

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

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

**THE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: \_\_\_\_\_

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): \_\_\_\_\_

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
COVO Foundation

Dba: COVO Foundation

Street Address: 77-6617 Kuakini Hwy  
Kailua-Kona, HI 96740

Mailing Address: 77-6617 Kuakini Hwy  
Kailua-Kona, HI 96740

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name JANE CLEMENT

Title President – COVO Foundation

Phone # (808) 756-3103

Fax # (808) 443-0401


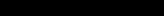
e-mail janecllement@hawaii.rr.com

**3. TYPE OF BUSINESS ENTITY:**

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

COVO Foundation is a nonprofit corporation established in 2009. It received its tax-exempt 501 (C)(3) designation in 2011. It serves as the pass-through entity for the Congress of Visayan Organizations (COVO) and all its affiliate non-profit organizations in the State of Hawaii. The purpose of the Foundation is to preserve Filipino cultural traditions and to promote the socio-economic and educational development of Filipinos in Hawaii, particularly those who are of Visayan origin. Funding will subsidize cultural and education activities and fundraising events for the needy and victims of calamities organized by COVO and all its affiliate organizations statewide.

4. FEDERAL TAX ID #:   
5. STATE TAX ID #: 

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2015: \$ \$40,000

**8. 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 \$40,000  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

JANE CLEMENT, PRESIDENT  
NAME & TITLE

1-31-14  
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;

COVO Foundation is a nonprofit corporation established in 2009. It received its tax-exempt 501 (C)(3) designation in 2011. It serves as the pass-through entity for the Congress of Visayan Organizations (COVO) and all its affiliate non-profit organizations in the State of Hawaii.

2. The goals and objectives related to the request;

The purpose of the Foundation is to preserve Filipino cultural traditions and to promote the socio-economic and educational development of Filipinos in Hawaii, particularly those who are of Visayan origin.

3. The public purpose and need to be served;

Preserve, promote and perpetuate the Filipino heritage among our members and the general public through cultural and educational activities; and to promote understanding of our Filipino heritage and create awareness of Philippine culture among other ethnic groups in Hawaii.

Assist with the needy people of Hawaii and coordinate fundraising events to help the victims of a calamity, such as Typhoon Haiyan in the central region of the Philippines. We coordinate services to assist those immigrants in need of assistance.

4. Describe the target population to be served; and
- 5.

All cultural and educational activities as well as fundraising events will serve the Filipino community and the general public.

6. Describe the geographic coverage.
7. Funding will subsidize cultural and education activities and the needy organized by COVO and all its affiliate non-profit organizations statewide.

## **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. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

COVO Foundation will subsidize efforts towards art and cultural projects for educational and cultural exposure purposes of the Filipino cultures in the State of Hawaii. COVO Foundation will also promote the Filipino culture in cooperation with schools and higher education institutions in creative ways through music, dance and art projects.

Assist with the needy people of Hawaii and coordinate fundraising events to help the victims of a calamity, such as Typhoon Haiyan in the central region of the Philippines. We coordinate services to assist those immigrants in need of assistance.

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

### **Timeline for FY 2014**

September, 2014, meet with Visayan Organizations to plan the annual theme for the art and culture projects to begin in January 2015. Discussions of funding for costumes, research and publication will be made available to participating organizations.

October, 2014. Launch the projects in the Filipino Month of October, officially designated by the State as Filipino Heritage Month. A local fundraising involving the different Filipino organizations will also bring together different art and culture groups who will share their talents in music, dance and visual art.

November, 2014. Reports from Visayan and other Filipino organizations on their respective efforts for the promotion of art and culture in their communities in consideration of the needs of their community. The goal is to conference with their academic council to support efforts in art and culture in their respective communities. These reports will include the particular art form and project they want to promote. Requirements for these projects will include: target audience, projected results and assessments; evaluation forms from recipients of their artistic and cultural projects and budget.

December, 2014. Finalize selection of groups to be included in the Visayan Heritage Month in January. Budget for construction of sets, rental of venue, sounds and light equipment, program, posters and other expenses will be finalized.

January 2015. Invite presidents, leaders, choreographers in charge of each performing group to a production meeting to Oahu to finalize the event for the Visayan Heritage Month. Invitations will also be extended to teachers and leaders of different academic institutions. Later in the month of January, the production event will be held in Oahu.

February, 2015. Evaluation and acknowledgement of efforts made by different groups for their participation in the Visayan Heritage Month. Assessments and feedback on the event in January with the different participants will provide data for future efforts.

April 2015. COVO Foundation will meet with organizations from different regional and civic-groups in Hawaii to plan for the Filipino Event annually held in May. An expanded proposal based on the event in January will be presented to the organizing committee.

May 2015. COVO Foundation will promote culture and art in a Visayan Village during the Filipino Fiesta event in Oahu. Production sets from the January event will be re-used in this event. Additional components will include artifacts, food, tables from different island displaying cultural artifacts will be added for the promotion of art and culture in this bigger community event. The goal is to promote awareness not only to the immediate Filipino community but to the rest of the community of Oahu and visitors/tourists who come to the city. Budget will include construction of additional sets, rental of music equipment, registration for the event and others.

June 2015. Final report from COVO Foundation will be provided including assessments and evaluations from each event, lists of participating organizations and groups attending, lessons learned and plans that worked. Each event will pass out evaluation forms to inform us of better ways to improve our efforts to promote Filipino culture and art in Hawaii.

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

COVO Foundation will work closely with Visayan Congress and the member organizations of the Visayan congress in supporting the efforts to promote culture and art for the different communities in the State of Hawaii. Each organization will provide the cultural and artistic needs of their community and will create their own evaluation and assessment tools to ensure that the funding and efforts to support their projects are met. COVO Foundation and the Visayan Congress will help to ensure that the goals and objectives are met. COVO Foundation will also work closely with the Philippine Consulate of Oahu and the Filipino Community Center and their affiliated organizations to encourage the promotion of culture and art programs in schools and other communities.

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 measure(s) will provide the standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differed from the amount included in this application that the measure (s) of effectiveness will not be updated and transmitted to the expending agency.

- a) The measure of effectiveness will be based on the evaluations of audience members and reports of Filipino community leaders who are recipients of the subsidies and have participated in the event. Written reflections from support organizations will also be collected. The following questions will be included in the assessment questionnaire:

- 1) What did you learn from the cultural and art project?
- 2) What was the most important aspect of the presentation that connected to you and your culture?
- 3) How will this event be helpful to your community?
- 4) What suggestions do you have to improve the event?
- 5) How do you want to participate or support the event in the future?

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

ATTACHED

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$10,000	\$10,000	\$13,000	\$7,000	40,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2015.

COVO Foundation will continue to raise via other partners in the community

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 the balance of its unrestricted current assets as of December 31, 2013.

Not Applicable

#### **IV. Experience and Capability**

##### **A. 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.

COVO Foundation in cooperation with the Visayan Congress (Congress of Visayan Organizations) has led numerous cultural productions. The affiliated member organizations of the Visayan Congress have also led their own cultural and art events. Two of the most recent events were The Night of Hope Concert held at the McKinley Auditorium on December 1, 2013 to benefit the earthquake and typhoon victims of the Philippines. Filipino singers, dancers and musicians came to perform Filipino and other songs to the Filipinos Community audience. This project was in cooperation with other Filipino-American organizations. Another cultural event was held on January 26, 2014 at the FilCom center for the Visayan Heritage Month. The title of this event was Heroes of the Visayas, showcasing the revolutionary heroes of the visayas during the Spanish occupation in the Philippines. Philippine history was dramatized in dance, theater and song. Filipino Americans and guests offered positive reviews after the show and encouraged the organizers for similar events in the future.

In the other islands, the following events were completed.

Kona, Big Island: 1<sup>st</sup> Annual Philippine Cultural Festival  
Hilo, Big Island: Filipino American Heritage Month  
Maui: Annual Sto. Nino Fiesta Celebration

Lanai: Annual Sto. Nino Fiesta Celebration

Kauai: Annual Terno Ball

The goal is to support more events in the promotion of culture and the arts to give Filipino-Americans more access to their culture and thereby support their education.

**B. 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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

All facilities that have been used and will be used for culture and art promotion will be ADA compliant.

**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.

Staffing are all volunteers.

**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.

State funds will not be used for staffing.

**C. Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Not Applicable

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Not Applicable

**B. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

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**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2014 to June 30, 2015)

Applicant: \_\_\_\_\_ COVO Foundation

<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	not applicable			
2. Payroll Taxes & Assessments	not applicable			
3. Fringe Benefits	not applicable			
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	7,500			
2. Insurance				
3. Lease/Rental of Equipment	7,500			
4. Lease/Rental of Space	10,000			
5. Staff Training	5,000			
6. Supplies	10,000			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>40,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>40,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	40,000	Jane Clement , President (808) 756-3103		
(b)		Name (Please type or print) _____ Phone _____		
(c)		_____		
(d)		Signature of Authorized Official _____ Date _____		
<b>TOTAL BUDGET</b>	<b>40,000</b>	Jane Clement , President Name and Title (Please type or print)		

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy 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 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 ensuring the proper expenditure of the grant or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

COVO Foundation  
(Typed Name of Individual or Organization)

Jane Clement  
(Typed Name)

1/31/2014  
(Date)

President  
(Title)

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

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

Period: July 1, 2014 to June 30, 2015

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

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