

House District \_\_\_\_\_

Senate District \_\_\_\_\_

THE TWENTY- FOURTH LEGISLATURE  
HAWAI'I STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAI'I REVISED STATUTES

Log No: 37-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF EDUCATION

STATE PROGRAM LD. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
COMMON GRACE

DbA:

Street Address:

Mailing Address: P.O. BOX 31116; HONOLULU, HI  
96820

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DENNIS A. ARAKAKI

Title Director – Community Relations

Phone # 271-0947

Fax # 841-4191

e-mail darockcg@hotmail.com

3. TYPE OF BUSINESS ENTITY:

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

LIMITED LIABILITY COMPANY

SOLE PROPRIETORSHIP/INDIVIDUAL

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PARTNERING COMMUNITY CHURCHES WITH PUBLIC  
ELEMENTARY SCHOOLS TO PROVIDE VOLUNTEER MENTORS FOR  
AT RISK KIDS.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$ 72,000.00

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

NEW SERVICE (PRESENTLY DOES NOT EXIST)

EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE  
AT THE TIME OF THIS REQUEST:

STATE \$ 0

FEDERAL \$ 0

COUNTY \$ 0

PRIVATE/OTHER \$ 110,000.

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE

[Redacted Signature]

AUTHORIZED SIGNATURE

DENNIS A. ARAKAKI, DIRECTOR OF COMMUNITY RELATIONS

NAME & TITLE

01-31-08

DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. 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. Include the following:

1. A BRIEF description of the applicant's background;  
Background: Served 20 years in the State Legislature, 18 years on the Education Committee; chaired committees on Health, Human Services & Housing  
Cofounder of Legislature's Keiki Caucus; 15 years with Parks & Recreation
2. The goals and objectives related to the request;  
Provide capacity building to expand program to more schools on Oahu and on the neighbor islands. Goal is to find a partner church or churches for every public elementary school in Hawaii. The objective is to match a caring mentor to a lonely, abandoned or neglected child and thereby giving attention to a child who needs attention but not only in terms of academics.
3. State the public purpose and need to be served;  
Social issues such as bullying, low self esteem, inability to socialize, not being able to communicate, all have the potential of affecting academic performance and in its most destructive form, can mean physical harm to other children or even teachers. By providing attention focused in a positive way to a child who needs attention, there is a better chance of that child succeeding in a learning environment.
4. Describe the target population to be served; and  
Although the schools determine the children who participate, in general Common Grace targets the children at risk; those who are isolated, children from low-income and single parent families, and those with social disabilities that hinder their academic progress.
5. Describe the geographic coverage.  
Our goal is to have Common Grace partnerships for every public elementary school statewide. Common Grace is now in thirty six schools with at least one in every school district on Oahu.

## **II. 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.

1. Describe the scope of work, tasks and responsibilities;
  - In order to provide volunteer mentors to at-risk children in every school statewide, there is a need to make presentations to churches and schools in communities across the state. Part-time coordinators are needed to assist the Executive Director and Director of Community Relations to meet with school and church leaders, recruit volunteers, provide training and background checks and to monitor and evaluate the relationships between school and church and volunteer mentors and the children they serve.
2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;
  - Our goal is to increase the number of partnerships to forty different schools per school year. Most of the partnerships are developed prior to the start of school in August, with meetings with Church leaders, recruiting volunteers and providing training and background checks. The first few months of the school year are utilized to explain the mentorship program to school faculty, identifying children who would benefit from a mentor relationship, obtaining parental/caregiver consent, matching the children and monitoring the relationship. The rest of the school year is used to develop potential Church – School partnerships, monitoring existing Church-School partnerships and evaluating the benefits of mentorship to individual schools and children.
3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
  - Quality assurance begins with a quality training program for volunteer mentors. Church leaders, pastors and church coordinators, are required to participate in the training regardless of whether they plan to be mentors or not. We also encourage the principals and school coordinator to attend the training sessions so they understand what is expected of the volunteer mentor. In all aspects of the mentor-child relationship, safety is emphasized.  
To assure the child's safety and to keep the volunteer above reproach, Common Grace provides Criminal History Checks, Sexual Predator Checks and requires the Pastor of the church to provide a character reference for the prospective volunteer. During the course of the school year, Common Grace provides for regular meetings of the School Coordinator and the Church Coordinator to review and evaluate the

relationship of the volunteer mentor and the child. The Church coordinator is required to call regular meetings of the volunteers to evaluate the relationship and to share and discuss problems or praises.

At the end of the school year, volunteer mentors, school and church coordinators, teachers of the children participating and parents/caregivers, are asked to provide an evaluation of the relationship in terms of benefits and progress of the child. The evaluation is used to determine whether the match will be allowed to continue for the next school year, if the student is returning to the same school.

4. The applicant shall 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 measures of effectiveness will include but not be limited to the following:
    - i. The increase in the number of school-church partnerships over the course of the school year;
    - ii. The number of volunteers who are trained and qualified to serve as volunteers in public elementary schools;
    - iii. The number of children matched and maintained during the school year;
    - iv. Evaluations and testimonies of:
      1. Teachers
      2. Parents/caregiver
      3. Child
      4. Volunteer Mentor
      5. School and Church Coordinator
      6. School and Church leaders

### III. Financial Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000.	\$ 16,000.	\$ 16,000.	\$ 15,000.	\$ 72,000.

### IV. Experience and Capability

#### A. Necessary Skills and Experience

The faith based project, Common Grace, was established four years ago. From a vision and in response to the Columbine shooting by two disturbed teens. Jay Jarman, meet with school teachers, counselors and principals to ask their opinion of how this kind of tragedy could be prevented.

Jay Jarman, Founder and Executive Director of Common Grace' has worked With kids as a youth minister, tutor, camp director, storyteller and teacher for over 30 years. He has worked for the department of education in Hawaii as a storyteller for the Aiea Complex, served as Director of local outreach for Kaimuki Christian Church, directing a YMCA camp in Edgewater, Maryland and teaching English as a foreign language in Japan. He holds a B.A. from Duke University, and an M.Div. from Fuller Theological Seminary.

Dennis Arakaki, the Director of Community Relations, joined Common Grace in July of 2006, after retiring from twenty years of service in the State Legislature. As a legislator, he helped to found the Keiki Caucus and Children and Youth Day/Month in Hawaii. He has provided leadership in Children and youth issues related to Child Protection and Child and Adolescent Mental Health. Before serving in the legislature, he was employed by the Department of Parks and Recreation as a Recreation Director, Camp Director, Director of Community Outreach. He has also worked as a Health Planner and Community Program Planner for Kapiolani Medical Center for Women and Children and Kokua Kalihi Valley Comprehensive Family Services.

Steven Kawamura, Administrator for Common Grace, is recently retired from the Federal Government with 37 years with the Administration for Children and Families, DHHS. Steven Kawamura works as a volunteer administrator who receives a modest honorarium at the end of the year.

Gaye Drummond, the Office Manager for Common Grace, is a recent transplant from Arizona and a former public school teacher of fourteen years on the mainland.

#### B. Facilities

- No facilities are needed. Volunteer mentors meet with their child on the school campus.

**V. Personnel: Project Organization and Staffing**

**A. 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.

- In addition to the two existing full time position and part-time office manager, the grant will enable Common Grace to hire two part time positions under the supervision of the Community Relations Director, to help recruit and screen volunteer mentors, conduct training sessions for volunteers and monitor School-Church partnerships. Minimum requirements for the positions will a high school certificate with at least four years of experience with a church of school program or a Bachelor's degree from an accredited University or College. The area of concentration for the positions will be Leeward Oahu, Windward Oahu and the neighbor islands.

**B. 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 organizational chart that illustrates the placement of this request.

- Common Grace is a small organization with only two full time employees who share responsibility for implementation. A part time office manager and volunteer administrator and bookkeeper helps to keep documents organized and the agency in compliance and fiscally stable.

**VI. Other**

**A. Litigation**

- There are no pending litigations to which Common Grace is a party to and there are no outstanding judgements against Common Grace.

**B. Licensure or Accreditation**

- There are no special qualifications or licensure requirement for the program and none is required.

LINDA LINGLE  
GOVERNOR



PATRICIA HAMAMOTO  
SUPERINTENDENT

**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**

P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 3, 2007

Mr. Jay Jarman  
P. O. Box 31116  
Honolulu, Hawaii 96820

Mr. Dennis Arakaki  
P. O. Box 31116  
Honolulu, Hawaii 96820

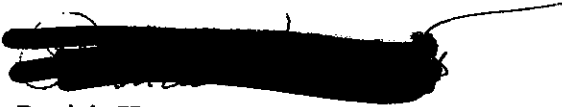
Dear Mr. Jarman and Mr. Arakaki:

This letter will voice my continuing support of your efforts and your vision to help students in our public schools. I understand Common Grace is now in place at 33 elementary schools, and we appreciate the guidance and counseling provided by a nurturing adult.

I further understand that Common Grace will work individually with schools and will create agreements to meet each school's needs. As safety of our students is a major priority, we accept that you will place volunteers in the schools who have been cleared by responsible individuals affiliated with Common Grace.

Again, thank you for supporting the needs of public school children.

Very truly yours,



Patricia Hamamoto  
Superintendent

PH/ga  
cc: Complex Area Superintendents



### Short History:

**Common Grace** was born in 1999, the day after kids shot up their fellow students at Columbine High School. Jay Jarman, ex-youth minister; temporarily retired; active as a storyteller in five public elementary schools, approached the principal of a local high school asking, "What would it take to prevent a similar tragedy from happening here?" "Adults who care enough to come on campus and befriend our kids," he said. "None of the Columbine shooters had even one adult friend!" Jay started that week, spending Wednesdays at Aiea High School, as a volunteer detention supervisor. This led to his certification as a substitute teacher and increasing involvement. Storytelling with younger kids continued. Eventually, the realization hit... "How many church members with a little time to spare would enjoy being out here loving and serving these kids? And how many schools would enjoy having the best team of volunteers ever?"

**Religious Restraint:** Of course, we believe in "special grace" – the self-sacrificing love of God lived out in Jesus of Nazareth. However, we must be careful not to violate clear constitutional requirements for separation of church and state. Our volunteers don't preach. When we're on "taxpayer turf" we are simply there to serve.

**Goal:** **Common Grace** will offer an opportunity for every public school in Hawaii to partner with a nearby church to better serve students and their families

**Funding:** Tax-deductible gifts from individuals; grants from benevolent institutions; mission support from churches

**Non-Profit Status:** 501(C)(3) "religious/educational"

### Strategy:

1. A Common Grace representative finds out if a church and a nearby elementary school are both wanting to create a "*kodomo no tameni*" partnership ("for the sake of the children").
2. C.G. sets up and facilitates meetings for pastors, principals, and their respective coordinators.
3. Pastor and Church Coordinator train and approve 5 or more volunteers. C.G. completes the screening process. Teachers select children and obtain necessary permission from parent/guardian.
4. Church Coordinator and School Coordinator match mentors with kids.
5. Adult or student "Aunties" & "Uncles" meet weekly with their kids.



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

App

COMMON GRACE

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	40,000			
2. Payroll Taxes & Assessments	4,800			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>44,800</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	4,800			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	12,000			
6. Supplies	1,200			
7. Telecommunication	7,200			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>25,200</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>2,000</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>0</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>72,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	72,000	Dennis A. Arakai	271-0947	
(b)		Name (Please type or print) Phone		
(c)		Signature of Authorized Official Date		
(d)		n/a		
<b>TOTAL REVENUE</b>	<b>72,000</b>	Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: \_\_\_\_\_

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
LCD PROJECTOR	1.00	\$1,000.00	\$ 1,000.00	1000
LAP TOP COMPUTER	2	\$1,000.00	\$ 2,000.00	2000
		\$ -		
		\$ -		
		\$ -		
TOTAL:	3		\$ 3,000.00	3,000

**JUSTIFICATION/COMMENTS:**  
LAP TOP FOR EACH COORDINATOR TO MAINTAIN RECORDS AND COMMUNICATIONS. PROJECTOR TO MAKE PRESENTATIONS.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	

**JUSTIFICATION/COMMENTS:**

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

COMMON GRACE

Period: July 1, 2008 to June 30, 2009

TOTAL PROJECT COST	FUNDING AMOUNT REQUESTED							FUNDING REQUIRED IN SUCCEEDING YEARS	
	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED					FY:2008-2010	FY:2010-2011
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009					
PLANS	0	0	0	0	0	0	0	0	0
LAND ACQUISITION	0	0	0	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0	0	0	0	0	0
EQUIPMENT	0	0	0	0	0	0	0	0	0
<b>TOTAL:</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
JUSTIFICATION/COMMENTS:									

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawai'i Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

COMMON GRACE  
(Typed Name of Individual or Organization)

  
(Signature)

DENNIS A. ARAKAKI

(Typed Name)

1/31/08  
(Date)

DIRECTOR OF COMMUNITY RELATIONS

(Title)