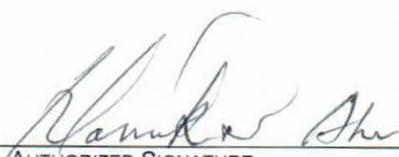
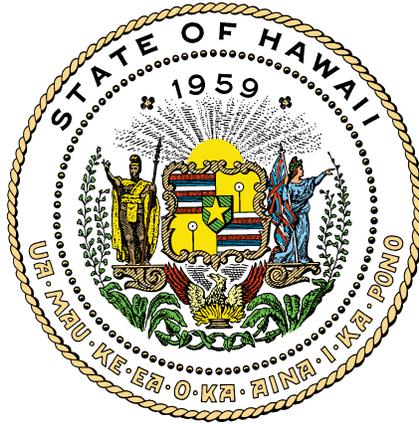


## Application Submittal Checklist

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

 MARIKO S AHN  
\_\_\_\_\_  
AUTHORIZED SIGNATURE      PRINT NAME AND TITLE      DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII KOREAN-U.S. CITIZENS LEAGUE

was incorporated under the laws of Hawaii on 06/19/2013 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 15, 2025

Director of Commerce and Consumer Affairs

**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:

Hawaii Korean U.S. Citizens League

Amount of State Funds Requested: \$ 80,000

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

Our organization is dedicated to increasing civic engagement and fostering greater political awareness. We organize seminars and educational forums that connect elected officials and candidates with underserved communities, providing opportunities for meaningful dialogue and outreach. These events focus on educating the public, motivating participation, and empowering individuals to register and vote. To continue and expand these efforts, we are seeking funding to cover operational costs, program development, and outreach initiatives.

Amount of Other Funds Available:

State:                      \$ \_\_\_\_\_

Federal:                      \$ \_\_\_\_\_

County:                      \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

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

\$ 130,000

Unrestricted Assets:

\$ \_\_\_\_\_

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:

1451 S King St #511

City:    State:    Zip:  
Honolulu    HI    96814

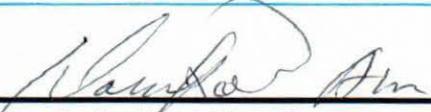
Contact Person for Matters Involving this Application

Name:  
Mariko Ahn

Title:  
President

Email:  
hkuscl2013@gmail.com

Phone:  
808-220-7735

  
\_\_\_\_\_  
Authorized Signature

Mariko Ahn / President

\_\_\_\_\_  
Name and Title

01/15/2025

\_\_\_\_\_  
Date Signed

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

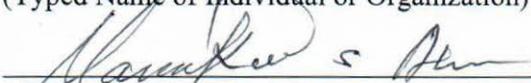
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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, Hawaii 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, Hawaii 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, Hawaii 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.

**Hawaii Korean U.S. Citizens League**

(Typed Name of Individual or Organization)

  
(Signature)

01/15/2025

(Date)

**Mariko Ahn**

**President**

(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)**

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, 2024.

#### **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](#).

#### **(1) The name of the requesting organization or individual:**

Hawaii Korean U.S. Citizens League (HKUSCL)

#### **(2) The public purpose of the grant:**

HKUSCL is a non-partisan organization committed to enhancing civic engagement and promoting inclusiveness in the democratic process. Our focus is on serving the Korean American community in Hawaii by increasing voter registration, providing naturalization education, and offering platforms for political awareness and engagement.

#### **(3) The target group:**

Korean American residents of Hawaii.

#### **(4) The cost of the grant and the budget:**

The program will cost \$80,000. The total budget requested for the State Grant-In-Aid (GIA) is \$80,000.

### **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 the early 2010s and officially recognized as a 501(c)(3) nonprofit organization in 2013, HKUSCL has been a cornerstone of support for Hawaii's Korean American community for over a decade. Our volunteer-led organization is dedicated to empowering individuals through civic engagement, providing essential services such as voter registration drives, educational seminars, and comprehensive naturalization training. With a strong focus on inclusivity, HKUSCL is uniquely equipped to assist bilingual residents in navigating the democratic process, ensuring that language barriers do not hinder their ability to participate fully in civic life. Through our efforts, we strive to build a more informed, engaged, and equitable community.

2. The goals and objectives related to the request;

Encouraging voter registration and active participation in elections at all levels is vital to cultivating an engaged and informed electorate. By facilitating access to the democratic process, these efforts empower individuals to have a meaningful voice in shaping the future of their communities. Offering free naturalization courses plays a critical role in helping residents achieve U.S. citizenship while seamlessly integrating them into the responsibilities and privileges of civic life. Furthermore, hosting forums and educational seminars enhances civic awareness by providing valuable knowledge about democratic principles and processes. These programs inspire community members to take an active role in decision-making, fostering a sense of responsibility and unity while strengthening the foundation of democratic values within the community.

3. The public purpose and need to be served;

HKUSCL is dedicated to addressing the unique needs of the Korean American community in Hawaii, fostering a sense of belonging and empowerment through democratic participation and inclusiveness. By providing tailored resources, such as bilingual voter education, naturalization assistance, and community engagement programs, HKUSCL ensures that every voice in the Korean American community has the opportunity to be heard. These efforts contribute to increased voter turnout and active political involvement, reinforcing the democratic foundation of Hawaii and enriching its diverse cultural fabric.

4. Describe the target population to be served; and

Although HKUSCL extends its services to all residents, its primary focus remains on supporting the Korean American community. This focus is rooted in the organization's deep cultural and linguistic expertise, which enables it to provide tailored assistance that addresses the unique challenges faced by Korean Americans. By leveraging this specialized knowledge, HKUSCL ensures that members of the Korean American community have access to the resources and support they need to fully participate in civic life and navigate the democratic process.

5. Describe the geographic coverage.

HKUSCL primarily serves the Honolulu area, where it has established itself as a trusted resource for the Korean American community. However, the organization is committed to broadening its impact by extending its services to communities across Hawaii, with a particular focus on reaching underserved neighborhoods. By expanding its geographic reach, HKUSCL aims to ensure that residents throughout the state have equitable access to the resources, education, and support needed to engage fully in civic and democratic processes.

### **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;

HKUSCL conducts voter registration drives, naturalization classes, and educational seminars to promote civic engagement and participation. These efforts include weekly naturalization classes for 20-25 participants, outreach events at Korean supermarkets and churches, and seminars on voter rights and civic involvement, ensuring the community is informed and empowered to actively participate in the democratic process.

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

HKUSCL offers a comprehensive schedule of programs and initiatives throughout the year, tailored to meet the evolving needs of the community and foster civic engagement:

- **Year-round:** Weekly naturalization training sessions are conducted to assist individuals in understanding and navigating the citizenship process, providing them with the tools and resources needed to successfully complete their applications.
- **April to June:** HKUSCL hosts seminars focused on voting rights and processes. These sessions educate participants on their rights as voters, the importance of civic participation, and the procedures involved in registering and casting their votes.
- **July to October:** The organization spearheads voter registration campaigns in preparation for local and federal elections. These campaigns aim to increase voter turnout by facilitating registrations, raising awareness about upcoming elections, and encouraging community members to exercise their right to vote.
- **November to March:** During this period, HKUSCL focuses on citizenship campaigns, providing comprehensive naturalization assistance. Services include legal guidance, document preparation, and support through the naturalization process to help individuals achieve citizenship and participate fully in civic life.

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

HKUSCL will implement a robust system to monitor and evaluate the success of its initiatives, utilizing a variety of measurable metrics. These include tracking the number of new voter registrations facilitated through its programs, analyzing attendance figures at educational seminars and community classes, and collecting detailed feedback from participants to assess the impact and effectiveness of its services. Additionally, the organization will maintain close collaboration with key agencies such as the Hawaii State Elections Office and U.S. Citizenship and Immigration Services (USCIS). These partnerships will not only support operational efficiency but also ensure alignment with official standards and procedures. By systematically analyzing these metrics, HKUSCL

aims to continuously improve its programs and better serve the needs of the community.

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.

HKUSCL is committed to maintaining transparency and accountability in its efforts to promote civic engagement by providing comprehensive quarterly updates to the State agency. These updates will include detailed reports on the total number of voter registrations facilitated, offering a clear measure of the program's impact. Additionally, the reports will feature attendance figures from educational events, workshops, and community outreach activities, highlighting the organization's ability to engage diverse audiences. To further demonstrate its reach and effectiveness, HKUSCL will include an analysis of the geographic distribution of its campaigns, showcasing the extent to which its efforts are connecting with communities across the region. This regular reporting process will ensure open communication with the State agency, reinforcing HKUSCL's dedication to fostering an informed and active citizenry.

## **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](#))

Please see attachment
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

HKUSCL is not aware of other sources of funding at this moment in time,

which will be available for 2026

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 2026 for program funding.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

## **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.

HKUSCL has consistently demonstrated a strong ability to support individuals through the voter registration and naturalization processes. Leveraging a dedicated team of skilled volunteers and legal experts specializing in immigration law, the organization provides comprehensive assistance, including guidance on eligibility requirements, documentation preparation, and submission procedures. Their expertise ensures that applicants receive the necessary support to navigate these complex processes effectively, contributing to an empowered and engaged community.

### **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.

Currently, HKUSCL operates from a modest, shared office space that limits its capacity to fully meet the needs of the community it serves. With an increasing demand for its services, including educational classes, community events, and essential administrative tasks, the organization faces significant constraints in terms of space and resources. A larger and more dedicated venue is urgently required to accommodate the growing number of participants, provide adequate facilities for workshops and events, and create an efficient environment for staff and volunteers to carry out their administrative responsibilities. Securing a more spacious location would enable HKUSCL to expand its reach, enhance the quality of its programs, and better serve the community's evolving needs.

## **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.

HKUSCL is supported by a dedicated team composed of experienced volunteers and professional consultants who bring diverse expertise to the organization. Among them are attorneys specializing in immigration law, who provide invaluable legal guidance to individuals navigating complex processes such as naturalization and citizenship applications. These legal experts work alongside skilled volunteers, many of whom possess years of experience in community outreach, voter education, and civic engagement initiatives. This collaborative team structure ensures that HKUSCL delivers comprehensive, high-quality support tailored to the unique needs of the Korean American community and beyond, empowering individuals to actively participate in civic life and achieve their goals with confidence.

## **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.

Please see attachment

## **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.

Please see attachment

All roles are currently voluntary. No salaries are paid.

## **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.

HKUSCL has no pending litigation or judgments.

### **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.

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

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

HKUSCL is actively planning to secure the financial resources necessary to sustain and expand its activities through a multifaceted approach to fundraising. The organization intends to pursue additional State grants, leveraging its proven track record of impactful programs to demonstrate the value of continued support. Simultaneously, HKUSCL will prioritize efforts to engage private sponsors, seeking partnerships with businesses and organizations that share its commitment to civic engagement and community empowerment. Individual donors will also play a crucial role, with targeted campaigns designed to raise awareness about the organization's mission and encourage contributions from supporters. By diversifying its funding sources, HKUSCL aims to ensure long-term stability and the capacity to meet the growing needs of the communities it serves.

# Hawaii Korean-U.S. Citizens League

**Mariko Ahn**  
President

**Charlene Lee**  
Vice President

**Vince Shin**  
Director

**Soo Woong Chang**  
Vice President

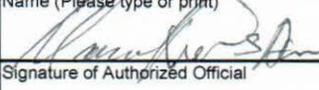
**Yully Yum**  
Director

**Sieun Lee**  
Director

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

App Hawaii Korean U.S. Citizens League

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	700			
3. Lease/Rental of Space	7,300			
4. Staff Training & Education Lecturer	18,000			
5. Lectures and Education Seminars	10,000			
6. Utilities and Internet	1,620			
7. Campaign Venue with table & chairs	6,000			
8. Postage and Envelopes	9,520			
9. Printer Toner and Ink	2,040			
10. Professional Fee - Accounting	1,000			
12. Supplies - Program & Office	10,400			
13. Advertisement	16,000			
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>82,580</b>			
C. EQUIPMENT PURCHASES	<b>2,350</b>			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>84,930</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Hawaii Korean U.S. Citizens League      808-220-7735		
(b) Total Federal Funds Requested		Name (Please type or print)      Phone		
(c) Total County Funds Requested		 01/15/2025		
(d) Total Private/Other Funds Requested		Signature of Authorized Official      Date		
<b>TOTAL BUDGET</b>	<b>84,930</b>	Mariko Ahn/ President Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant:  Hawaii Korean U.S. Citizens League

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Chair	20	\$70.00	\$ 1,400.00	1400
Training TV	1	\$500.00	\$ 500.00	500
TV Stand	1	\$100.00	\$ 100.00	100
Cabinet	2	\$175.00	\$ 350.00	350
			\$ -	
<b>TOTAL:</b>	24		\$ 2,350.00	2,350

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: \_\_Hawaii Korean U.S. Citizens League

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

App: Hawaii Korean U.S. Citizens League

Contracts Total: 130,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	GIA - Costs Related to Immigration Assistance	04/01/2023 to 03/31/2024	Dept, of Community Services	Honolulu	80,000
2	GIA - Costs Related to Immigration Assistance	04/01/2024 to 03/31/2025	Dept, of Community Services	Honolulu	50,000
3					
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