

**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:

Oahu Hawaiian Canoe Racing Association Hawaii

Amount of State Funds Requested: \$ 1,165,295

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

Kukulu Canoe Building Program: This initiative will teach the cultural and traditional aspects of canoe building. It will use the expertise of cultural practitioners and master constructors to rejuvenate and catalog professional knowledge and encourage community involvement in preserving the Hawaiian cultural legacy. Kiakahi Program: This program will maintain competitive racing, thus ensuring the sport continues as a lively and prosperous tradition. Development: Reorganizing OH CRA's development and fundraising ability to help ensure its stable financial future and expansion.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 120,000

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

\$ 20,000

Unrestricted Assets:

\$ 64,997

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 22807

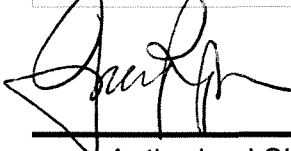
City: State: Zip:

Honolulu HI 96823

Contact Person for Matters Involving this Application

Name: Ikaika Rogerson	Title: Treasurer
Email: ikaikarogerson@hotmail.com	Phone: (808) 330-4994

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

Ikaika Rogerson, Treasurer

Name and Title

01/19/2024

Date Signed

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) 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



IKAIKA ROGERSON, TREASURER

01/19/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



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: O'AHU HAWAIIAN CANOE RACING ASSOCIATION HAWAII

Issue Date: 01/15/2024

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX2050

UI#: No record

DCCA FILE#: 240316

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 REVISED 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

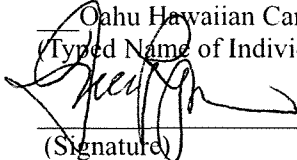
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material 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.

Oahu Hawaiian Canoe Racing Association _____
(Typed Name of Individual or Organization)

 _____
(Signature) 01/19/2024 _____
(Date)

Ikaika Rogerson _____ Treasurer _____
(Typed Name) (Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter “not applicable”.

I. Certification – Please attach immediately after cover page

- 1. Hawaii Compliance Express Certificate (If the Applicant is an Organization) - ATTACHED**

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 - Attached**

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](#).

O'ahu Hawaiian Canoe Racing Association (OHCRA) will use the GIA grant funding for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. For more information on how OHCRA fulfills this requirement, see the “public purpose and need to be served” section II number 3.

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;**

As an established 501c3 nonprofit organization, with a track record spanning over four decades, the O'ahu Hawaiian Canoe Racing Association (OHCRA) has an impressive history and track record when it comes to organizing and conducting canoe paddling racing events. Since its foundation, it has been conducting and overseeing numerous racing events yearly. This strong background – and the members’ own cultural heritage -- equips it with the needed expertise and resources to understand Hawaii’s canoe racing traditions.

Over the years, OHCRA has consistently grown both in membership and influence within the canoe racing sport. The association boasts over 3,600 active paddlers and 2,500 recreational paddlers, attesting to its strong foothold and expansive reach within the paddling community. It is not only the largest Canoe Racing Association in the state but also has 35% Hawaiian Canoe Racing Association's (HCRA) membership. This indicates an excellent capacity to generate interest and participant turnout for races.

OHCRA regularly hosts the most races of all associations in Hawaii. It possesses the logistics and people power required to stage successful, large-scale events regularly. It adheres to, and champions, the standard rules and procedures, promoting safety and sportsmanship. This shows its commitment and capability to maintain a high level of organization and professionalism for every event it organizes.

The ownership of the prestigious Molokai Hoe and Na Wahine O Ke Kai, known worldwide as the canoe paddling Olympics, further cements OHCRA's significant influence in the paddling world. Organizing events of this magnitude successfully and annually demonstrates exceptional competence and credibility. OHCRA's hosting of these prestigious events proves its capabilities in logistics, promotion, participant engagement, and overall race organization.

OHCRA is currently comprised of 20 clubs, including 18 active and 2 associate. The overall management of this number of clubs reflects an organizational ability that is critical in successfully organizing and running races. Their work requires immense logistical planning and flawless execution - testaments to their expertise and reliability. This demonstrates not only the Association's active participation but also the inherent know-how in orchestrating canoe paddling races effectively.

2. The goals and objectives related to the request;

The Oahu Hawaiian Canoe Racing Association (OHCRA) stands at a crucial juncture as the generational knowledge inherent in canoe building and racing is at risk of being lost. The current situation reveals a pressing need for a paradigm shift. We recognize the imperative to transition from a volunteer-led organization to a robust staffed nonprofit capable of leading and promoting the rich tradition of canoe racing not just in Oahu, but throughout the entire state and beyond.

The proposed grant project aims to address these challenges through a multifaceted approach:

Kukulu Canoe Building Program: This program is designed to build a foundational understanding of the cultural and traditional aspects of canoe building. By engaging cultural practitioners and master builders, the program will not only revive and catalog industry expertise but also foster community advocacy for the preservation of Hawaiian cultural heritage.

GOALS:

- Launch program successfully
- Enroll apprentices

- Establish partnerships with cultural leaders
- initiate cataloging indigenous knowledge.
- Address canoe maintenance and building needs' backlog of 82 koa canoes used throughout the state.
- Since our master builders and carpenters are aging, fostering and transferring knowledge on the harvesting, preparation, and building of koa canoes from the DLNR Kapāpapala Canoe Forest is essential.
- Expanding craftsmen in the art of canoe building past and present will reinforce and reestablish Hawaii's builders as the foremost leaders and visionaries in the sport.
- Over the next three years, the Kukulu Program will expand its impact by: growing the apprentice pool; conducting cultural preservation events; and becoming an international hub for traditional canoe building practices.

OBJECTIVES:

- Successful launch of the program, establishment of partnerships with cultural leaders, and a growing group of enrolled apprentices who are learning about the cataloging of indigenous knowledge.
- Reduction or elimination of the backlog of canoe maintenance and building needs for the active koa canoes, ensuring these important cultural artifacts are well-preserved and functional.
- Secure the longevity of the canoe building art by passing on vital knowledge from aging master builders to younger generations, particularly on the topics of harvesting, preparing, and building of koa canoes.
- Enhance the reputation of Hawaii's craftsmen, cementing their place as leaders and visionaries in the field of canoe building by extending the scope of this art both in history and practice.
- Expansion of the Kukulu Program's influence by increasing the number of apprentices, conducting cultural preservation events, and becoming internationally recognized for traditional canoe building practices.

Kiakahi Program: This program is dedicated to sustaining competitive racing. It seeks to ensure the sport remains a dynamic and thriving tradition.

Goals:

- enhance the year-round racing functions;
- initiate health advocacy initiatives; and
- implement a comprehensive database system for efficient participant and event management.

Objectives:

- Improve and maintain competitiveness in racing, ensuring the sport continues to evolve and thrive.
- Strengthen the functions related to racing throughout the year to keep the participants active and involved.
- Advocate for participants' health by initiating wellness programs, suggesting ways to prevent injuries, promote general well-being and understand the potential health benefits of the sport.
- Create and implement a comprehensive database system that would help in managing participants and organizing events more efficiently, reducing administrative workloads.

Development (Financial Sustainability & Growth): Essential development and fund capacity initiatives form the financial backbone of this transformative project, aiming to propel OHCRA towards financial sustainability and growth.

GOALS:

- Hire an experienced Development Director
- Implement a robust fund development strategy
- Build relationships with donors and sponsors
- Enhance database tracking systems

OBJECTIVES:

1. Strengthening OHCRA's Financial Infrastructure: This would be achieved by hiring an experienced Development Director who would develop and implement effective fundraising strategies.
2. Increasing Fund Capacity: Implementing a robust fund development strategy will ensure OHCRA's financial sustainability, and that it has the necessary funds for its projects and operational costs. This will enable its long-term growth.
3. Enhancing Donor Relationships: By building relationships with donors and sponsors, OHCRA aims to create a steady stream of funding and secure consistent financial support. This will also help to attract new donors and retain existing ones, further boosting its financial growth.
4. Improving Monitoring And Tracking: The enhancement of database tracking systems will facilitate efficient and effective monitoring and tracking of fund growth and use of OHCRA's resources. This would aid: transparency; accountability; informed decision-making; and accurate financial reporting, thereby contributing to financial sustainability.

This three-pronged approach -- woven together by the Kukulu Program, Kiakahi Program, and Financial Growth Initiatives -- will catalyze the evolution of OHCRA from a volunteer-run, 45+ year old community organization to a professional nonprofit.

3. The public purpose and need to be served;

PUBLIC PURPOSE: This project serves several important public purposes:

- 1) Cultural Preservation: By providing a facility and program that promotes and facilitates traditional Hawaiian canoe building, this project actively contributes to the preservation of Hawaii's indigenous cultural heritage. This is especially significant considering the scarcity of master artisans and the threat of losing indigenous skills and knowledge Hawaii is known for.
- 2) Education and Skill Development: Through the apprenticeship program, a new generation will be educated in the art of canoe building. They will learn the technical skills necessary to construct and maintain these traditional canoes, which can also serve as a vocational skill that has the potential for job creation within Hawaii's indigenous community and beyond.
- 3) Community Engagement and Collaboration: This project could become a hub for local community interaction and collaboration. By involving local canoe clubs and promoting community participation, this project would stimulate community development, promote cooperation, and inspire a deeper respect for the indigenous Hawaiian culture and traditions.
- 4) Eco-Friendly Practices: Traditional Hawaiian canoe construction techniques use natural materials and can provide an alternative to more harmful modern boat building techniques, therefore promoting environmental sustainability.
- 5) Tourism: This project could potentially draw cultural tourism interest, generating economic benefits while educating visitors about indigenous Hawaiian culture.

4. Describe the target population to be served; and

Individuals across the state of Hawaii that are interested in learning the art of Hawaii canoe building and indirectly servicing the current 82 koa canoes across the state that need regular maintenance.

5. Describe the geographic coverage.

The state of Hawaii.

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;

SCOPE OR WORK: This project proposal has two components:

- 1. **Canoe Maintenance Facility (CMF):** Create a Canoe Maintenance Facility for the states’s 80 Hawaiian canoe clubs (and able to service the 82 koa canoes across the state that need regular maintenance).

<u>Oahu:</u>	OHCRA	20 Clubs
	Hui Waa	20 Clubs
<u>Kauai:</u>	KOA	11 Clubs
<u>Maui:</u>	MCHCA	10 Clubs
<u>Molokai:</u>	MCRA	4 Clubs
<u>Big Island:</u>	MOKU	15 Clubs

The CMF will be a dedicated warehouse shop providing a space for master builders and apprentices to: a) construct traditional Koa, fiberglass, and carbon fiber canoes; and b) pass on the essential cultural knowledge to the next generation.

- 2. **Kūkulu Apprenticeship Program (KAP):** Create a Kūkulu Apprenticeship Program to preserve and propagate the Indigenous Hawaiian art of canoe building and maintenance by harnessing the skills and knowledge of the few remaining master artisans to teach a new generation the traditional skills and techniques needed to preserve this cultural heritage.

This dual-pronged approach will create a comprehensive, systematic, and detailed training course that encapsulates the theoretical and practical aspects of traditional Hawaiian canoe building and maintenance. Program apprentices will undergo rigorous and intensive training regimen involving not just the in-depth procedures of canoe building, but also the meticulous methods of repairing and maintaining these heritage vessels.

This endeavor will entail: identifying, sourcing, and collecting required materials; understanding the historical importance and cultural context of canoe-making; learning, honing, and mastering traditional methods; following safety protocols; and implementing quality assurance practices.

The project's purpose extends beyond maintaining the hands-on functional skills needed for this craft; it aims to encourage a more profound understanding of Hawaiian culture and history these canoes symbolize. OHCRA plans to reinvigorate and rejuvenate this ancestral art form and preserve it for the enjoyment of future generations.

TASKS:

Create Canoe Maintenance Facility:

- 1. Identify potential warehouse facilities in Oahu suitable for a Canoe Maintenance Facility.

2. Carry out research to identify market prices and standard lease conditions.
3. Meet with the owners of the potential locations to negotiate terms of lease.
4. Have the identified facility inspected to confirm its suitability for canoe construction.
5. Secure the lease for the selected warehouse facility.
6. Obtain necessary business and construction permits and licenses.
7. Prepare the layout for the warehouse facility.
8. Source for necessary tools and equipment for canoe building and maintenance.
9. Procure traditional materials like Koa wood, fiberglass, and carbon fiber.
10. Make necessary adjustments in the facility like safety, noise, dust management systems etc.
11. Set up storage space for materials and constructed canoes.
12. Establish connections with the 80 Hawaiian canoe clubs statewide.
13. Set up workshops and training programs to impart essential cultural knowledge.
14. Hire master builders and other essential staff for the facility.
15. Arrange for necessary utilities (like electricity, water supply etc.) and facilities (like restroom, pantry, etc.) for staff.
16. Prepare operating schedules and safety guidelines for facility use.
17. Advertise the opening of the Canoe Maintenance Facility to the clubs and public.
18. Set up accounting and inventory management systems.
19. Organize a grand opening for the facility.
20. Develop a regular maintenance and cleaning schedule for the facility.

Create the Kūkulu Apprenticeship Program:

1. Recruitment: Attract and select a diverse group of committed individuals who are passionate about Hawaiian heritage and canoe-building.
2. Initial Training: Begin the program with an introduction to Hawaiian culture and the significance of the Wa'a in their history and tradition.
3. Theoretical Lessons: Offer comprehensive classes that include the history, symbolism, and cultural importance of canoe building in Hawaiian tradition.
4. Hands-On Training: Work alongside experienced masters, providing apprentices with direct, practical instruction on the techniques of Wa'a building and maintenance.
5. Mentorship Program: Assign each apprentice to a master craftsman for personal guidance and mentoring throughout the course.
6. Skill Acquisition: Regular workshops where apprentices can practice new techniques, like selecting appropriate materials, handling tools, and understanding designs.
7. Safety Education: Ensure apprentices understand safety procedures while handling tools and materials.
8. Cultural Immersion: Include field trips to local communities and sites where traditional canoe crafting still takes place.
9. Interaction With Community: Encourage apprentices to participate in community events to understand the cultural context of their craft.
10. Regular Evaluation: Assess apprentices regularly to monitor their skills and knowledge development, offering feedback and guidance as needed.
11. Preservation and Conservation Techniques: Teaching traditional methods of preservation to extend the life of the canoe and maintain its cultural integrity.

12. Launching A Canoe: Guide apprentices on the process and traditional rites of launching a canoe into the water once completed.
13. Navigation Skills: Apart from building, apprentices also learn about navigation techniques using traditional Hawaiian canoes.
14. Post-Program Support: Provide apprentices with resources, contacts, and opportunities to continue building and maintaining canoes after the program's completion.
15. Graduation Ceremony: Celebrate the end of the program with a ceremony that includes the community, reinforcing the significance of the apprentice's role in preserving Hawaiian culture.
16. Continuous Education: Encourage graduates to continuously learn, enhance their skills, and contribute to the craft and the Hawaiian community.
17. Incorporating Technology: Although traditional techniques are crucial, incorporating modern technology to improve canoe-building efficiency should also be part of the training.
18. Storytelling: Encourage masters to share stories and experiences to create an emotional connection between apprentices and their craft.
19. Inviting Guest Lecturers: Involve scholars, historians, and anthropologists in the program to deliver lectures on the significance of Wa'a to enrich the learning experience.
20. Building Network: Connect apprentices with local, regional, and international canoe builders, historians, and organizations to help them gain broader perspectives and opportunities.

OHCRA RESPONSIBILITIES:

1. Program Development: Develop a comprehensive program that includes practical training, theoretical knowledge, and culture understanding necessary for building and maintaining traditional Hawaiian canoes.
2. Staff Hiring and Training: Recruit skilled instructors who can guide apprentices in acquiring the required skills and knowledge. Arrange necessary training for them to improve their teaching skills.
3. Promoting the Program: Run promotional activities to make potential apprentices aware of the program. Develop partnerships with local community groups, schools, and indigenous Hawaiian cultural organizations to broaden reach.
4. Monitoring and Evaluation: Track the progress of apprentices regularly to ensure they are gaining necessary skills and knowledge. Make improvements in the program, if necessary, based on the evaluations.
5. Budgeting: Allocate budget to various parts of the program including: hiring; purchasing tools and materials; promoting the program; etc. Manage and maintain the budget throughout the program.

6. Building Partnerships: Collaborate with Hawaiian cultural institutions and experienced canoe builders and maintainers to bring credibility to the program.
7. Community Engagement: Engage with the local community and encourage their participation. Encourage preservation of cultural heritage through involvement in program activities.
8. Record Keeping: Maintain comprehensive records of the: apprentices; their progress; the program budget; staff; and any other necessary information.
9. Policy Making: Develop and enforce rules and regulations to ensure the program runs smoothly and the apprentices respect the traditional ways of building canoes.
10. Troubleshooting: Resolve any issues or disputes that arise during the program, whether they are between apprentices, staff, or external partners.
11. Liaising: Serve as a liaison between all stakeholders involved including the: apprentices; kumu; community; cultural institutions; and the racing association.
12. Certification: Develop a certification system that confirms apprentices' proficiency in Hawaiian canoe building and maintenance upon successful completion of the program.
13. Reporting: Report progress and results of the program to the stakeholders, sponsors, or association management.

The management and execution of both these projects will be overseen by OHCRA's Kūkulu Program Director. The director will maintain a clear communication pathway with the: staff; project teams; community; and other stakeholders outside the organization. This communication line will be essential to the projects' success.

The Project Teams, based on their skill set and experience, will update the Executive Director regularly on all project-related matters and their progress, ensuring they stay on track and within the allocated budgets.

The Executive Director will also lead collaborations with: master builders; apprentices; canoe clubs; and community leaders to ensure that the implemented actions satisfy their respective needs. The Executive Director will also play a pivotal role in: troubleshooting; accumulating resources; and formulating policies and making informed decisions.

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

TIMELINE:

Q3 2024

- Personnel - Hire and Onboard
 - Executive Director
 - Development Director
 - Kiakaha Program Director
 - Kukulu Program Director
 - Kukulu Master Builder (2ea)
 - Kukulu Canoe Builder Apprentices (4ea)

- Canoe Maintenance Facility
 - Meet with the owners of the potential locations to negotiate terms of lease.
 - Secure the lease for the selected warehouse facility.
 - Obtain necessary business and construction permits and licenses.
 - Source necessary tools and equipment for canoe building and maintenance.
 - Procure traditional materials.
 - Make necessary facility adjustments like safety, noise, dust management systems etc.
 - Set up storage space for materials and constructed canoes.

- Kūkulu Apprenticeship Program
 - Initial Training: Begin the program with an introduction to Hawaiian culture and the significance of the Wa'a in their history and tradition.
 - Theoretical Lessons: Offer comprehensive classes that include the history, symbolism, and cultural importance of canoe building in Hawaiian tradition.
 - Hands-On Training: Work alongside experienced masters, providing apprentices with direct, practical instruction on the techniques of Wa'a building and maintenance.
 - Mentorship Program: Assign each apprentice to a master craftsman for personal guidance and mentoring throughout the course.
 - Skill Acquisition: Regular workshops where apprentices can practice new techniques, like selecting appropriate materials, handling tools, and understanding designs.
 - Safety Education: Ensure apprentices understand safety procedures while handling tools and materials.

Q4 2024

- Canoe Maintenance Facility
 - Set up workshops and training programs to impart essential cultural knowledge.
 - Arrange for necessary utilities (like electricity, water supply etc.) and facilities (like restroom, pantry, etc.) for staff.
 - Prepare operating schedules and safety guidelines for facility use.
 - Advertise the opening of the Canoe Maintenance Facility to the clubs and public.
 - Set up accounting and inventory management systems.
 - Organize a grand opening for the facility.
 - Develop a regular maintenance and cleaning schedule for the facility.

- Kūkulu Apprenticeship Program
 - Source for necessary tools and equipment for canoe building and maintenance.
 - Procure traditional materials like Koa wood, fiberglass, and carbon fiber.
 - Make necessary adjustments in the facility like safety, noise, dust management systems etc.
 - Set up storage space for materials and constructed canoes.

Q1 2025

- Canoe Maintenance Facility
 - Rough cut raw logs in preparation for two-year dry out in storage.
 - Secure contracts with the 80+ canoe clubs to do maintenance work on existing koa canoes.
 - Work under the guidelines of the different associations in reporting to the CSEC committees regarding the work and progress of the repairs.

- Kūkulu Apprenticeship Program
 - Launching A Canoe: Guide apprentices on the process and traditional rites of launching a canoe into the water once completed.
 - Navigation Skills: Apart from building, apprentices also learn about navigation techniques using traditional Hawaiian canoes.

Q2 2025

- Canoe Maintenance Facility
 - Secure contracts with the 80+ canoe clubs to do maintenance work on existing koa canoes.
 - Work under the guidelines of the different associations in reporting to the CSEC committees regarding the work and progress of the repairs.

- Kūkulu Apprenticeship Program
 - Post-Program Support: Provide apprentices with resources, contacts, and opportunities to continue building and maintaining canoes after the program's completion.
 - Graduation Ceremony: Celebrate the end of the program with a ceremony that includes the community, reinforcing the significance of the apprentice's role in preserving Hawaiian culture.
 - Continuous Education: Encourage graduates to continuously learn, enhance their skills, and contribute to the craft and the Hawaiian community.
 - Incorporating Technology: Although traditional techniques are crucial, incorporating modern technology to improve canoe-building efficiency should also be part of the training.
 - Storytelling: Encourage Masters to share stories and experiences to create an emotional connection between apprentices and their craft.
 - Inviting Guest Lecturers: Involve scholars, historians, and anthropologists in the program to deliver lectures on the significance of Wa'a to enrich the learning experience.
 - Building Network: Connect apprentices with local, regional, and international canoe builders, historians, and organizations to help them gain broader perspectives and opportunities.

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

MONITOR RESULTS: OHCRA's Board will:

- use project management software (probably Asana) to track progress, timelines, resources, and costs. This tool will show how the various tasks relate to one another and who is responsible for what.
- require regular progress reports to get a clear picture of: what has been accomplished; upcoming tasks; issues; risks; and performance measures.
- schedule biweekly project update meetings with Project Team members and stakeholders to discuss current status, potential problems, and next steps.
- set up key milestones in the project timeline to help monitor the progress and easily highlight issues if the project is off track.
- monitor the budget and compare actual spending with projected spending to ensure that the project does not go over budget.
- use a system for identifying, assessing, and mitigating risks throughout the project's lifecycle. This proactive approach will allow potential issues to be addressed before they become larger problems.
- make regular site visits to the warehouse to physically check on the progress.
- regularly engage with all the stakeholders -- like master builders, apprentices, and canoe clubs -- to receive feedback and implement changes accordingly.

- implement a quality assurance process to ensure that the workmanship of the canoe construction and the teachings align with the cultural importance and safety standards.
- monitor the process of passing essential cultural knowledge to the next generation to ensure that the project is fulfilling its goal effectively.
- establish key performance indicators that reflect the project's goals. Regularly reviewing these KPIs will help to keep the project on track and can identify any issues in a timely manner.

EVALUATE RESULTS: OHCRA's Executive Director will use various metrics to evaluate the project's progress:

- Number of clubs and individuals that use the facility regularly for canoe maintenance and/or construction.
- Number of canoes produced / maintained at the facility.
- Quality of canoes produced/ maintained at the facility.
- Number of apprentices trained and successfully crafting canoes
- Results of apprentice surveys on essential cultural knowledge gained.
- Feedback from canoe clubs regarding services provided by facility.
- Feedback from the local community on success of project (can include: involvement and awareness level; media coverage; events, or other recognitions).
- Can facility maintain its operational costs?
- Is there a potential for growth or expansion?
- How effectively does facility manage to keep the traditional canoe making methods alive?

IMPROVE RESULTS: OHCRA's Executive Director will use various metrics to improve the project's progress:

- Continuously engage with canoe clubs to collect their feedback and assess their requirements.
- Frequently arrange workshops, events, or lectures to promote the significance of canoe-making in Hawaiian culture.
- Keep apprised of advancements in canoe-building techniques and materials.
- Regularly upgrade facility's equipment and supplies to stay at the forefront of the craft.
- Hire or partner with additional master builders and professionals over time.
- Foster collaborations with local schools, cultural institutions, and tourism departments to get the facility more visibility and support.
- Assess the facility's productivity regularly, from how many canoes are constructed to the number of apprentices trained.
- Work towards more sustainable practices in the construction and maintenance of canoes, like using eco-friendly materials and methods.
- Provide consistent professional development for the master builders, and any facility staff, keeping them up to date with any changes or advances in the field.

- Embrace technological advancements and incorporate modern techniques and equipment, in alignment with the traditional methods of building canoes.
- Expand the apprentice program, incorporating a more detailed curriculum that also includes canoe usage, maintenance, and the cultural importance associated with them.
- Improve the infrastructure over time, creating more conducive work spaces. Incorporate elements of Hawaiian culture to give the warehouse an aesthetic as well as a functional appeal.
- Engage in local, regional, and international canoe building or canoe racing competitions to improve visibility and credibility.
- Set up a robust customer support service to help the clubs with their day-to-day issues and needs regarding canoe maintenance and repair.

Document all processes in manuals and video guides that could act as reference for the present and future apprentices

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, the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

- Number of clubs and individuals that use the facility regularly for canoe maintenance and/or construction.
- Number of canoes produced / maintained at the facility.
- Quality of canoes produced / maintained at the facility.
- Number of apprentices trained and successfully crafting canoes
- Results of apprentice surveys on essential cultural knowledge gained.
- Feedback from canoe clubs regarding services provided by facility.
- Feedback from the local community on success of project (can include: involvement and awareness level; media coverage; events, or other recognitions).
- How effectively does facility manage to keep the traditional canoe making methods alive?

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 – Attached**
 - b. Personnel salaries and wages – Attached**
 - c. Equipment and motor vehicles – Attached**
 - d. Capital project details – Attached**

e. Government contracts, grants, and grants in aid – Attached

- 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
\$327,443	\$315,443	\$261,205	\$261,205	\$1,165,295

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

OCHRA has submitted the following grants and continue to submit for federal grants this year.

HTA SEP - Molokai Hoe Award PD: Oct 23 - Sept 24 Requested \$125K
 HTA SEP - Na Wahine O Ke Kai Award PD: Oct 23 - Sept 24 Requested \$125K
 HTA Kukulu - Regatta Award PD: Oct 23 - Sept 24 Requested \$100K
 GIA - CnC Award PD: Oct 23 - Sept 24 Requested \$200K

- 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 2025 for program funding.**

Attached

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

\$64,997

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Oahu Hawaiian Canoe Racing Association

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	636,400		130,000	
2. Payroll Taxes & Assessments	190,920		9,945	
3. Fringe Benefits				
TOTAL PERSONNEL COST	827,320		139,945	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	12,000			
2. Insurance	8,000			
3. Lease/Rental of Equipment				17,700
4. Lease/Rental of Space	90,000		16,800	
5. Staff Training	20,000			
6. Supplies	3,000		21,355	
7. Telecommunication			2,400	
8. Utilities	18,000			
9. Office Equipment				
10. Marketing	6,000			
11. Grant Manager	24,000			
12. Website			5,000	
13. Accountant			8,500	
14. Conference			6,000	
15. Materials	50,000			
16. Transportation	6,500			
17. Labor & Race Site Setup/Teardown				7,000
18. Resource & Lane Mangement				20,000
19. Safety & Security				38,300
20. Awards				17,000
TOTAL OTHER CURRENT EXPENSES	237,500		60,055	100,000
C. EQUIPMENT PURCHASES	88,475			
D. MOTOR VEHICLE PURCHASES	12,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	1,165,295		200,000	100,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,165,295	Ikaika Rogerson (808) 330-4994		
(b) Total Federal Funds Requested		Name: Please type or print Phone		
(c) Total County Funds Requested	200,000	1/19/2024		
(d) Total Private/Other Funds Requested	100,000	Signature of Authorized Official Date		
TOTAL BUDGET	1,465,295	Ikaika Rogerson, Treasurer Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: _Oahu Hawaiian Canoe Racing Association_____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Personnel - Executive Director	1	\$130,000.00	100.00%	\$ 130,000.00
Personnel - Development Director	1	\$75,000.00	100.00%	\$ 75,000.00
Personnel - Kiakahi Program Director	1	\$55,000.00	100.00%	\$ 55,000.00
Personnel - Kukulu Program Director	1	\$80,000.00	100.00%	\$ 80,000.00
Personnel - Kukulu Master Builder A	1	\$65,000.00	100.00%	\$ 65,000.00
Personnel - Kukulu Master Builder B	1	\$65,000.00	100.00%	\$ 65,000.00
Personnel - Kukulu Apprentices	1	\$41,600.00	100.00%	\$ 41,600.00
Personnel - Kukulu Apprentices	1	\$41,600.00	100.00%	\$ 41,600.00
Personnel - Kukulu Apprentices	1	\$41,600.00	100.00%	\$ 41,600.00
Personnel - Kukulu Apprentices	1	\$41,600.00	100.00%	\$ 41,600.00
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				636,400.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: _ Oahu Hawaiian Canoe Racing Associ

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
See List Attached	1.00	\$100,475.00	\$ 88,475.00	\$88,475
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL:	1		\$ 88,475.00	\$88,475
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Forklift	1.00	\$12,000.00	\$ 12,000.00	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL:	1		\$ 12,000.00	
JUSTIFICATION/COMMENTS:				

Shop Equipment	<u>Woodcraft HI</u>
Table Saw	\$7,400
Band Saw	\$6,000
Circular Saw	\$1,175
Miter Saw	\$1,600
Jigsaw	\$550
Scroll Saw	\$1,850
Radial Arm Saw	\$8,400
Table Sander	\$6,000
Belt Sander	\$2,500
Drill Press	\$2,500
Lathe	\$9,000
Planer	\$10,000
Air Compressor	\$5,500
Router table	\$2,000
CnC	\$10,000
Dust Collector	\$4,500
Air Filtration System	\$800
Grinder	\$700
Cantilever Racking System	\$8,000
Total	<u>\$88,475</u>

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Oahu Hawaiian Canoe Racing Association

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

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: ___ Oahu Hawaiian Canoe Racing Association _____

Contracts Total:

\$20,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	2019 Molokai Hoe	October '19	Hawaii Tourism Agency	State	\$20,000
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

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.

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.

OHCRA uses a leased storage locker to ensure its services are available all over the island. The objective of this State GIA grant proposal is to rent a building where OHCRA can establish its Canoe Maintenance Facility.

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.

To meet the proposed staffing and service capacity for the OHCRA's multifaceted project, key personnel will be strategically selected based on their qualifications and experience. The Kukulu Canoe Building Program will be led by two Master Canoe Builders with extensive expertise in traditional canoe construction, possessing a background in cultural preservation and indigenous knowledge transfer. The program will have a team of four skilled apprentices, selected for their passion and commitment to learning, with a focus on woodworking, cultural heritage, and community engagement.

For the Kiakahi Program, a Program Director will be appointed, possessing a bachelor's degree in education, or Sports Management or a related field, with prior experience in race administration and community engagement.

The Kiakahi Race Manager will possess prior experience in race administration and have successfully proven their ability to produce and support the production of canoe racing programs and events with the best-in-class canoe clubs in the State.

The Director of Development will have a background in fund development, experienced in private and public grants, sponsorships, and general donation processes, and proficient in Salesforce for tracking.

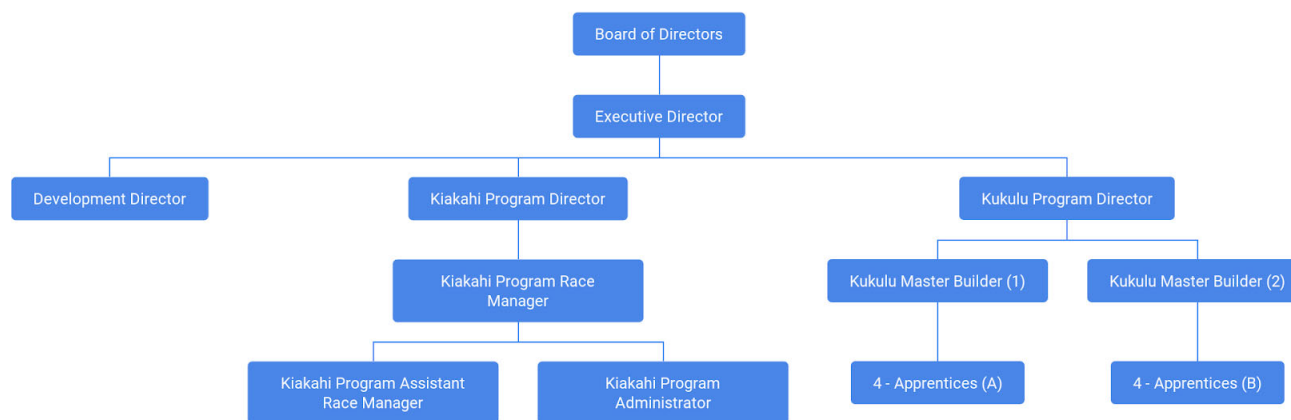
All three Director positions will report to the Executive Director, a visionary leader with proven executive-level experience in sports or cultural preservation organizations, possessing strong leadership, communication, and financial management skills.

OHCRA's ability to supervise, train, and provide administrative direction for the project is underscored by its long-standing presence in the community, a network of experienced leaders, and a commitment to professional development. The organization has a history of successfully supervising volunteer-led initiatives and will leverage this experience to transition to a professional staff model. A mentorship approach will be implemented, allowing the transfer of institutional knowledge, and regular training programs will be conducted to enhance skills and adaptability.

Through this strategic staffing plan, OHCRA aims to ensure that each program is led by qualified individuals with a deep understanding of the cultural, competitive, and administrative aspects of canoe racing. The organization's leadership will actively guide, supervise, and train staff, fostering a collaborative and cohesive team that aligns with the goals and vision of the project.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

None

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.

Not Applicable

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.**

To ensure the sustained success of the Oahu Hawaiian Canoe Racing Association (OHCRA) beyond the FY 2024-25, a multifaceted plan has been developed to focus on: financial sustainability; program integration; and community engagement.

- Diversification of revenue streams will be a priority, involving the cultivation of strong relationships with sponsors, donors, and partners who share OHCRA's mission.
- We will explore opportunities for earned income through canoe racing: events; workshops; and merchandise.
- The integration of the Kukulū Canoe Building, Kiakahi, and Development programs into OHCRA’s core operations will be reinforced, promoting collaboration among programs to maximize impact and synergies.

- Community engagement will be nurtured through regular communication channels – e.g., newsletters and social media -- while encouraging active participation in: beach cleanups; cultural events; and stewardship initiatives.
- OHCRA will establish continuing partnerships with: cultural institutions; educational organizations; and local businesses; strengthening its network for long-term sustainability.
- Building a resilient organizational structure and establishing a Legacy Fund will contribute to OHCRA's financial health, ensuring ongoing support for future initiatives and addressing emerging needs.
- Empowering local leadership and implementing mentorship programs will be pivotal in fostering a community-driven approach, while a robust system for measuring and communicating impact will enhance transparency and stakeholder engagement.
- Through these strategic steps, OHCRA aims to secure its legacy, fortifying its role as a self-sustaining organization that continues to enrich the cultural legacy of Hawaiian canoe racing and contribute to the well-being of the community.

Developing a sustainable plan for OHCRA beyond the FY 2024-25 activities funded by the grant is crucial to ensure the organization's continued success and impact.

Here is a comprehensive plan that focuses on: financial sustainability; program integration; and community engagement:

Diversify Revenue Streams

- Create a comprehensive financial strategy to diversify revenue streams beyond grant funding.
- Focus on building strong relationships with sponsors, donors, and partners who share OHCRA's mission.
- Explore avenues for earned income – e.g., hosting canoe racing events, workshops, or offering merchandise.

Continued Program Integration

- Strengthen and integrate the Kukulū Canoe Building, Kiakahi, and Director of Development programs into the core fabric of OHCRA.
- Promote cross-program collaboration to maximize impact and create synergies that enhance the overall mission of the organization.
- Continue to document and catalog generational knowledge, ensuring that it becomes a living resource for the community.

Cultivate Community Engagement

- Develop a robust community engagement strategy to involve members, volunteers, and stakeholders in OHCRA's ongoing activities.

- Establish regular communication channels, such as newsletters, social media, and community events, to keep the community informed and engaged.
- Encourage participation in beach cleanups, cultural events, and other stewardship initiatives that align with OHCRA's mission.

Establish Partnerships and Collaborations

- Forge long-term partnerships with cultural institutions, educational organizations, and local businesses to strengthen OHCRA's network.
- Collaborate with other canoe racing organizations globally, fostering international relationships that can bring in new perspectives, ideas, and potential funding sources.

Build a Resilient Organizational Structure

- Evaluate and optimize the organizational structure for efficiency and sustainability.
- Develop leadership pipelines, mentorship programs, and succession plans to ensure a smooth transition in key positions.
- Invest in professional development for staff and volunteers to enhance skills and adaptability.

Create a Legacy Fund

- Establish a dedicated Legacy Fund to safeguard OHCRA's long-term financial health.
- Encourage ongoing donations and endowments to this fund, creating a sustainable source of income for future activities.
- Use the Legacy Fund strategically to support new initiatives, address emerging needs, and invest in the organization's growth.

Empower Local Leadership

- Nurture local leadership within OHCRA, empowering community members to take on active roles in program management, administration, and advocacy.
- Implement mentorship programs that allow experienced leaders to guide and support emerging leaders within the organization.

Measure and Communicate Impact

- Establish a robust system for monitoring and evaluating the impact of OHCRA's programs.
- Regularly communicate the organization's achievements, success stories, and community impact to stakeholders, fostering continued support.
- By implementing these strategies, OHCRA can position itself as a self-sustaining organization that continues to enrich the cultural legacy of Hawaiian canoe racing while contributing to the health and well-being of the community.