



## 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      HAYLIN PENNISON, EXECUTIVE DIRECTOR      01/14/2025  
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:** SPILL THE TEA CAFE

**Issue Date:** 01/07/2025

**Status:** Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5416

UI#: XXXXXX9286

DCCA FILE#: 319512

Status of Compliance for this Vendor on issue date:

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

**Status Legend:**

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

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

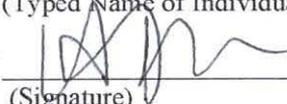
The undersigned authorized representative of the applicant certifies the following:

- 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.

Spill the Tea Cafe  
(Typed Name of Individual or Organization)

  
(Signature)

01/16/2025  
(Date)

HAYUN DENNISON EXECUTIVE DIRECTOR  
(Typed Name) (Title)

January 16, 2025

Senate Committee on Ways and Means  
House Committee on Finance  
415 South Beretania St.  
Honolulu, HI 96813

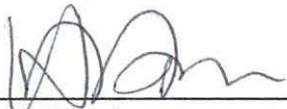
Dear Honorable Legislators,

I am writing as the Executive Director of Spill the Tea Café to certify that the funds requested through this grant application will be used exclusively for a public purpose, pursuant to Section 42F-102, Hawaii Revised Statutes. Below, I have outlined the key details of this request:

- (1) **Name of the Organization:** Spill the Tea Café
- (2) **Public Purpose:** To support vulnerable youth by addressing systemic inequities in mental health care and fostering resilience, ensuring a brighter future for Hawai'i through the empowerment of its next generation.
- (3) **Services Supported:** Mental health therapy, economic empowerment programs, crisis intervention, and community outreach initiatives.
- (4) **Target Group:** Vulnerable youth, especially LGBTQIA+, marginalized, and neurodivergent individuals, aged 12–18 across Hawai'i, prioritizing those facing mental health challenges, financial instability, and systemic barriers
- (5) **Total Cost of the Grant:** \$297,288.

Thank you for your attention to this important initiative. We are committed to using these funds to create meaningful and lasting impacts in Hawai'i.

Sincerely,



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Haylin Dennison  
Executive Director, Spill the Tea Cafe

# 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.

**See attached.**

### **2. Declaration Statement**

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

**See attached.**

### **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.

**See attached letter.**

## **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;**

Spill The Tea Café (STTC) is a pioneering teen wellness center and mental health clinic that provides a wide range of programs and services to address the unique needs of LGBTQIA+ youth aged 12-18. With a trauma-informed approach, STTC creates an inclusive and supportive environment where young people can heal, build resilience, and thrive. Founded in 2021 by Haylin Dennison, a Licensed Clinical Social

Worker (LCSW), who is also the mother of a transgender child. Haylin's personal experience navigating the mental health system with her child highlighted the significant challenges faced by LGBTQIA+ and neurodivergent youth, particularly in Hawai'i, where such populations have been historically underserved. With this firsthand knowledge of the barriers to accessing quality, gender-affirming mental health care, Haylin created STTC to address the profound need for specialized services tailored to the unique experiences of these youth.

STTC was established to bridge the critical gap in mental health services in Hawai'i, specifically for LGBTQIA+ youth. The clinic offers culturally competent care that provides LGBTQIA+ and neurodivergent youth with a safe and inclusive space to explore their identities, process their experiences, and create community. Services include individual and group therapy, family therapy, and the Youth Entrepreneur Program (YEP), which focuses on equipping young people with the tools to develop leadership and entrepreneurial skills.

Since its founding, STTC has seen exponential growth. In 2024, the organization's budget skyrocketed from \$160,000 to over \$900,000, driven by an increase in patient numbers, more insurance claims, expanded donor support, and strategic partnerships leading to referrals. As a result, the clinic saw a 500% increase in sessions, with the number of patients rising from 160 in 2023 to 516 in 2024. This growth reflects the increasing demand for the services STTC provides, as more youth and families recognize the value of the safe and supportive environment the clinic offers and STTC's leadership in the movement.

As of 2024, STTC conducted more than 5,600 therapy sessions and helped 10 teens graduate from the YEP. The clinic's success is also reflected in its remarkable 90% improvement rate in mental health among participants, based on evidence-based tools, such as the Patient Health Questionnaire-9 (PHQ9) and the Generalized Anxiety Disorder Scale (GAD7). Many youth continue to engage with the organization even after their crisis has passed, with many becoming mentors or volunteers, further demonstrating the lasting impact of STTC's work.

Despite the challenges of scaling, STTC has maintained its commitment to providing individualized, high-quality care in a supportive and affirming space. The clinic has also prioritized sustainability, with a strategic focus on expanding Telehealth services to ensure that even youth in remote areas of Hawai'i have access to care. Moving forward, STTC plans to continue this growth trajectory while fortifying its internal systems to maintain the quality of care that has earned the clinic the trust and respect of the community. Through its rapid expansion, the organization has proven that it can meet the growing demand for gender-affirming and culturally competent mental health care, and it remains committed to empowering youth across Hawai'i.

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

The primary goal of this grant request is to secure funding to support the operational costs associated with continuing and expanding STTC's services. The funding will facilitate increased staffing capacity, allow for the enhancement of current programs, and enable the expansion of Telehealth services to reach more youth across Hawai'i. Additionally, the funding will allow for the scaling of proven-effective services, such as the YEP, which equips youth with vital skills to foster self-sufficiency and break the cycle of mental health challenges.

### *Goal 1: Improve Mental Health Outcomes Through Increased Access*

- *Objective 1.1:* Deliver 3,000 therapy sessions annually, including individual, group, and family therapy, utilizing evidence-based practices tailored to LGBTQIA+ and neurodivergent youth.
- *Objective 1.2:* Increase service availability through staffing, including the hiring of a full-time Care Coordinator to relieve the pressure on current staff and improve the coordination of care, ensuring every patient receives timely follow-up and support.
- *Objective 1.3:* Expand Telehealth services to ensure statewide access, particularly for youth residing on neighbor islands and in rural areas, overcoming geographical barriers to mental health care.
- *Objective 1.4:* Reduce anxiety and depression symptoms among participants by 50%, as measured through assessments using evidence-based tools: PHQ9 and GAD7.
- *Objective 1.5:* Address immediate crisis needs with a 90% resolution rate for crisis interventions within 72 hours, ensuring that youth experiencing mental health emergencies are met with rapid and effective intervention to stabilize their situation and connect them with long-term support.

### *Goal 2: Promote Economic Empowerment and Leadership Development through the Youth Entrepreneur Program (YEP)*

- *Objective 2.1:* Facilitate weekly 2 hour workshops over 12 months focused on entrepreneurial skills, leadership, and financial literacy, providing these learning opportunities for at least 10 teens annually.
- *Objective 2.2:* Provide mentorship opportunities and hands-on projects that allow participants to apply their skills and market their products/services in real-world scenarios.
- *Objective 2.3:* Track participant progress, aiming for 70% of participants reporting increased self-confidence and entrepreneurial capability by program completion, measured by pre- and post-surveys.

### *Goal 3: Foster Inclusivity and Community Resilience*

- *Objective 3.1:* Create a community of support for participants, resulting in a 70% decrease in feeling isolated and 50% increase in emotional regulation (measured through self-reported distress)
- *Objective 3.2:* Conduct 30 community outreach events annually, including anti-bullying campaigns, inclusivity training, community celebrations, and resilience workshops.
- *Objective 3.3:* Collaborate with 3 local organizations to host events celebrating LGBTQIA+ youth and promoting awareness of their unique contributions to the community.
- *Objective 3.4:* Increase community engagement on digital and social media platforms by 20% annually through targeted marketing and partnership development.

### **3. The public purpose and need to be served;**

Hawai'i is facing an urgent mental health crisis, especially among its youth. The state has one of the highest suicide rates in the nation, with youth—particularly LGBTQIA+ and neurodivergent youth—bearing the brunt of this crisis. According to the 2018 Department of Health report, 50% of transgender youth have attempted or seriously considered suicide, with suicide ideation rates amongst Native Hawaiian and Pacific Islander youth being the highest. Suicide remains the leading cause of death among Native Hawaiian and Pacific Islander youth, a trend compounded by systemic discrimination and a lack of access to culturally competent, affirming mental health care.

Many of Hawai'i's most vulnerable youth are marginalized in multiple ways—whether due to their sexual orientation, gender identity, neurodivergence, or socio-economic background. This intersectionality leads to an increased risk of mental health challenges, including depression, anxiety, suicidal ideation, and self-harm. These youth often lack access to appropriate care and face stigma and discrimination when seeking help, both within their families and in their communities.

The need for specialized services, such as those provided by STTC, is dire. LGBTQIA+ youth, particularly transgender and non-binary individuals, face compounded risks due to gender dysphoria, family rejection, and societal exclusion. Neurodivergent youth experience additional difficulties related to social integration and communication, exacerbating mental health challenges. STTC's gender-affirming and trauma-informed approach is designed to address these specific needs, offering comprehensive care that not only addresses mental health but also fosters resilience, leadership, and community. By providing a safe and affirming space for youth, STTC helps mitigate the risk factors that contribute to these disparities, offering a path to healing and empowerment for those who need it most.

The work done by STTC is essential not only for the mental well-being of these youth but also for the broader community and state. Hawai'i's future depends on the success and resilience of its young people, and investing in their well-being today ensures a better, more inclusive future for the state as a whole. By nurturing the next generation of leaders—those who are LGBTQIA+, neurodivergent, or otherwise marginalized—STTC is helping build a society that celebrates diversity, fosters inclusion, and prioritizes mental health.

#### **4. Describe the target population to be served; and**

The target population for Spill The Tea Café includes LGBTQIA+ and neurodivergent youth between the ages of 12 to 18. This population is particularly vulnerable as they face significant mental health challenges due to systemic discrimination, bullying, and lack of access to affirming care. Research from the Hawaii Department of Health (2024) highlights the severity of these challenges: 62.5% of LGBTQIA+ high school students report depression, compared to 32.5% of their heterosexual/cisgender peers. 44.4% of LGBTQIA+ youth have seriously considered suicide, versus 16.6% of their heterosexual/cisgender counterparts. Similarly, 46.2% of LGBTQIA+ youth engage in self-harm, compared to 18.5% of heterosexual/cisgender students. 13.1% of LGBTQIA+ youth report using methamphetamines, while only 2.5% of their heterosexual/cisgender peers do so. Bullying is also disproportionately experienced by LGBTQIA+ youth, with 32.8% reporting being bullied on school property, compared to 14.5% of heterosexual/cisgender students.

These youth often face compounded struggles due to rejection from family, discrimination in schools, and isolation from mainstream society. This population is at the highest risk for homelessness, substance abuse, and barriers to healthcare. The lack of safe spaces for identity expression only exacerbates these challenges. STTC provides exactly that—a safe, inclusive community where youth can receive mental health care while building resilience and leadership skills.

For LGBTQIA+ and neurodivergent youth, this community-based approach is essential. It helps them avoid the risks associated with homelessness and isolation, offering a foundation of support that keeps them engaged in positive activities, prevents them from falling into crisis, and empowers them to succeed. The personal connections made at STTC often continue long after therapy ends, with many youth returning as mentors or community members, reinforcing the positive impact of the space.

In addition to the challenges of mental health, neurodivergent youth, including those with autism or ADHD, experience further difficulties in social integration and communication, which can heighten feelings of anxiety, loneliness, and depression. The combination of these struggles with LGBTQIA+ youth's experiences of marginalization creates a vulnerable group that benefits immensely from STTC's specialized services.

Overall, STTC's focus on providing culturally competent, gender-affirming, and neurodivergent-inclusive care ensures that youth not only overcome their challenges but also grow into leaders who will help shape the future of Hawai'i. By fostering a sense of belonging, resilience, and empowerment, STTC contributes to both the personal development of these youth and the well-being of the broader community.

**5. Describe the geographic coverage.**

STTC is based in Honolulu, O'ahu, but its reach extends across the state of Hawai'i through Telehealth services. While its physical clinic serves youth on O'ahu, the Telehealth program has allowed STTC to extend its services to youth on all other islands in the state. This expanded reach ensures that youth in urban, rural, or underserved areas can still access life-saving mental health services, bridging critical gaps in care.

**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;**

## Spill The Tea Café Logic Model

Inputs	Activities	Outputs	Short-Term Outcomes	Long-Term Outcomes
<ul style="list-style-type: none"> <li><b>Funding:</b> Billed services, grants, service contracts, fundraising events</li> <li><b>The Team:</b> Licensed clinicians, Care Coordinators, Executive Director, Outreach Manager, and volunteers.</li> <li><b>Community Partnerships:</b> Local healthcare providers, schools, and organizations.</li> <li><b>Training and Resources:</b> Annual staff training, evidence-based therapy practices, and specialized evaluation tools (PHQ-9, GAD-7)</li> <li><b>Technology:</b> Telehealth platforms.</li> <li><b>Physical Space:</b> Wellness center in Honolulu, with a café-style environment.</li> </ul>	<ul style="list-style-type: none"> <li><b>Therapy Services:</b> individual, group, and family therapy. <u>Deliverable:</u> Intake documents.</li> <li><b>Youth Entrepreneur Program (YEP):</b> Weekly 2 hour workshops. <u>Deliverable:</u> Sign-in sheet</li> <li><b>Community Outreach:</b> Hosting engagement events. <u>Deliverable:</u> Event flyers and pictures.</li> <li><b>Crisis Intervention:</b> Providing immediate support during crises. <u>Deliverable:</u> Log reports.</li> <li><b>Expansion of Telehealth:</b> Extending services to rural and neighbor islands. <u>Deliverable:</u> Sign in sheet for virtual workshops.</li> <li><b>Staffing:</b> Hiring a Care Coordinator. <u>Deliverable:</u> Accepted job offer.</li> </ul>	<ul style="list-style-type: none"> <li><b>Therapy Sessions:</b> 3,000 therapy sessions per year.</li> <li><b>Participants Served:</b> 400+ unduplicated youth across Hawai'i.</li> <li><b>Youth Empowerment:</b> 10 teens annually in YEP.</li> <li><b>Community Engagement:</b> 30 community outreach events, 20% increase in social media engagement.</li> <li><b>Crisis Resolutions:</b> 90% resolution of crisis incidents within 72 hours.</li> <li><b>Attendance and Completion:</b> 85% of patients complete 12 months of services</li> </ul>	<ul style="list-style-type: none"> <li><b>Mental Health Improvement:</b> 50% reduction in depression and anxiety symptoms for 75% of participants; 50% of participants report more emotional regulation; 60% of participants report improved coping skills</li> <li><b>Leadership and Confidence:</b> 70% of YEP participants report more confidence and entrepreneurial skills.</li> <li><b>Belonging:</b> 70% of participants report feeling less isolated.</li> <li><b>Increased Access:</b> Expanded services to populations in rural and remote areas.</li> </ul>	<ul style="list-style-type: none"> <li><b>Sustained Mental Health Resilience:</b> Increased community resilience and mental health well-being, reducing long-term mental health crises and suicide rates among LGBTQIA+ community.</li> <li><b>Youth Empowerment:</b> Enhanced economic independence and leadership, fostering future leaders within the community.</li> <li><b>Reduced Health Disparities:</b> Narrow the health disparities experienced by LGBTQIA+.</li> <li><b>Stronger Support Networks:</b> Reduced stigma, increased inclusion, and more confidence.</li> <li><b>Organizational Sustainability:</b> Continued growth in staffing, funding, and services, ensuring long-term provision.</li> </ul>
Responsibilities				
<ul style="list-style-type: none"> <li>Executive Director: Oversees overall program, manages staff and strategy.</li> <li>Operations Manager: Monitors program evaluations and budget.</li> <li>Outreach Manager: Develops partnerships &amp; manages engagement</li> <li>Care Coordinators: Manage intakes and scheduling; ensure service delivery.</li> <li>Therapists: Provide therapy &amp; track client progress.</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Lead: Manages services and ensures quality.</li> <li>Care Coordinator: Intakes, scheduling, and patient follow-up.</li> <li>Outreach Manager: Plans and coordinates events and outreach programs.</li> <li>Practice Development Manager: Organizes, facilitates, and tracks YEP progress</li> </ul>	<ul style="list-style-type: none"> <li>Therapists: Deliver therapy sessions and document progress.</li> <li>Care Coordinator: Ensure that service delivery is timely and effective.</li> <li>Outreach Manager: Track and report community engagement efforts.</li> </ul>	<ul style="list-style-type: none"> <li>Clinical Lead: Evaluate mental health improvement.</li> <li>Care Coordinators: Ensure that clients complete sessions, track progress.</li> <li>Practice Development Manager: Assess self-confidence and skill development in YEP participants.</li> </ul>	<ul style="list-style-type: none"> <li>Executive Director: Ensure long-term sustainability through partnerships and funding.</li> <li>Operations Manager: Monitor long-term organizational health and financial stability.</li> <li>Outreach Manager: Continue to build relationships and engage the community for long-term impact.</li> </ul>

### *Scope of Work*

STTC proposes to continue providing and expanding upon a range of mental health services aimed at improving the well-being of LGBTQIA+ and neurodivergent youth in Hawai'i. This will be achieved through direct therapeutic care, community engagement, and leadership development programs, as well as increasing access to services statewide through Telehealth.

#### *Specific Tasks include:*

- *Deliver Individual and Group Therapy:* Provide over 3,000 therapy sessions annually using evidence-based practices such as Cognitive Behavioral Therapy (CBT) and Dialectical Behavior Therapy (DBT) tailored to the needs of LGBTQIA+ and neurodivergent youth.
  - Deliverable: Intake documents
- *Expand Staff:* Hire a full-time Care Coordinator to relieve the burden on current staff, ensuring better care coordination and follow-up services.
  - Deliverable: Job description (attached to the end of this proposal) and accepted job offer
- *Facilitate the Youth Entrepreneur Program (YEP):* Conduct weekly 2 hour workshops focused on business development, financial literacy, and leadership skills, with mentorship opportunities and hands-on projects.
  - Deliverable: Sign-in sheets
- *Crisis Intervention Services:* Offer immediate support to youth in crisis, addressing issues such as homelessness, bullying, and suicidal ideation, with a target resolution time of 72 hours for urgent cases.
  - Deliverable: Report log
- *Organize Community Outreach Events:* Host 30 events annually. These events could include anti-bullying campaigns, inclusivity workshops, and cultural celebrations to reduce stigma and promote community connection.
  - Deliverable: Event flyers and pictures during the events
- *Expand Telehealth Services:* Develop and deliver virtual therapy and workshops to ensure access for youth on neighbor islands and in remote areas.
  - Deliverable: Sign-in sheets and flyers for the virtual workshops
- *Track and Evaluate Outcomes:* Use validated tools to measure improvements in mental health and self-efficacy, with quarterly evaluations to inform program enhancements.
  - Deliverable: Survey results and mental health screeners

#### *Key Responsibilities are:*

- *Executive Director:* Oversees the overall initiative, ensures progress towards goals, provides training and supervises staff, leads fundraising initiatives.
- *Operations Manager:* Responsible for quarterly program evaluations and reporting and manages budget

- *Outreach Manager*: Executes outreach and wellness events, develops partnerships with schools, institutions, and community organizations, and manages promotional efforts to increase engagement.
- *Care Coordinators*: Ensures seamless delivery of virtual services, including technical support and scheduling for Telehealth therapy and workshops. Provides essential operational and administrative support to enhance patient care plans and delivery, manage scheduling and communications, gather feedback and evaluations, coordinate events, and facilitate data analysis.
- *Clinical Lead Therapist*: Ensures the delivery of individual and group therapy sessions, monitors documentation, and provides crisis intervention and care services. Ensures culturally grounded, trauma-informed care.
- *Social Work Masters Students*: Mentors to teens and integral to creating a safe and inclusive environment for the cafe. Provides crisis intervention services.
- *Licensed Therapists*: Deliver individual and group therapy, document patient cases and progress, communicate with Care Coordinators to create treatment plans.
- *Practice Development Manager*: Designs and facilitates YEP workshops, coordinates social workers' participation, mentorship opportunities, and logistics for markets, and tracks participant progress in leadership and entrepreneurial development.
- *Partner Organizations*: Collaborate to provide referrals, co-host community events, and support resource distribution for youth in need.
- *Volunteers*: Assist with event logistics, outreach efforts, mentorship roles, and presenting feedback to enhance program delivery.

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

### *Quarter 1 (July-September '25):*

- Launch staffing expansion with the hire of a full-time Care Coordinator (job description attached).
- Begin scaling up Telehealth services, ensuring reach across the state, particularly for youth on neighboring islands.
- Start 3,000 annual therapy sessions, aiming for 750 sessions per quarter.
- Launch the first cycle of YEP workshops, aiming for 10 teens to begin participation.
- Start organizing and promoting the first 7 community outreach events for the year.

### *Quarter 2 (October-December '25):*

- Continue Telehealth expansion, evaluating barriers to access and fine-tuning

service delivery.

- Provide 750 therapy sessions in Quarter 2, expanding session types to include group and family therapy where appropriate.
- Evaluate and refine YEP curriculum based on feedback and progress from participants in Quarter 1.
- Host 7 community outreach events focused on anti-bullying and resilience-building.

*Quarter 3 (January-March '26):*

- Assess the effectiveness of staffing changes, especially the Care Coordinator role, in improving service delivery and client satisfaction.
- Deliver another 750 therapy sessions, with a focus on intensive support for at-risk youth.
- Continue YEP workshops, including mentorship opportunities, with an updated curriculum based on youth feedback.
- Host 8 additional outreach events with a focus on social support, mental health resources, and networking.

*Quarter 4 (April-June '26):*

- Finalize year-end data collection to assess overall program effectiveness.
- Deliver the final 750 therapy sessions to meet the annual goal of 3,000 therapy sessions.
- Conclude the year's YEP cycle, culminating in pop-up markets where participants can sell their goods. Finish with an evaluation of outcomes such as self-confidence and entrepreneurial capability among participants.
- Host final 8 outreach events, ensuring engagement is consistent with earlier projections.

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

STTC recognizes that providing high-quality mental health care is essential to its mission. To maintain the highest standards and continually improve the services provided, STTC has implemented a robust quality assurance and evaluation framework. This ensures services are not only effective but responsive to the needs of the community and aligned with organizational goals. Below outlines how STTC monitors, evaluates, and improves its services, ensuring a consistent, high-impact experience for youth.

## **Quality Assurance Plan**

### **1. Service Standards**

- **Fostering Belonging and Community:** New clients are encouraged to visit the café immediately, even if there is a wait time for their clinical appointments. This approach ensures that clients can quickly access the support and inclusivity of the non-clinical environment, allowing them to experience the immediate benefits of a welcoming community where they feel they belong.
- **Attendance Rate:** The target rate for therapy and program attendance is 85%, with regular follow-ups for clients who miss sessions to ensure continuity of care. Plans are being designed to address sessions absence, including the availability of stand-by or walk-in appointments, providing support for transportation, and making Telehealth appointments more readily available.
- **Service Consistency:** All therapy sessions, workshops, and outreach events are designed with a checklist that includes STTC's defined minimum essential elements such as trauma-informed care, gender-affirming practices, and cultural competence.

### **2. Staff Training, Ongoing Development, and Certification**

- **Ongoing Professional Development:** Staff have access to annual training opportunities on innovative and critical topics in their field ensuring they remain equipped with the latest knowledge and best practices to support the youth they serve.
- **In-Depth Onboarding and Training:** Upon being hired, all clinicians are required to complete a two day, 20 hour intensive training in evidence-based modalities such as Cognitive Behavioral Therapy (CBT), Dialectical Behavior Therapy (DBT) suicide prevention, crisis intervention, gender-affirming care, and general best practices of working with LGBTQIA+ youth.
- **Role-Specific Guidelines:** Each staff member has clear guidelines outlining expectations for their role in service delivery, ensuring consistency and accountability across the organization.

### **3. Regular Monitoring and Service Audits**

- **Weekly Check-Ins:** Clinicians meet weekly with the Executive Director or Lead Clinician for two hours to discuss client progress, address challenges, and provide feedback on the effectiveness of services.
- **Tracking Software:** STTC utilizes Alleva Electronic Medical Records (EMR) specialized software to track therapy sessions, attendance rates, and participant feedback, allowing for secure, real-time monitoring.
- **Quarterly Audits:** The Program Director conducts quarterly audits to review client records, case notes, and progress reports. This ensures compliance with service standards, grant fulfillment, and identifies areas for improvement.

#### 4. Participant Feedback

- **Post-Session Surveys:** Participants complete anonymous surveys after therapy sessions and workshops, rating their experience in terms of clarity, supportiveness, and overall satisfaction.
- **Focus Groups:** STTC organizes monthly meetings with the Youth Advisory Board to gather in-depth insights into their experience with services, priorities, and areas for improvement.
- **Rapid Response Protocol:** If any client expresses dissatisfaction, a follow-up will be scheduled within 24 hours to address concerns and adapt service delivery if needed.

### ***Evaluation Plan***

#### 1. Data Collection and Outcome Tracking

- **Validated Mental Health Tools:** Participants complete mental health screenings such as the Patient Health Questionnaire-9 (PHQ9), Beck Depression Inventory (BDI), Generalized Anxiety Disorder Scale (GAD-7), and Adverse Childhood Experiences (ACEs) questionnaire during intake and every month to measure changes in mental health and resilience.
- **Client Progress:** Progress is tracked using the Alleva EMR database where staff can access real-time updates on each participant's mental health status and treatment plan.

#### 2. Outcome Tracking

- **Quarterly Benchmarks:** A 15% reduction in anxiety symptoms after three months of treatment and a 50% reduction in depression symptoms by the end of the year.
- **Reporting:** Progress towards outcomes are tracked via the Alleva EMR software that prints data and generates quarterly reports for analysis, internal review, and reporting.

#### 3. Continuous Feedback Loop and Program Refinement

- **Service Adjustments:** If data indicates lower-than-expected outcomes in any area, STTC refines the affected program component. For example, if a patient's GAD-7 score has an upward trend after 3 therapy sessions, changes may include adapting session content, enhancing facilitator training, or including different services to their care plan.
- **Follow-Up Evaluations:** Follow-up evaluations are conducted by Care Coordinators no more than six months after program completion to assess long-term impact and inform future improvements.

#### 4. Transparency and Accountability

- Public Engagement: An annual impact report will showcase the successes of the program, highlighting positive outcomes, client success stories, and any changes implemented based on evaluation results.

**4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).**

*The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.*

The following measurable outcomes will be used to assess STTC's success in achieving the goals outlined in the proposal:

1. Mental Health Improvements: Percentage reduction in anxiety and depression symptoms among participants - target: 50% reduction for 75% of youth served.
2. Coping Improvements: Percentage of participants that report improved coping skills and percentage of participants that report increased emotional regulation- target: 60% for coping skills and 50% for emotion regulation.
3. Cohesive Community: Percent of participants who report a reduction in feeling isolated - target: 70%
4. Service Reach: Total number of youth served annually - target: 400 unduplicated participants across the state for 3,000 sessions.
5. Program Completion Rates: Percentage of participants completing at least 12 therapy sessions - target: 85%.
6. Crisis Interventions: Number of crisis incidents addressed and resolved - target: 90% resolution rate within 72 hours.
7. Community Engagement: Number of community outreach events conducted - target: 30 events with 3 new organizations that cohost.
8. Community Development: Percentage increase in engagement over all STTC social media platforms - Target: 20%
9. Youth Leadership Development: Number of YEP participants, completion rate, and percentage of participants who leave the program with improved results - target: 10 teens participating, with 80% completing the 12 month program and 70% reporting improved entrepreneurial skills and self-confidence.

## **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](#))

**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
\$74,322	\$74,322	\$74,322	\$74,322	\$297,288

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

*Grants:*

- Pending: City and County GIA Grant FY 2026 (Submitted)
- Pending: Atherton Grant
- Pending: Starbucks Foundation
- Pending: Ben and Jerry's Foundation

*Contracts:*

- Pending Application: DOH service contract mental health training facilitator

*Fundraising Campaigns:*

- Spill The Tea Café Annual Birthday Bash Fundraiser (scheduled for March '26)
- Spill The Tea Road to 1 Million Fundraiser (continuing until March '25)
- Spill The Tea Café Annual Youth Pride Fest (scheduled for June '25)
- Spill The Tea Café Winter Ball Gala (scheduled for November '25)

**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.**

N/A

**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.**

City and County GIA FY 2025: #CT-DCS-2500060 (Fiscal Year 2025)  
Office of Youth Services Grant: DHS-24-OYS-506 (09/01/2024-08/31/2025)

**6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

\$86,473.48

## **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.*

STTC is uniquely qualified to manage and implement the comprehensive services proposed in this grant due to its experienced leadership, highly skilled staff, established community partnerships, and proven track record of success. The organization's Executive Director, Haylin, brings over 20 years of experience in providing mental health services with a specialized focus on adolescents and LGBTQIA+ youth. Haylin's professional expertise is complemented by her personal experience as the mother of a transgender teenager, which has shaped her deep understanding of the challenges these youth face in accessing appropriate care. This unique combination of clinical knowledge and lived experience has driven the development of STTC's compassionate, gender-affirming services.

In addition to leadership, STTC provides a team of licensed therapists, clinicians, and mental health professionals, all of whom possess advanced degrees in psychology, social work, or counseling. The staff members are experts in trauma-informed care, crisis management, and gender-affirming therapy, trained specifically to work with LGBTQIA+ and neurodivergent populations. Ongoing professional development is integral to STTC's operations, ensuring that staff are continually updated on the latest therapeutic best practices, including evidence-based methods such as Cognitive Behavioral Therapy (CBT), Dialectical Behavior Therapy (DBT), and mindfulness-based interventions. This dedication to continuous learning ensures that STTC's services remain both compassionate and grounded in cutting-edge therapeutic techniques.

STTC's impact is amplified by its partnerships with local organizations, healthcare providers, and educational institutions. Notably, the organization collaborates with the local medical school, which supports outreach, referrals, and community engagement. Additionally, STTC has received training and consultation from Stanford's gender clinic, further enhancing its gender-affirming care. These partnerships not only strengthen STTC's ability to provide high-quality services but also ensure that the organization's approach is deeply embedded within Hawai'i's healthcare and community networks.

The organization's rapid growth is a clear testament to the increasing demand for its services and its ability to meet that demand effectively. In 2024, STTC saw its budget increase from \$160,000 to over \$900,000, reflecting both an increase in patient numbers and a broader donor base. STTC has conducted over 5,000 therapy sessions and served more than 500 youth. The YEP has empowered over 10 teens, providing them with valuable leadership and entrepreneurial skills while fostering resilience and economic independence. Feedback from clients indicates a 90% improvement in mental health outcomes, further underscoring the success and effectiveness of STTC's services.

An essential aspect of STTC's success is its ability to build long-term relationships with clients. Nearly 90% of individuals who no longer require therapy continue to engage with the organization, either as mentors, volunteers, or active participants in its supportive community. This ongoing engagement speaks to the profound impact STTC has had on its clients' lives, providing them with a sense of belonging, safety, and personal growth long after their crises have been resolved. This long-term commitment is a cornerstone of STTC's mission and sets the organization apart in its ability to support youth not only through their immediate challenges but also in their continued development.

STTC's experience with managing grant-funded projects, such as the FY24 Honolulu City and County GIA and the OYS contract, further demonstrates its capability to successfully execute large-scale programs. The organization has developed expertise in meeting the goals and objectives of these funding agreements, ensuring that funds are utilized effectively and services are delivered in a transparent and accountable manner. This experience is invaluable as STTC continues to grow and expand its impact.

## **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.*

STTC operates out of a welcoming and inclusive facility in Honolulu, Hawai'i, designed to meet the specific needs of LGBTQIA+ and neurodivergent youth. The facility itself is more than just a clinic—it serves as a community hub, where youth can not only receive mental health services but also connect with their peers in a supportive, affirming environment. The physical space includes private therapy rooms, group therapy areas, and a café-style common space where youth can socialize, relax, and participate in various activities. This unique blend of mental health services and community engagement is essential for creating an environment where youth feel valued and understood.

In addition to the therapeutic spaces, the facility includes a community closet stocked with gender-affirming clothes and hygiene products, further ensuring that youth feel comfortable and supported when they visit. This attention to detail reflects STTC's commitment to providing not just mental health care, but also a safe, welcoming space that affirms the identities of all youth, particularly those who may otherwise feel marginalized in society.

The current facility is fully operational and equipped to handle the growing demand for services. However, as the number of youth seeking support continues to rise, STTC recognizes that the current physical space has limitations in terms of expanding services. To address this, STTC is actively expanding its Telehealth services to reach more youth across Hawai'i, including those in rural or remote areas where access to in-person care is limited. This digital expansion ensures that youth who cannot travel to the facility still have access to the same high-quality services through virtual platforms.

In the coming years, STTC also plans to expand its physical facilities to accommodate its growing staff and service offerings. This future expansion will include the addition of more therapy rooms, larger group spaces for workshops and peer support, and an even more expansive café area for youth to engage in non-clinical activities. The goal is to grow sustainably, providing a more inclusive, flexible, and supportive environment that meets the diverse needs of the youth served by STTC as the organization continues to expand in future years.

## **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.*

STTC has meticulously developed a staffing pattern designed to support its

growing capacity while maintaining the high-quality care it is known for across Hawai'i. With a team of multidisciplinary expert clinicians, dedicated operational staff, and committed volunteers, STTC provides exceptional, community-driven services that empower Hawai'i's most vulnerable youth.

At the helm of STTC is Executive Director Haylin Dennison, whose extensive 20+ year experience as a Licensed Clinical Social Worker and personal journey as a parent of a transgender teen provide her with both the professional expertise and lived perspective to drive the organization's mission forward. Supporting Haylin is a highly skilled team of clinicians, including Licensed Clinical Social Workers, Licensed Mental Health Counselors, Licensed Marriage and Family Therapists, and Master Social Workers, collectively contributing over 30 years of combined experience. Each clinician is rigorously trained in evidence-based therapeutic modalities such as Cognitive Behavioral Therapy and Dialectical Behavior Therapy and demonstrates a deep commitment to trauma-informed, gender-affirming, and culturally competent care.

The operational and administrative staff play an equally critical role in ensuring efficient service delivery. With extensive experience managing projects in the health sector, they are adept at navigating complex patient needs, including those arising from precarious living situations, lack of insurance, or economic disadvantage. To further enhance service capacity, STTC plans to hire an additional full-time Care Coordinator. This position, described in detail in the attached job description, will be pivotal in managing client intake, scheduling, and follow-ups, allowing clinicians to focus entirely on therapy provision. This will streamline operations and ensure the organization's hallmark quality of care.

Volunteers and mentors, many of whom are former patients, enrich STTC's supportive ecosystem. These individuals contribute to a sense of community by providing peer support and fostering an environment where patients feel safe to thrive. This unique dynamic not only empowers current patients but also reinforces the organization's long-term impact on its youth.

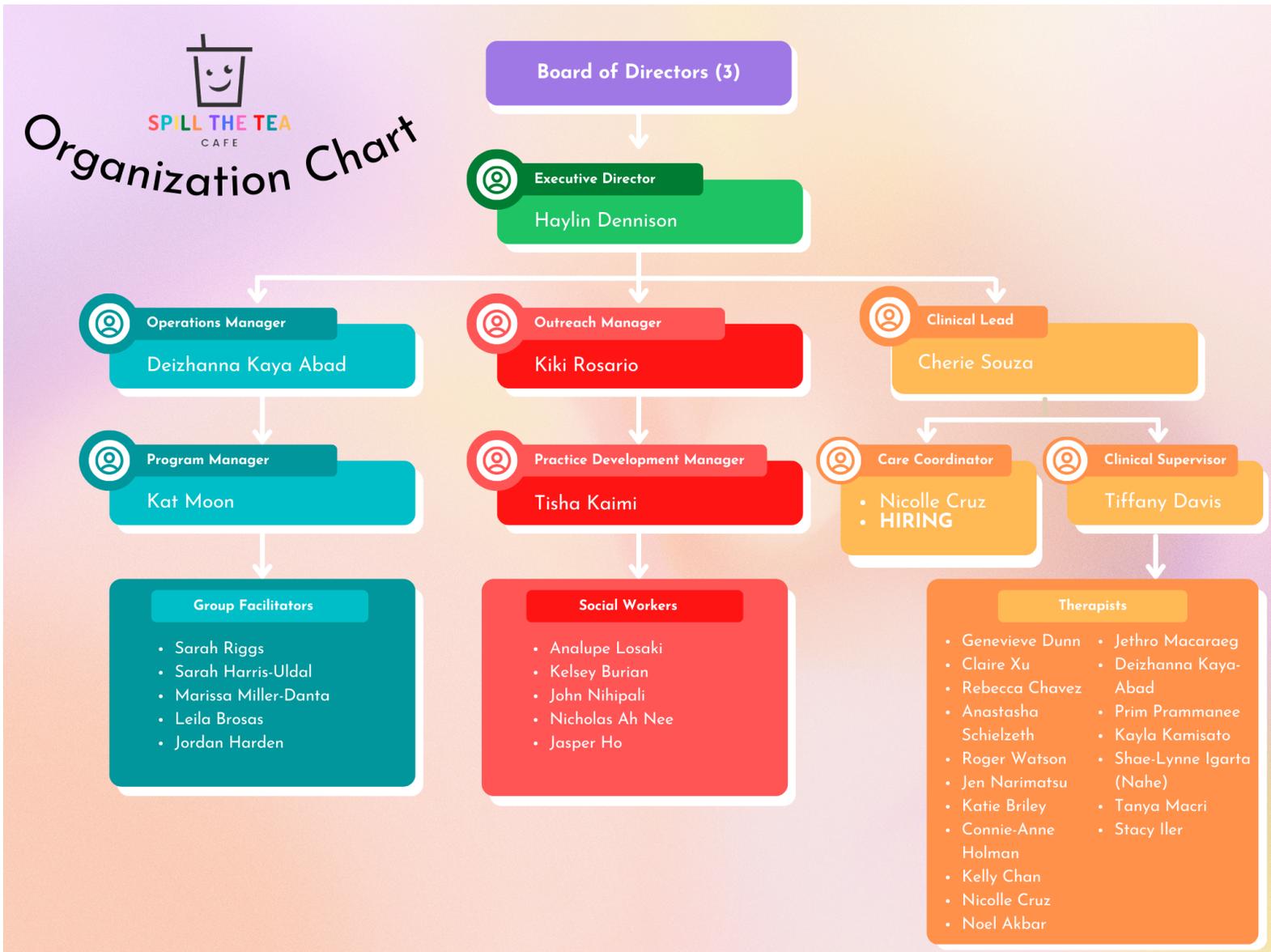
STTC's staffing structure ensures robust supervision and continuous professional development to maintain excellence in service delivery. The Clinical Lead oversees all therapists and provides weekly supervision to review cases, address challenges, and ensure adherence to evidence-based practices. The Executive Director collaborates with the Clinical Supervisor and Operations Manager to align service delivery with organizational goals. Regular performance evaluations and collaborative case reviews further promote accountability and best practices.

Training is a cornerstone of STTC's operations. New hires undergo a comprehensive onboarding process, including a two-day intensive focused on evidence-based therapeutic modalities, crisis intervention, and gender-affirming care. All staff participate in annual professional development sessions and monthly

workshops on advanced therapeutic techniques, cultural competence, and trauma-informed practices. Partnerships with leading organizations, such as Stanford’s gender clinic, provide additional opportunities for specialized training and access to cutting-edge research.

## 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.*

- Executive Director: \$60,000-\$80,000
- Operations Manager: \$55,000-\$70,000
- Outreach Manager: \$55,000-\$70,000

## **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.*

STTC has no 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.*

The STTC team is composed of highly skilled professionals holding various licenses and credentials, ensuring the highest standards of care. These include Master Social Workers (MSW), Licensed Mental Health Counselors (LMHC), Licensed Clinical Social Workers (LCSW), and Licensed Marriage and Family Therapists (LMFT). These qualifications reflect the team's expertise in providing specialized mental health services to LGBTQIA+ and neurodivergent youth, underpinned by their commitment to ongoing professional development and best practices in the field.

### 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.*

This grant will not be used to support or benefit a sectarian or non-sectarian private education institution.

#### 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.*

STTC has made significant strides in ensuring the longevity and success of its mission to provide essential mental health services to LGBTQIA+ and neurodivergent youth in Hawai'i. With the increasing demand for mental health care services, the organization is focused on securing diverse and sustainable funding streams, developing key partnerships, and expanding its outreach efforts to ensure that STTC continues to thrive long after fiscal year 2026. This comprehensive sustainability plan outlines the steps STTC will take to maintain its operations and grow its impact.

##### *1. Diversified Revenue Streams*

The backbone of STTC's sustainability plan lies in its ability to diversify revenue streams. By broadening its financial base, STTC ensures that it will not be overly dependent on any single source of funding, allowing the organization to withstand economic shifts or disruptions to its funding model.

- Insurance Claim Payments: As a core aspect of STTC's service model, insurance claims provide a steady revenue stream for the organization. With the growing number of youth accessing services, STTC has seen an increase in the number of billed therapy sessions. By continuing to expand the number of patients and optimizing insurance billing practices, particularly through Telehealth, STTC aims to further scale its revenue potential. STTC will also focus on refining its billing systems to ensure maximum efficiency and accuracy.
- Service Contracts and Grants: STTC will continue to apply for federal, state, and private grants, including those from the Office of Youth Services (OYS), and pursue service contracts with local healthcare providers, schools, and community organizations. STTC's successful track record in securing funding, including grants like the FY24 Honolulu City and County GIA, sets the foundation for continued success in this area. The organization is also actively working to expand its network of foundation supporters and partners, both locally and nationally.
- Fundraising Campaigns – Road to 1 Million: STTC launched its "Road to 1 Million" fundraising campaign, which targets both individual donors and corporations. By leveraging its emotional connection with supporters and community allies, this campaign seeks to build a diverse base of contributors. Through this initiative, STTC will establish a long-term relationship with donors, allowing it to fund ongoing services and community

programs. The organization will also seek new avenues for online fundraising, such as crowdfunding and peer-to-peer fundraising.

- **Pride Fest and Other Community Events:** Hosting community-building events like Pride Fest has proven to be a successful fundraising strategy for STTC. Pride Fest not only serves as a platform to raise funds but also as an opportunity to engage with new and existing supporters, promote the organization's mission, and celebrate LGBTQIA+ youth in the community. The funds generated from these events are critical to supporting STTC's ongoing work. These community events will continue to be a key part of STTC's sustainability plan.

## *2. Expanding Social Media Outreach and Digital Presence*

STTC has established a strong digital presence through its social media platforms and online outreach, which has significantly increased the organization's visibility and reach. This presence will continue to play an integral role in STTC's fundraising and community engagement efforts.

- **Podcast Development:** As part of its continued growth strategy, STTC has launched a podcast to raise awareness about mental health issues, particularly those faced by LGBTQIA+ and neurodivergent youth. The podcast features interviews with mental health professionals, LGBTQIA+ advocates, and youth participants. The podcast serves as an additional channel for STTC to engage donors, share its successes, and highlight the critical need for support in the community.

## *3. Strengthening Community Partnerships*

STTC has built strong relationships with local healthcare organizations, schools, and community-based organizations. These partnerships have provided essential referrals, helped to increase visibility, and enhanced STTC's capacity to serve vulnerable youth.

- **Referral Networks:** STTC will continue to nurture and grow its referral networks. By maintaining strong relationships with local health providers, school counselors, and community organizations, STTC will ensure a steady flow of new clients and remain the preferred provider for LGBTQIA+ and neurodivergent youth in Hawai'i. Additionally, STTC will explore new partnerships with organizations that share its mission of promoting mental health and inclusion for marginalized populations.

## *4. Long-Term Financial Planning*

In order to safeguard its operations in the face of future challenges, STTC will establish a more formalized long-term financial planning process. This includes:

- **Building Financial Reserves:** STTC plans to build financial reserves to protect against unforeseen events and fluctuations in funding. By establishing a reserve fund, STTC will be able to ensure the continuity of services without disruption. This financial cushion will

help the organization continue to provide essential services in times of uncertainty or unforeseen funding gaps.

- Investing in Infrastructure: As STTC grows, it will continue to invest in its infrastructure, such as its financial systems, staffing, and operational capabilities. This will allow STTC to scale its operations efficiently while maintaining the quality of care and service delivery that has earned it the trust of the community.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Spill The Tea Café

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	212,500		54,000	25,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits	44,511		6,432	21,265
<b>TOTAL PERSONNEL COST</b>	<b>257,011</b>		<b>60,432</b>	<b>46,265</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				10,000
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	10,000		10,000	
5. Staff Training	5,840			2,160
6. Supplies - Office			1,500	
7. Telecommunication	3,000		5,000	
8. Utilities			3,000	
9. Bookkeeping Contractual Services			10,000	
10. Background checks/fingerprinting	2,500			
11. Program/Client Activities Supplies	4,000		2,000	
12. Parking and mileage			2,500	
13. Postage			500	
14. Community event expenses			5,068	
15. Software: Alleva EMR	12,808			
16. Software: Virtru HIPAA encryption	2,129			
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>40,277</b>		<b>39,568</b>	<b>12,160</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>297,288</b>		<b>150,000</b>	<b>58,425</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	297,288	Kiki Rosario <span style="float: right;">808-797-4970</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	150,000			
(d) Total Private/Other Funds Requested	58,425	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>505,713</b>	Haylin Dennison <span style="float: right;">Executive Director</span>		
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2025 to June 30, 2026

Applicant: Spill The Tea Café

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Care Coordinator - New Hire	1	\$60,000.00	100.00%	\$ 60,000.00
Care Coordinator	0.75	\$60,000.00	75.00%	\$ 45,000.00
Clinical Lead	0.5	\$60,000.00	75.00%	\$ 45,000.00
Operations Manager	0.25	\$60,000.00	25.00%	\$ 15,000.00
Practice Development Manager	0.25	\$50,000.00	25.00%	\$ 12,500.00
Outreach Manager	0.25	\$60,000.00	25.00%	\$ 15,000.00
Executive Director	0.15	\$80,000.00	25.00%	\$ 20,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				212,500.00

**JUSTIFICATION/COMMENTS:**  
 In order to support sustainability of our organization, we are looking to hire a full-time Care Coordinator, as described in our narrative. See the attached Job Description for more details. We have several candidates lined up for the position so upon receiving the funding, the onboarding and transition period will be very quick.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES      Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_ Spill The Tea Café \_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	0	\$0.00	\$ -	0

JUSTIFICATION/COMMENTS:  
  
**N/A**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	0	0	\$ -	0

JUSTIFICATION/COMMENTS:  
  
**N/A**

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_ Spill The Tea Café \_\_\_\_\_

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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
JUSTIFICATION/COMMENTS:						
<b>N/A</b>						

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

Applicant: Spill The Tea Café

Contracts Total: 249,916

	<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	City and County GIA FY 2025: #CT-DCS-2500060	07/01/2024-06/30/2025	Department of Community Services	Honolulu County	150,000
2	Office of Youth Services Grant: DHS-24-OYS-506	09/01/2024-08/31/2025	Department of Youth Services	State	99,916
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## **Job Description: Care Coordinator**

### **Position Summary**

The Care Coordinator will provide essential operational and administrative support to enhance patient care delivery, manage scheduling and communications, coordinate events, and oversee program deliverables. This individual will play a central role in maintaining the day-to-day flow of operations while contributing to the café's broader mission of community engagement and wellness.

By funding this position, partners will help Spill the Tea Café maintain a strong operational foundation, enabling the team to deliver impactful programs and services while fostering an inclusive, supportive community space.

### **Key Responsibilities**

#### **Patient and Program Support**

- Serve as the first point of contact for incoming patient inquiries, including calls, emails, and in-person visits.
- Assist in scheduling patient appointments and ensuring timely follow-ups with care team members.
- Provide administrative support to the care coordination team, ensuring a seamless patient experience.

#### **Scheduling and Communication**

- Manage calendars for team members, including scheduling meetings, appointments, and program-related events.
- Respond promptly and professionally to a high volume of calls and communications.
- Ensure accurate and timely dissemination of information between team members, clients, and external partners.

#### **Event Coordination**

- Plan, organize, and execute events, workshops, and community outreach programs in alignment with the café's mission.
- Collaborate with local organizations to co-host events and expand program reach.
- Oversee event logistics, including space setup, resource allocation, and participant engagement.





## **Program Oversight and Reporting**

- Monitor and track program deliverables, ensuring all deadlines are met.
- Assist in preparing reports and documentation for funders, stakeholders, and internal review.
- Maintain organized records of program outcomes, metrics, and impact.

## **Physical Oversight and Operations**

- Oversee the physical space of the café to ensure a welcoming, safe, and organized environment.
- Coordinate with vendors, maintenance teams, and suppliers as needed to address operational needs.
- Support inventory management and procurement processes.

## **Qualifications**

### **Education and Experience**

- Bachelor's degree in Business Administration, Communications, or a related field (or equivalent experience).
- 2+ years of experience in administrative support, program coordination, or a similar role.
- Familiarity with event planning and program reporting.

### **Skills and Attributes**

- Strong organizational and multitasking skills, with excellent attention to detail.
- Effective communication and interpersonal skills to engage with a diverse range of stakeholders.
- Proficiency in Microsoft Office Suite, Google Workspace, and scheduling software.
- Ability to work independently while collaborating effectively with a team.
- Passion for community engagement and mental health advocacy.

