We hosted an internship program for six students from Assets High School for the 2022-2023 academic year. The students came every week for 3+ hours to help with sanctuary projects.
- This past August, a troop of girl scouts categorized all the invasive species of the sanctuary grounds and assisted with the removal of many of them. This troop also went on to plant endemic species on sanctuary grounds instead.
- Rotaract E-Club 'Ohana District 5000 came to do a volunteer day at the sanctuary in September 2023 and assisted with general projects.
- Student Animal Legal Defense Fund at UH Mānoa has hosted multiple volunteer days at the sanctuary for their college students.
- Key Project (a non-profit for seniors) came to visit the sanctuary for one of their outings.
- The sanctuary hosts open "volunteer days" every month where anyone can join, including keiki. Together we work on sanctuary projects and bond with each other and the animals!

And of course, we can't go much longer without bringing the focus back to our WHY!

Aloha Animal Sanctuary's main purpose is to provide a safe refuge for farmed animals. Many people ask, why farmed animals? The reason is because many organizations exist to help companion animals (cats and dogs), but often these organizations do not have the capacity to help animals like our Ellie (a 700 lb piggy!) or baby lambs who need to be syringe-fed around-the-clock (like our sweet Ho'ola and Daisy!).

We only have limited time here to share the stories of some of our amazing residents, but if you are interested in learning more, you can read all of their stories at www.alohasanctuary.org/the-animals

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.

Aloha Animal Sanctuary is located at the base of the lush Ko‘olau Mountain Range in Kahalu‘u, Kane‘ohe and rests on 2 acres of land. Just a hop and a skip from the ocean, the property enjoys the sea breeze and ample rainfall which keeps temperatures mild and cool for the animals. The sanctuary has a few fenced-in areas for larger livestock such as pigs, goats, Muscovy ducks, and sheep. We also have several aviaries for our blind or injured chickens, turkeys, and other smaller livestock birds. We have around 120 active volunteers with a wide variety of skill sets from animal caretakers and hoof groomers, to social media managers and outreach volunteers, to grant writers and bookkeepers. Our volunteer base is dedicated not only to caring for each of our resident animals, but towards the success of the sanctuary’s mission as a whole.

Our diverse and skilled volunteer group will be pivotal in the success of the managing director position. In addition, we have established care with a local livestock veterinarian, and are adequately staffed to support any treatment plans required for veterinary care.

Veterinary clinics that currently provide care: Feather & Fur, VCA, Affordable Vet Service, and Dale Veterinary Mobile Services.

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.

As the Executive Director, I have carefully designed the staffing pattern for the position to ensure effective leadership, supervision, and administrative direction for our request. My academic background includes pursuing a Ph.D. in Communication and Information Sciences, reflecting my dedication to research and academic excellence. Additionally, my experience as a Graduate Teaching Assistant highlights my ability to provide guidance and mentorship.

In terms of professional experience, I have held significant roles in the banking industry, including Vice President Business Banking Regional Manager and Assistant Vice President Branch Manager. These positions have equipped me with financial expertise, leadership skills, and the capacity to offer strategic guidance, which will be valuable in overseeing the request.

Furthermore, my leadership extends to my role as the Executive Director of Aloha Animal Sanctuary, where I have managed the mission and operations of a non-profit organization. This experience demonstrates my ability to provide effective administrative direction and lead teams successfully.

My active involvement in community service and participation in various boards and committees underscore my commitment to community engagement. I will leverage these experiences to provide supervision and guidance to the Managing Director within the context of the request. Lastly, my fluency in both English and Spanish enhances my ability to communicate effectively in diverse work environments.

In summary, I bring a blend of academic, teaching, professional, leadership, and community service experience, along with strong language skills, which position me to effectively supervise, train, and provide administrative direction to the Managing Director, ensuring the success and viability of our request.

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.

See attached Organization 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.

Aloha Animal Sanctuary is currently 100% volunteer-run, therefore, do not have an annual salary range.

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.

Not applicable.

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 funds will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

As a new and growing organization, Aloha Animal Sanctuary has always been 100% volunteer-based and reliant on multiple and varied fundraising sources, private donations, merchandise sales, and events in order to continue operation. The sanctuary maintains a wide variety of volunteer positions, having recently established volunteer Grant Writers to identify and secure funding for sustainable growth into the future. In addition to this, we have many dedicated and skilled Public Relations, Social Media, Recruitment, and Community Outreach volunteers that are keen on connecting us to local community members and encouraging the growth and overall well-being of the volunteer community.

Aloha Animal Sanctuary is confident that this initial investment will allow the acquisition of a managing director that can help lead the sanctuary in the right direction for the future, and towards securing additional funding for sustainable growth beyond this initial grant. In addition, the grant funds associated with veterinary services will help the sanctuary expand services at a faster rate, allowing the ability to take in more short-term animal residents, or assist underserved communities with access to veterinary care in emergency situations in order to increase the support we can offer the community immediately.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: _____ Aloha Animal Sanctuary_____

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	12,000	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	12,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9 Vet expenses	8,000			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	8,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				

E. CAPITAL				
TOTAL (A+B+C+D+E)		20,000		
SOURCES OF FUNDING				
(a) Total State Funds Requested		20,000		
(b) Total Federal Funds Requested		0		
(c) Total County Funds Requested		0		
(d) Total Private/Other Funds Requested		0		
TOTAL BUDGET		20,000		

Budget Prepared By: 

Lolita Ayala
 Name (Please type or print) 808.371.5942
 Phone

 Jan 16, 2024
 Signature of Authorized Official Date

Executive Director
 Name and Title (Please type or print)

Applicant: _____ Aloha Animal Sanctuary _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2024 to June 30, 2025

Applicant: _____ Aloha Animal Sanctuary _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED FY:2024-2025	OTHER SOURCES OF FUNDS REQUESTED FY:2024-2025	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024			FY:2025-2026	FY:2026-2027
PLANS	0	0	0	0	24000	36000
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	20000	0	0	10000	10000
EQUIPMENT	0	0	0	0	2000	2000
TOTAL:	0	20000	0	0	36000	48000
JUSTIFICATION/COMMENTS: State funds requested for FY:2024-2025 will be for operating costs only.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Aloha Animal Sanctuary

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable	N/A	N/A	N/A	N/A
2					
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Aloha Animal Sanctuary

Balance Sheet

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1020 Cash- Bank Checking (4377)	49,045.09
1030 Petty Cash	0.00
1033 Paypal bank account	482.92
Venmo (6834) - 5	-504.00
Total Bank Accounts	\$49,024.01
Accounts Receivable	
Accounts Receivable (A/R)	20.00
Total Accounts Receivable	\$20.00
Other Current Assets	
1060 Prepaid Auto Insurance	0.00
1065 Prepaid CPA Services	0.00
Inventory	1,500.00
Undeposited Funds	0.00
Total Other Current Assets	\$1,500.00
Total Current Assets	\$50,544.01
Fixed Assets	
1050 Truck	14,750.00
1058 Accumulated Depreciation - Truck	-1,229.17
Total 1050 Truck	13,520.83
Accumulated depreciation	-13,525.13
Buildings	41,899.65
Equipment	12,902.09
Leasehold Improvements	47,708.40
Vehicles	0.00
Total Fixed Assets	\$102,505.84
TOTAL ASSETS	\$153,049.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
7000 Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
7010 Grant Liability	0.00
Security Deposits	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$0.00

Aloha Animal Sanctuary

Balance Sheet

As of December 31, 2023

	TOTAL
Total Liabilities	\$0.00
Equity	
3010 Retained Earnings	13,011.02
3015 Unrestricted Net Assets	156,277.57
Net Income	-16,238.74
Total Equity	\$153,049.85
TOTAL LIABILITIES AND EQUITY	\$153,049.85

