

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

Anthony K. Shriver, CEO
PRINT NAME AND TITLE

1/18/24
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: Dba:

Best Buddies Hawaii, LLC

Amount of State Funds Requested: \$ 85,000

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

Best Buddies Hawaii, LLC requests \$85,000 to provide friendship and leadership to 300 students with and without IDD at 30 schools on Maui and Oahu. This request will support Best Buddies in creating 75 one-to-one friendships between individuals with IDD and their typical peers, delivering 60 inclusive group activities and providing leadership training to 40 students at the local or national level.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 0
Private/Other: \$ 135,000

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

\$ 63,308

Unrestricted Assets:

\$ 138,149

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:

P.O. Box 240549
City: Honolulu State: HI Zip: 96824

Contact Person for Matters Involving this Application

Name: Jessica Wylie	Title: Senior Director, State Operations
Email: jessicawylie@bestbuddies.org	Phone: 704-615-9073

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Authorized Signature

Anthony K. Shriver, CEO

Name and Title

1/18/24

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: BEST BUDDIES HAWAII LLC

Issue Date: 12/28/2023

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#:
FEIN/SSN#: XX-XXX9591
UI#: No record
DCCA FILE#: 98910

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	Compliant
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

**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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

BEST BUDDIES HAWAII, LLC
(Typed Name of Individual or Organization)

(Signature)

(Date)

1/18/24

Anthony K. Shriver
(Typed Name)

CEO
(Title)

Public Purpose

§42F-102 Applications for grants. Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (1) The name of the requesting organization or individual

Best Buddies Hawaii, LLC

- (2) The public purpose for the grant

The public purpose of the grant is to deliver inclusion services in Hawaii schools and communities to remove the physical and social barriers that prevent individuals with intellectual and developmental disabilities (IDD) from creating meaningful relationships with their typical peers. As a result, students with IDD gain and practice functional social skills in a safe and supported environment; these social skills help prepare them for successful post-secondary outcomes. Additionally, participants without disabilities learn that those with IDD have many strengths and abilities – knowledge which helps them understand and support inclusion in schools, communities, and workplaces.

- (3) The services to be supported by the grant

The grant will support inclusion programs for students with and without IDD at 30 public schools in Hawaii by providing opportunities for friendship and leadership development to a minimum of 300 participants with and without IDD, creating 75 authentic one-to-one friendships between students with IDD and their typical peers, delivering 60 inclusive group activities, and training 40 student leaders.

- (4) The target group

The target group served by this request includes students with and without IDD attending 30 public elementary schools, middle schools, high schools, and colleges.


- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

The cost of the FY25 GIA request is \$85,000. The budget for the grant is as follows:

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Best Buddies Hawaii

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	61,491			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	9,224			
TOTAL PERSONNEL COST	70,714			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Indirect Costs	14,286			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	14,286			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	85,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Jessica Wylie	704-615-9073	
(b) Total Federal Funds Requested		Name (Please	Phone	
(c) Total County Funds Requested			Digitally signed by Anthony K. Shriver Date: 2024-01-19 17:19:05.00	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	85,000	Anthony K. Shriver, CEO Name and Title (Please type or print)		

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.

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:

Founded in 1989, Best Buddies has 35 years of experience delivering school-based inclusion programs that reduce the social isolation of individuals with intellectual and developmental disabilities (IDD) by providing them opportunities for friendship with typical peers and leadership development. Best Buddies first launched Hawaii programs and hired local staff in 2008 on Maui. Since then, we have grown to support inclusion chapters at 30 public elementary, middle, high school, and college chapters and engage 341 individuals with and without IDD in inclusive opportunities across the state.

2. The goals and objectives related to the request;

The goal of the project is to reduce social isolation among Hawaii students with IDD by increasing opportunities for meaningful social interactions with their typical peers. The project will address the physical and social barriers that prevent students with and without IDD from forming friendships by developing inclusive school communities for

300 students with and without IDD at 30 public schools in Hawaii. The objectives of the project are to create 75 one-to-one friendships between individuals with IDD and their typical peers, deliver 60 inclusive group activities, and provide leadership training to 40 students at the local or national level. We anticipate a positive impact on 3,000 children and adults in Hawaii.

3. The public purpose and need to be served;

According to the U.S. Department of Education IDEA Part B data, only 15.37 percent of Hawaii students with intellectual disabilities spent most of their day in inclusive settings during the 2021-2022 school year. Lower than in 27 states, and 5.62 percent lower than the national average, this figure indicates that 84.63 percent of Hawaii students with intellectual disabilities spend a significant part of their day separated from their typical peers.

Friendships and social relationships with peers are important for all people, with and without disabilities. (Friedman & Rizzolo, 2018) For young people and children, friendship is positively related to emotional and behavioral development. (Petrina et al., 2014) Studies have found that students with IDD are at higher risk of experiencing bullying than their typical peers, due to deficits in social and communication skills. (Rose et al., 2011) In addition to facing increased rates of victimization, youth with IDD participate in fewer social, recreational, community, family enrichment, and formal activities per month compared to their typical peers. (Rose & Gage, 2017; Corbett et al., 2014)

Because the overwhelming majority of students with intellectual disabilities in Hawaii spend most of the school day in separate setting, they need a formal option to bridge the barriers between them and their typical peers. Social barriers and physical barriers, such as the walls of a classroom, isolate individuals with IDD from their typical peers in schools, creating a need for services that promote positive school environments, decrease the impact of restrictive settings, and alleviate the damaging social isolation and loneliness that people with IDD frequently experience.

The public purpose of this request is to deliver inclusion services in Hawaii schools to remove the physical and social barriers that prevent individuals with IDD from creating meaningful relationships with their typical peers. As a result, students with IDD gain social skills that prepare them to become college and career-ready and successfully navigate their communities independently. Additionally, students without disabilities learn that people with IDD have many strengths and abilities – knowledge which makes them understand the benefits of inclusion in schools, communities, and workplaces. By addressing the need for individuals with and without IDD to benefit from interacting with each other, Best Buddies prepares program participants to continue to promote inclusion in Hawaii schools, communities, and workplaces.

4. Describe the target population to be served; and

The target population served by this request includes elementary, middle, high school, and college students with and without IDD attending 30 public elementary schools, middle schools, high schools, and colleges in Hawaii, including 11 schools in the County of Maui.

5. Describe the geographic coverage.

Best Buddies currently delivers inclusion services at 30 public schools on the islands of Lana'i, Maui, Moloka'i, and Oahu, 11 of which are located in the County of Maui. The project funded by this request will serve schools in the existing service areas of Ewa Beach, Honolulu, Kahului, Kailua, Kaneohe, Kapolei, Kihei, Lahaina, Lanai City, Makawao, Mililani, Pearl City, Waianae, and Wailuku.

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;

Best Buddies engages students with and without IDD in Hawaii elementary schools, middle schools, high schools, and colleges in inclusive programming and activities. To achieve the outcomes of this grant request, Best Buddies will sustain and grow our chapters at 30 public schools in Hawaii, 11 of which are located in the County of Maui.

In the wake of the tragic wildfires on Maui and related changes and adjustments experienced across the state, Best Buddies participants, particularly those on Maui, expressed a need to connect and share what is happening in their lives. Best Buddies offers weekly virtual leadership trainings and activities to all Hawaii participants, which have provided an outlet for our Maui participants to share their experiences with others. Best Buddies encourages all members and alumni on Maui to participate in our after-school virtual activities. While Best Buddies programs at Lahaina Intermediate School and Lahainaluna High School have been postponed, we encourage any Lahaina students to participate in online programming and, should they be interested, join in-person programming at nearby Best Buddies school chapters. As the island recovers, we will continue to ensure that our Maui participants with and without disabilities can access inclusive programming during this difficult time.

Best Buddies school-based chapters operate as student-led clubs that engage students in activities on-campus and in the community. Best Buddies staff trains student leaders with and without IDD to deliver inclusion programs at their school, with robust support from Best Buddies staff throughout the academic year.

Each partner school selects a teacher to assist with chapter organization as well as the use of school facilities for chapter activities. Best Buddies staff work closely with

teachers to identify and recruit a minimum of one student with IDD and one typical peer to serve as officers in their chapter. Each chapter requires a student leader to serve as a chapter president. Best Buddies staff supports and encourages chapter leadership to make sure student officer roles include members with IDD.

Chapter presidents attend the annual Best Buddies International Leadership Conference each summer to learn from presenters and peers about volunteer management and recruitment strategies, program expectations, effective communication skills, and how to address challenging situations. This conference prepares chapter presidents to return to their schools, share new knowledge and strategies with other student leaders, and successfully recruit students with and without IDD as chapter members. After a chapter completes the member recruitment and application process, Best Buddies pairs students with IDD in one-to-one friendships with their typical peers, arranged with the help of student leaders and volunteer faculty advisors. Factors such as common interests, schedules, preferences, and transportation needs are considered to ensure that the new friendships have the greatest chance for success. Once one-to-one friendships have been formally launched at a kick-off event called a “match party,” Best Buddies staff support participants in their commitment to being in a friendship for the full academic year. Participants in one-to-one friendships contact each other at least weekly by phone, e-mail, or social media, and meet in-person twice per month. They maintain regular communication, participate in leisure activities together, and attend inclusive group activities and chapter events.

Best Buddies staff provides training, resources, and ongoing support to ensure that goals and deadlines are met to achieve maximum program impact. Best Buddies staff also facilitates virtual activities available to members across Hawaii on a regular basis. Best Buddies staff conducts outreach to schools and volunteers, plans program activities and regional trainings, recruits volunteers, and provides program management support. The manager, communications and stewardship is primarily responsible for developing the communications and public awareness plans for programs throughout the state of Hawaii. The deputy director ensures the project is on pace to achieve targets for recruitment, one-to-one friendships, inclusive activities, and trainings delivered. The interim state director supervises the deputy director and manager, communications and stewardship, while providing support by assisting with conducting outreach, cultivating broad community support for the project, and providing program management support. The interim state director oversees the project in its entirety and ensures that all contract deliverables are met.

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

The following is our timeline, including staff responsibilities and milestones:

- July – August 2024 – Student leaders attend the Best Buddies International Leadership Conference to receive extensive training from Best Buddies staff, fellow student leaders, keynote speakers, and experts in the field of disabilities

and inclusion. Best Buddies staff meets with chapter leaders to assist in planning chapter activities and strategizing for the fall semester to recruit volunteers and select officers with and without IDD.

- September – October 2024 – Best Buddies staff conducts advisor trainings and trainings for all school program officers. During the training, staff assists student leaders and advisors in the planning of their programmatic school year and ensures all participants are trained on conducting IDD awareness training for all volunteers. In addition, staff begins onboarding new chapter programs as they begin to open throughout this school year. All new schools are provided with training, content, and support as they begin the Best Buddies program.
- November – December 2024 – Best Buddies staff continues to work with their chapter leaders to ensure their school programs are successful and work to support new school programs through training and onboarding. Program staff will collect mid-year assessments from schools through our online platform, BB360, and follow up with all school programs about their goals for the remainder of the school year.
- January – February 2025 – All Best Buddies staff attend the annual Staff Leadership Conference for staff development and training. Mid-year reports are officially due to Best Buddies headquarters. Program staff provides additional training (Back to Best Buddies Training Day) for all program leaders, works with advisors and chapter leaders to create a plan for the spring semester, and continues visiting chapters. Staff continues to train and onboard new school programs as needed.
- March – April 2025 – March is Best Buddies Month. Best Buddies staff works to engage all programs and volunteers in the annual Spread the Word campaign, a campaign to educate school communities on the harmful use of the R-word, “retarded.” In addition, staff supports all chapters in hosting Best Buddies Month-specific celebrations on their campuses. The program staff begins interviewing new chapter leadership for the following school year and continues to work on finalizing the last few new school programs’ onboarding and training. All staff works to distribute the Best Buddies annual survey to program volunteers.
- May - June 2025 – The program staff has now selected the new chapter leadership for the following school year and works with those individuals to prepare them for their time at Leadership Conference in July 2025. Program staff collects annual reports from all school programs via BB360 and meet with chapter leadership to discuss the overall success of the school year and set goals for the following school year.

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

Best Buddies will monitor, evaluate, and continually improve project outcomes using BB360, our secure, cloud-based volunteer management database; mid- and end-year updates provided by student leaders; and the Best Buddies Annual Survey.

Operated through the online platform Salesforce, BB360 houses quantitative data on chapter activities, memberships, and friendships created, which helps staff identify

areas where additional program support may be needed. Free and accessible to all Best Buddies volunteers, the database also collects qualitative data including mid- and end-year updates from chapter leaders.

The Best Buddies Annual Survey was developed by Michael Hardman, Ph.D., Distinguished Professor and Chief Global Officer, President's Office, University of Utah. Every participating student, teacher, and parent of a participant are invited to respond to this survey conducted in April. Survey links are distributed via e-mail, and our staff give verbal and e-mail reminders to all recipients to respond. Best Buddies staff review the raw data as well as the analysis and discuss how to remediate any problems reported or a drop in satisfaction levels or participation. Questions asked include whether Best Buddies has made the school more inclusive, whether participants would recommend Best Buddies to others, and whether respondents report a decrease in bullying of people with IDD at their school since joining Best Buddies. We solicit comments and input through 15 open-ended questions. Improvements made would depend on the information submitted, but could include things like more outreach to parents through meetings and e-mails; more training for teachers or student leaders; more information shared with all chapter members, etc.

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.

This request will allow Best Buddies to serve 300 students with and without disabilities at 30 school-based chapters, including 11 in the County of Maui; create 75 one-to-one friendships between individuals with IDD and their typical peers; deliver 60 inclusive group activities; and train 40 student leaders to run inclusion programs at their schools. Best Buddies is prepared to report on the number of participants and schools served, friendships created, inclusive group activities delivered, and student leaders trained through the project, as well as report on outcomes from our Annual Survey.

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](#))

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Best Buddies Hawaii

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	61,491			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	9,224			
TOTAL PERSONNEL COST	70,714			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Indirect Costs	14,286			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	14,286			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	85,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Jessica Wylie	704-615-9073	
(b) Total Federal Funds Requested		Name (Please print)	Phone	
(c) Total County Funds Requested			Digitally signed by Anthony K. Shriver Date: 2024-01-19 17:18:05:00	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET	85,000	Anthony K. Shriver, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Best Buddies Hawaii

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Director	1	\$70,907.00	13.00%	\$ 9,217.91
Manager, Communications & Stewardship	1	\$56,650.00	20.00%	\$ 11,330.00
Deputy Director, Programs and Operations	1	\$54,590.00	75.00%	\$ 40,942.50
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				61,490.41
JUSTIFICATION/COMMENTS: State Director is responsible for implementing a statewide strategic plan. Manager, Communications & Stewardship is responsible for standardizing and executing all statewide program communications and engagement. Deputy Director, Programs and Operations				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Best Buddies Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a		\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
n/a		\$0.00	\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Best Buddies Hawaii

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	0					
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App#

Best Buddies Hawaii

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	n/a	n/a			-
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
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22					
23					
24					
25					
26					
27					
28					
29					
30		10			Application for Grants

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$21,250	\$21,250	\$21,250	\$21,250	\$85,000

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

Best Buddies has sought or will seek funding for fiscal year 2025 through the following sources: The Atherton Foundation, Bank of Hawaii, The City and County of Honolulu, The County of Maui, G.N. Wilcox Trust, McInerney Foundation, Nike Foundation, R.M. Towill foundation, Sydney Stern Memorial Trust, and individual and corporate donations.

- 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.

Best Buddies was granted the Employee Retention Tax Credit offered as part of COVID relief in 2021 and 2022.

- 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.

In federal fiscal year 2022, Best Buddies was awarded a federal earmark through the U.S. Department of Education. In fiscal year 2023, Best Buddies was awarded a grant in aid through the Hawaii State Legislature. In fiscal years 2022, 2023, and 2024, Best Buddies received grants through the County of Maui. Funding from federal, state, and county government sources has not been confirmed for fiscal year 2025.

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

\$138,149

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 Best Buddies unique program model has been proven effective in creating opportunities for students with IDD to be included in the social fabric of their schools. An independent evaluation concluded that adolescents with IDD involved in one-to-one friendships through Best Buddies showed: “lower frequencies of peer victimization, better adaptive behavior, higher levels of self-esteem, and fewer psychological symptoms” than those not matched in the program. In addition, the same evaluation concluded that: “‘Best Buddy’ relationships were similar to friendships with best friends, with additional levels of support, nurturing and ‘scaffolding’ in skill development.” (Prinstein and Aikins, 2005) Additionally, the Center for Evaluation and Policy at Indiana University cited Best Buddies as an “exemplary model” in promoting interaction between students with and without disabilities in a 2008 report. Best Buddies has been identified as a Peer-Mediated Instruction & Intervention evidence-based practice that supports inclusion. (Steinbrenner et al, 2020)

A 2013 study by Carter et al. observed that:

By expanding shared activities, equipping peers, and encouraging adult facilitation, school and community programs can create contexts within which students with and without developmental disabilities might be more likely to interact with one another and, perhaps, develop friendships. To fully maximize these opportunities, however, peer-mediated support strategies are now considered a recommended and evidence-based practice for promoting relationships and learning for adolescents with developmental disabilities.

(Carter & Kennedy, 2006; Carter, Sisco, Chung, & Stanton-Chapman, 2010)

In the past three years, Best Buddies has delivered school-based inclusion programs through similar contracts with the County of Maui, the State of Hawaii Office of Community Services, and the U.S. Department of Education.

The results from our Annual Survey demonstrate that we are well-qualified to deliver these services, as 90.2 percent of Hawaii participants stated they were satisfied or very satisfied with Best Buddies programs; 95 percent would recommend participation in Best Buddies to others; and 90 percent responded that Best Buddies has made their school feel more inclusive. These figures are higher than the national averages of 87, 91, and 78 percent, respectively. Additionally, 61 percent of respondents agreed that Best Buddies made them feel more connected to their community and 61 percent of respondents agreed that Best Buddies made them feel better about themselves. These figures are both almost 15 percent higher than our national averages.

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.

Best Buddies does not currently lease or own any facilities. Our school-based programs conduct activities on-campus or in the surrounding community. Each partner school provides administrative support and approves the use of school facilities for chapter activities. When they are not in the field, Best Buddies staff work remotely from Oahu and Maui. Best Buddies does not plan to secure facilities at this time as our staff will continue to work from home for the foreseeable future.

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.

Deputy Director Liz Mahoe reports to Best Buddies Interim State Director, Megan Moyer. The deputy director will be responsible for developing an annual area plan and implementing the plan through overseeing day-to-day operations, project activities, expansion, and execution of the project. Additionally, the deputy director will provide direct support to schools on Oahu. Liz has a Master's of Social Work from Hawaii Pacific University. Prior to joining Best Buddies in Hawaii in 2012, Liz worked to design pathways for diplomacy and employment with at-risk youth at a cultural-based non-profit organization. She has also previously worked for a private hospital to assist in providing services for inpatient/outpatient children up to the age of 18. As a mother of two children with disabilities, Liz is dedicated to ensuring that students with IDD have the same opportunities to participate in their schools and communities as their typical peers. Liz's position was specifically created to coordinate Best Buddies O'ahu programs, and she works full-time to supervise and support chapters in the City and County of Honolulu. Liz maintains direct contact with the student leaders and advisors via phone, email, and in-person visits to deliver training and resources, assisting chapters with problem-solving and leadership development.

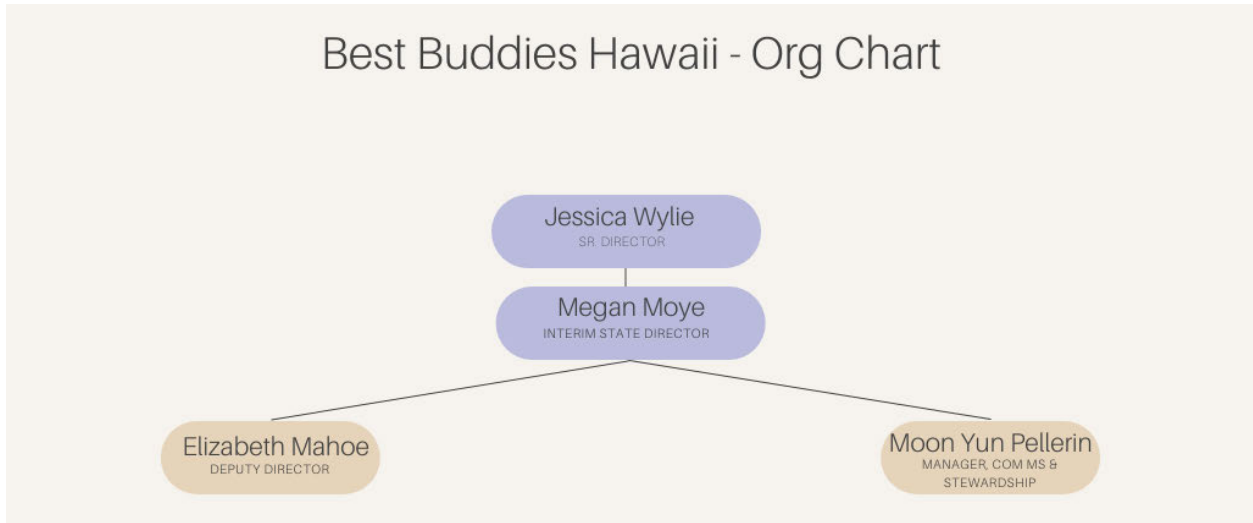
Manager, Communications and Stewardship Moon Yun Pellerin reports to Best Buddies Interim State Director, Megan Moyer. The manager, communication and stewardship will be responsible for standardizing and executing all statewide program communications, engagement, and stewardship efforts for volunteers involved in the project. Moon Yun Pellerin is a bilingual communications specialist with over 20 years of extensive experience in building strategic relationships with global, cross-functional

internal and external clients. As a quality-focused professional, Moon has demonstrated expertise in driving innovative solutions in both public relations and journalism, excelling as a detail-oriented team leader and self-directed player. With a proven track record of successfully managing multiple projects, Moon has contributed significantly to organizations such as the City and County of Honolulu's Office of Economic Revitalization and Honolulu Rail Transit Project, showcasing a commitment to community engagement and impactful communication strategies. In 2022, Moon Yun joined Best Buddies in Hawaii, taking on the role of overseeing statewide public awareness and engagement initiatives.

Interim State Director, Megan Moyer is responsible for implementing a statewide strategic plan focused on fiscal sustainability, growth, programmatic delivery, and operations. She will provide leadership to all state staff, establish state programmatic and revenue goals, ensure compliance, work collaboratively with local advisory boards, oversee, streamline daily operations, oversee state staff performance, and execute special projects. Megan possesses a wealth of experience in the non-profit sector, particularly in the areas of state operations and development. With over 10 years of dedicated service at Best Buddies, she has held key roles such as director of state operations and director of state development. In these positions, Megan demonstrated exceptional leadership by training and coaching field staff on fundraising initiatives aligned with organizational best practices. She played a pivotal role in supporting state offices and development staff, contributing to the assessment and development of local advisory boards and individual giving campaigns. As an area director for Best Buddies in Palm Beach County, Florida, Megan successfully opened the first office, recruited and trained board members, secured funding for programmatic expansion, and oversaw various events. With a Bachelor of Science in Political Science and a Minor in English Literature from Florida State University, Megan combines her educational background with practical experience to make meaningful contributions to the non-profit sector. In 2024, Megan Moyer assumed the role of Interim State Director for Best Buddies Hawaii overseeing programs and fundraising efforts statewide.

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.

1. State Director: \$80,000
2. Manager, Communications and Stewardship: \$56,650
3. Deputy Director, Operations and Programs: \$54,590

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.

Best Buddies 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.

Best Buddies does not require nor possess any licensure or accreditation relevant to this request.

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.

Grant funds from this request will not be used to support or benefit a 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.

Best Buddies is committed to the continuation of our inclusion programs. Because our programs are ongoing, we fully expect to sustain activities beyond the applicable grant period by providing continual training and support to chapter leaders and volunteers while maintaining positive relationships with school administrators and faculty where we have established chapters. Once a chapter is established, our staff considers that chapter to be a permanent addition to our programs, and their work is focused on sustaining and growing that chapter into its next programmatic year.

Best Buddies has a proven history of sustaining programs by diversifying funding sources and consistently expanding the network of donors, successfully securing grants and private donations from foundations and individuals who believe in our mission. Any remaining funding needed to sustain the project will come from foundation grants, individual and corporate donations, community contributions, and revenue from special events.