

House District 23

Senate District 11

THE TWENTY-NINTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): LABOR, OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Manoa Heritage Center

Dbas: Not Applicable

Street Address: 2859 Manoa Road  
Honolulu, Hawaii 96822

Mailing Address: Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JESSICA WELCH

Title Executive Director

Phone # (808) 988-1287

Fax # (808) 988-5763

E-mail jessica@manoaheritagecenter.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

STEWARDSHIP CULTURAL, HISTORICAL, AND ENVIRONMENTAL  
RESOURCES FOR FUTURE GENERATIONS

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 160,000

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 \$ 0  
 FEDERAL \$ 0  
 COUNTY \$ 0  
 PRIVATE/OTHER \$ 177,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

JESSICA WELCH, EXECUTIVE DIRECTOR

JANUARY 16, 2017



RECEIVED  
1/19/17

## Application for Grants

*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. Please include the following:

**1. A brief description of the applicant's background;**

Mānoa Heritage Center is a 501(c)(3) non-profit organization established in 1996 with the goal of promoting stewardship and interpretation of Kūka‘ō‘ō Heiau and its surrounding garden of Native Hawaiian plants. With a desire to support cultural practices through proper management of its 3.5-acre natural, historical and cultural site, MHC opened its doors to the public in 1998. For the past 18 years, MHC has offered guided tours of Kūka‘ō‘ō Heiau including information on the cultural significance of this wahi pana (special site), Native Hawaiian cultural practices, the natural history of Mānoa Valley, and ethnobotanical education related to Native Hawaiian plants.

Since 2009, Mānoa Heritage Center has welcomed an average of 2,100 visitors to its site annually, 65% of whom are students from public and private schools across the state. MHC’s free school tours and complimentary bus transportation enable many children, particularly those from low-income families, to engage in experiential, ‘āina-based learning. In addition to school visits, the site serves cultural practitioners, hālau, educators from colleges and universities, community-based organizations and the general public.

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

MHC is devoted to stewarding and sharing its irreplaceable indoor and outdoor assets with the public, by achieving the following major goals:

- 1) To be a well-stewarded site with important historical and educational indoor and outdoor collections that promote public understanding of Hawai‘i’s cultural and natural heritage;
- 2) To be a collaborative and engaging hub for cultural practitioners, hālau of all disciplines, and kūpuna to share ancient Hawaiian stories and teachings with haumāna (students); and
- 3) To be an active resource for educators to help their students and constituents connect with the historical, cultural and natural heritage of Hawai‘i, inspiring them to perpetuate cultural practices for future generations.

In creating a comprehensive master campus plan, MHC recognizes the importance of establishing stewardship plans (PLANS) promoting the preservation, management, maintenance, and access to Kūka‘ō‘ō Heiau and MHC’s collection of Native Hawaiian and Polynesian-introduced plants. These PLANS are vital to map MHC’s future care of these irreplaceable resources for future generations.

MHC will establish a hui of researchers to conduct extensive investigation and develop PLANS that incorporate a Hawaiian worldview perspective for each asset:

- Stewardship Plan for Kūka‘ō‘ō Heiau: MHC will contract researchers affiliated with Awaiaulu, under the leadership of Puakea Nogelmeier, to conduct in-depth research necessary to develop a comprehensive understanding of Kūka‘ō‘ō Heiau. They will examine Hawaiian language newspapers and archives, translate, and organize data into a comprehensive report with recommendations for MHC. This is especially important as not much is known about Kūka‘ō‘ō Heiau beyond research initially conducted to inform MHC’s current interpretive plan.
- Stewardship Plan for Native Hawaiian Gardens: A plant specialist will be hired to work with MHC staff to organize all existing plant data and enter it into a useful database that will serve as a platform for mapping, accessing information and images, and categorizing (i.e. identifying IUCN Red List of Threatened Species™). MHC will offer opportunities for Native Hawaiian cultural practitioners to share their knowledge and care of plants by increasing the number of kahu who care for different sections of the expanded garden so that their haumāna, as well as members of the community, can learn from their expertise.

MHC’s school and public program plan addresses the need to build vibrant partnerships with educators who serve students on O‘ahu, offering workshops and an annual Open House. By partnering with local institutions and organizations, MHC will also expand its ability to offer tours in ‘ōlelo Hawai‘i (Hawaiian language, an official State language) by increasing the number of Hawaiian language speaking docents.

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

For 20 years, MHC has worked to ensure the kuleana (responsible stewardship) of its 3.5-acre biocultural landscape. There is an urgency for the Executive Director to work together with MHC’s remaining founder and senior Board officers to understand the history of this cultural property, and document the meaningful stories connected to the site.

While MHC has become respected as a living classroom among educators over the past two decades, a comprehensive master campus plan will further ensure that the community will continue to have access to and benefit from the historic

site's cultural and environmental resources for generations to come. With the opening of a new Visitor Education Hale (VEH) in fall 2017, it is imperative that MHC incorporate stewardship plans into its master campus planning in an effort to preserve its biocultural resources, as well as underscore their significance to students, educators, cultural practitioners, hālau, and other community organizations. These PLANs must encompass proactive and responsive components, including procedures to minimize damage to MHC's assets.

The existence of a Native Hawaiian garden of this caliber amidst a densely-populated neighborhood in urban Honolulu is significant. The perpetuation of cultural practices, and expansion of interpretive educational programs is necessary to appropriately cultivate the next generation of conservationists and preservationists.

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

Serving the community by sharing this important cultural and historical site has always been at the heart of MHC's mission. Since 2009, MHC has served an average of 2,100 visitors to its site annually, with school visits comprising most tours.

MHC recognizes the value of providing these experiences to all students, especially those who might not otherwise have the opportunity. It is an organizational mandate to provide school tours at no charge, and bus transportation is fully funded so that all students, particularly those from lower income communities, can benefit from MHC's āina-based programming.

MHC also welcomes cultural practitioners, hālau, and educators at no charge, as well as senior adults, community organizations and the general public for a nominal fee.

**5. Describe the geographic coverage.**

Nestled in the heart of Mānoa Valley, MHC serves visitors from all parts of Oahu, the Neighbor Islands, the continental U.S., and from other countries.

## **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;**

Grant-in-aid funds would be used toward the establishment of the Stewardship PLANs to ensure that the community continues to have access to and benefit from MHC's historic, cultural, environmental, and educational resources for generations to come. These costs encompass professional and contractual services,

including Researchers, a Native Hawaiian Cultural Specialist, Curriculum Specialist, Garden Program Consultant, Cultural and Historic Docent Training Experts, an IT Consultant, Docents to conduct school tours, and other related costs. Funds will also be used toward garden supplies and educational activities, Educator Workshops and an Open House, as well as toward the purchase of a CRM Enterprise Network and Plant Database.

The Executive Director will have overall responsibility for working with the Director of Education and Board leadership committees to establish the hui of experts, who will offer insight and direction on MHC's PLANS for Kūka'ō'ō Heiau and the Native Hawaiian garden. The PLANS will set a baseline of minimum standards that will validate MHC goals and intentions to effectively manage, preserve and share MHC assets for the next 20 years and beyond.

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

If awarded funding through State GIA for Operating Support, MHC plans to complete this project within 12 months from the release of funding.

2017-2018

Kūka'ō'ō Heiau Stewardship Plan:

- Awaiaulu researchers will collect data from Hawaiian language newspapers, manuscripts, maps, government and private documents, etc.
- Hawaiian dry stack stone mason, Billy Fields, will conduct training at MHC for staff and community apprentices;
- Mid-Pacific Historic Preservation students finalize 3-D LiDAR scan of Kūka'ō'ō Heiau.
- MHC staff to draft Kūka'ō'ō Heiau Stewardship Plan based on Awaiaulu findings, training by Billy Fields and insight from MHC's protocol committee.

Native Hawaiian Garden Stewardship Plan:

- MHC will purchase and install plant database with mapping capabilities for plant collections;
- Plant specialist will inventory native plant collection into database;
- Plant specialist will draft garden stewardship plan;
- MHC will implement quarterly community work days for kūpuna and garden kahu to share information with haumāna.

Increasing Access to cultural and historical resources:

- MHC will implement quarterly community work days for kūpuna and garden kahu to share information with haumāna.
- Contract with Native Hawaiian Cultural Specialist and Department of Education Curriculum Specialist to incorporate heiau and plant-related

Hawaiian worldview perspective into MHC interpretive plan and align school tour to DOE curriculum standards;

- Docent training for 12 additional school tour guides (10 in English and 2 ‘ōlelo Hawai‘i)

**3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and To ensure successful achievement of outputs and outcomes, MHC will monitor progress using the following qualitative measures:**

1. Stewardship Plans developed for resource management, access and use of Kūka‘ō‘ō Heiau and gardens to allow MHC to better serve kūpuna, hālau, cultural practitioners, and community members
  - Research findings contributing to the Stewardship Plan for Kūka‘ō‘ō Heiau;
  - Number of plant entries and quality of information input into the plant database;
  - Narrative reports on how cultural practitioners are using MHC to teach their haumāna;
  - How garden kahu are actively engaged in stewarding MHC’s gardens, including examples of the activities and work they are doing;
  - Demographic data on participants at community work days;
  - MHC Board adoption of the PLANS; and
  - Reports from Billy Fields’ visits including assessment.
2. Interpretive School Tour Plan reflecting a Hawaiian worldview perspective making MHC a more active resource for educators
  - Demographic data for students and educators participating on site;
  - Demographic data for cultural practitioners provided access to resources;
  - Progress toward completion of Interpretive School Plan reflecting Hawaiian worldview perspective;
  - Narrative reports on how cultural practitioners are using MHC to teach their haumāna; and
  - How garden kahu are actively engaged in stewarding MHC’s gardens, including examples of the activities and work they are doing.
3. Hawaiian language docents offering tours to Hawaiian language immersion schools and other Hawaiian language speaking groups
  - Demographic data for Native Hawaiian students and educators participating on site; and
  - Outreach efforts to engage Hawaiian language immersion school groups and other Hawaiian language speaking groups.

MHC will also document each event with photographs (providing participants with a photo release), and have all participants, including educators, community members, cultural practitioners, and students complete a post-activity evaluation. This will provide qualitative data and feedback to give MHC the opportunity to fine tune program offerings if necessary throughout the project period.

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.**

MHC’s Director of Education will report demographic data on the following each quarter:

1. Number of students and educators participating on site;
2. Number of cultural practitioners provided access to resources;
3. Number of community work days and participants; and
4. Number of heiau researchers and plant specialists working on Stewardship Plan.

The Director of Education will also analyze feedback from educators and cultural practitioners on the effectiveness of MHC’s interpretive and educational plans.

### **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 requests for the fiscal year 2018.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$40,000	\$40,000	\$40,000	\$40,000	\$160,000

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.**

MHC has raised the necessary funds toward operations of the VEH, including salaries for the Executive Director and Education Director. This one-time request of \$160,000 to the State for Grant-in-Aid Operating Support will enable MHC to complete funding toward the establishment of its PLANs, in tandem with the opening of the new VEH.

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. This does not apply.**

5. **The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.**

2016 City Grant-in-Aid - \$125,000 toward cultural enhancements of the tour

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.**

MHC's estimated balance of unrestricted current assets for period ending December 31, 2016 (unaudited) is \$366,623.

#### **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.**

For 20 years, MHC has been committed to ensuring that its 3.5-acre site is preserved for today's audiences and future generations.

When the Cookes acquired the heiau land in 1992 to save it from being developed upon, Kūka'ō'ō had deteriorated due to years of tropical encroachment. In consultation with historic preservationist, Nathan Nāpōkā, MHC worked with Native Hawaiian stone mason Billy Fields to restore the heiau in 1993 using appropriate Hawaiian protocol and methods. In addition, the following steps were taken:

- 1997: an archeological survey was commissioned and an interpretive master plan written (completed March 1998);
- 1999-2000: Sam 'Olu Gon III was contracted to do research on religious protocol and additional interpretive planning for the heiau;
- 2003: Victoria Kneubuhl was hired as Director of Education and developed an interpretive plan for public tours of the heiau and surrounding gardens;
- 2004: Under the leadership of Nathan Nāpōkā, a protocol committee (Kalena Silva, Naomi Losch, Randi Fong, Jamie Fong) was formed to advise MHC on the proper use and future care for Kūka'ō'ō Heiau.

MHC's deliberate stewardship of an over 800-year-old archeological site and sustainable management of natural resources has enabled MHC to offer 'āina-based educational programs for nearly two decades that highlight Hawaiian cultural practices.



MHC offers access to one of the largest and significant collections of indigenous, endemic and Polynesian-introduction plants on O‘ahu. Many of these plants are endangered, including *Kokia Cookei*, one of the most vulnerable flora species in the world. The garden serves as a valuable teaching tool and key part of MHC’s mission, demonstrating how both native and Polynesian-introduced plants were essential for survival, providing food, clothing, medicine, implements and shelter.

Historical evidence suggests that the heiau played a vital role in the life of ancient Hawaiians, who cultivated taro and other crops in fertile Mānoa Valley. Today, Kūka‘ō‘ō Heiau is the only remaining restored and intact ancient heiau in the greater ahupua‘a of Waikīkī.

MHC is presently managing a \$4.9 million capital campaign budget to construct the new VEH (Visitor Education Hale) and expanded garden, estimated for completion in fall 2017. This includes administering a \$1.0 million VEH construction State Grant-in-Aid and a \$125,000 VEH Startup City Grant-in-Aid fund. As part of this campaign, MHC continues to successfully comply with grant requirements and submit timely reports for numerous local foundations, including the Harold K.L. Castle Foundation, Atherton Family Foundation, Cooke Foundation, Ltd, Hawaii Community Foundation, and Strong Foundation.

MHC has worked closely with partners such as the National Tropical Botanical Garden, Lyon Arboretum and Hui Kū Maoli Ola to establish its gardens. For ten years, Native Hawaiian plant specialist Anthony Ortiz has served as the garden’s caretaker and plays an integral part in sharing his expertise with visitors on plant information and lore.

MHC’s Welina Mānoa curriculum, designed in partnership with Lyon Arboretum, Ka Papa Lo‘i ‘O Kānewai, and Waikīkī Aquarium is a culmination of years of planning and work in stewarding the heiau and Native Hawaiian gardens. Available in Hawaiian and English, it was funded by the UH Hawai‘inuiākea School of Hawaiian Knowledge, W.K. Kellogg Foundation, and Kamehameha Schools. The curriculum connects partner sites along the watershed and shares ancient mo‘olelo (stories), related to each site. These mo‘olelo provide insight and knowledge to help us better understand how to mālama (care for) the ‘āina and conserve precious natural resources.

MHC’s three-year Strategic Plan is guided by five leadership committees (Physical Asset Stewardship; Finance and Administration; Audience Engagement; Governance; and Endowment) tasked with sustained growth, increasing community impact and relevance, establishing Stewardship Plans for MHC’s historic and cultural resources, enhancing educational programming and increasing community impact.

**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.**

MHC is a culturally unique 3.5-acre site in Mānoa Valley that comprises five distinct resources spanning two sections of its master campus:

***Upper Campus***

- 1) Kūka‘ō‘ō Heiau;
- 2) a Native Hawaiian collection of 75 species and a Polynesian-introduced collection featuring “canoe” plants;
- 3) Kūali‘i, a private residence and Mānoa Valley landmark built in 1911 (listed on the National Registry of Historic Places), and
- 4) 1962 Hogan House (listed on the State Registry of Historic Places) which currently serves as MHC’s office and classroom.

***Lower Campus***

- 5) In late 2015, MHC broke ground on a new 35,740 square-foot site including a 4,125 sf, LEED-certified, energy self-sufficient, ADA-compliant VEH, and 1,208 sf 2-story Caretaker’s residence/maintenance workroom.

A circular navigational star compass driveway is a unique educational tool designed in partnership with the Polynesian Voyaging Society. The expanded garden of Native Hawaiian plants will be a key part of MHC’s educational programs supporting cultural practices and promoting sustainable natural resource management.

Scheduled for completion in fall 2017, the VEH facility will feature flexible learning spaces to enable MHC to incorporate a greater variety of activities and presentations, including space for hands-on learning with traditional Hawaiian tools, objects and implements.

**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.**

**Executive Director - Jessica Welch**

With a strong track record in developing creative fundraising programs, building community partnerships, and designing programs that engage audiences, Jessica will work closely with MHC's board of directors to expand the organization's mission of preserving and stewarding the natural and cultural heritage of Hawai'i. This includes construction of the new VEH and expanded Native Hawaiian garden slated to open in fall 2017.

Jessica brings with her 16 years of experience working in museums, most recently as director of development at the Honolulu Museum of Art, where she oversaw all fundraising programs. Under her guidance, contributed income increased 40 percent and membership 48 percent. As the museum's grant writer from 2005 to 2012, Jessica secured support for large-scale capital projects and blockbuster exhibitions and was instrumental in the merging of the Honolulu Academy of Arts and The Contemporary Museum. In 2004,

Jessica was also a member of the group that launched the popular ARTafterDARK program, which continues to be the museum's primary driver of new memberships. From 2000 to 2002, Jessica managed docent training and school tour programs at Mission Houses Museum.

**Director of Education – Jenny Engle**

Building upon the solid MHC foundation established over the past 20 years, Jenny Engle became its new Director of Education in August 2016. Jenny administers MHC's expanded educational programs and comes to MHC with more than 16 years of experience designing school programs that engage students and help teachers.

In her most recent role as Teacher Liaison at the Honolulu Museum of Art, Jenny focused on developing relationships with Title I schools, conducting teacher workshops and expanding access to school tour programs. She believes in the power of school/community partnerships and has a passion for the natural and cultural heritage of Hawai'i. Jenny holds a Masters of Education (Ed.M.) in Arts in Education from the Harvard Graduate School of Education, and a Bachelor of Arts in Art History from Kenyon College, OH.

**Operations Manager – Aloha McGuffie**

For the past six years, Aloha McGuffie has been responsible for major MHC initiatives including VEH construction, IT infrastructure design and equipment, special events, website development, financial records and the sale of MHC's newly published book "*Paintings, Prints, and Drawings of Hawaii from the Sam and Mary Cooke Collection*".

With Aloha's 20-year experience as Vice President of Marketing and Information Systems for All Nippon Airways' hotel division (ANA Hotels International), she

brings the necessary integrated resource management skills MHC requires at this juncture.

Aloha taught Hospitality Management and Technology Management Services at Kapi‘olani Community College from 2005-2010 and concurrently served as curriculum developer/lead instructor for its Ho‘okipa Me Ke Aloha Program training frontline hospitality industry owners, managers and supervisors in Waikīkī and Hawai‘i Island. During that same five-year period, Aloha worked part-time for Awaiulu, as assistant to its managing director, Puakea Nogelmeier.

In anticipation of the expanded facility and future public tours within Kualī‘i, MHC has made strategic hires to ensure fulfillment of its long-term vision and sustainable management of resources:

- 2015: Part-time Collections Manager hired to assist with the documentation of artifacts in the historic home, Kūali‘i;
- 2015: Part-time Native Hawaiian Cultural Specialist hired to assist the Director of Education, docents and school tours, and enhance ‘ōlelo Hawai‘i tour program;
- 2017: MHC will hire a full-time Caretaker to oversee facility maintenance and security for the master campus.

Equipped with thoroughly-researched historical and cultural information, MHC has a team of over 20 well-trained docents who bring the site to life for adult and student visitors. MHC plans to train additional Native Hawaiian language speaking docents to offer more tours in ‘ōlelo Hawai‘i.

## **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 organization chart that illustrates the placement of this request.**

MHC’s Organizational Chart is attached.

## **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.**

MHC’s annual salaries paid to the highest employees by position are as follows:

Executive Director	\$85,000
Education Director	\$50,000
Grounds Keeper	\$12,096

## 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.**

This does not apply.

### B. 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.**

This does not apply.

### C. 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 does not apply.

### D. Future Sustainability Plan

**The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:**

**(1) Received by the applicant for fiscal year 2017-18, but**

**(2) Not received by the applicant thereafter.**

For the past 20 years, MHC has established strong internal systems and sound fiscal management to enable the organization to operate its programs effectively and efficiently. MHC ensures the longevity of programs and services through revenues generated by annual fund raising efforts and generous support from individuals, foundations, and corporations. Recognizing that annual fundraising alone cannot sustain an organization, the Board of MHC is working to ensure that an endowment will be built to maintain the site and support operations for generations to come.

### E. Certificate of Good Standing (If the Applicant is an Organization)

**If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.**

MHC's Certificate of Good Standing is attached.

# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Manoa Heritage Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Committed (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	\$0	\$0	\$0	\$167,000
2. Payroll Taxes & Assessments	\$0	\$0	\$0	\$0
3. Fringe Benefits	\$0	\$0	\$0	\$0
<b>TOTAL PERSONNEL COST</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$167,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	\$0	\$0	\$0	\$0
2. Insurance	\$0	\$0	\$0	\$0
3. Lease/Rental of Equipment	\$0	\$0	\$0	\$0
4. Lease/Rental of Space	\$0	\$0	\$0	\$0
5. Staff Training	\$0	\$0	\$0	\$0
6. Supplies	\$5,750	\$0	\$0	\$0
7. Telecommunication	\$0	\$0	\$0	\$0
8. Utilities	\$0	\$0	\$0	\$0
9. Consulting Services - Researchers for Stewardship Plans	\$66,000	\$0	\$0	\$0
10. Consulting Services - Native Hawaiian Cultural Specialist	\$28,000	\$0	\$0	\$0
11. Consulting Services - Curriculum Specialist	\$2,000	\$0	\$0	\$0
12. Garden Program Consultant	\$15,600	\$0	\$0	\$0
13. Cultural and Historic Docent Training Experts	\$1,000	\$0	\$0	\$0
14. Docents	\$3,675	\$0	\$0	\$0
15. IT Consultant	\$7,900	\$0	\$0	\$0
16. Educator Workshops and Open House	\$9,075	\$0	\$0	\$0
17. CRM Enterprise Network	\$10,000	\$0	\$0	\$0
18. Plant Database	\$11,000	\$0	\$0	\$0
19. Bus Subsidy	\$0	\$0	\$0	\$10,000
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</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>\$0</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>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$177,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$160,000	Jessica Welch 809-988-1287		
(b) Total Federal Funds Requested	\$0	Name (Please type or print) Phone		
(c) Total County Funds Requested	\$0	[Redacted] January 16, 2017		
(d) Total Private/Other Funds Committed	\$177,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>\$337,000</b>	Jessica Welch, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2017 to June 30, 2018

Applicant: Manoa Heritage Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
This does not apply. MHC has secured \$167,000 in funding toward the Executive Director's and Director of Education's salary and benefits. State GIA funds will not be used toward Personnel Salaries and Wages.				
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				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Manoa Heritage Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				



## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Manoa Heritage Center

**Not Applicable**

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Manoa Heritage Center

Contracts Total: \$125,000.00

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	City Grant-in-Aid	10/1/16-9/30/17	Department of Community Services	City and County of Honolulu	\$125,000.00
2					
3					
4					
5					
6					
7					
8					
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**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, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 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 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.

Manoa Heritage Center

(Typed Name of Individual or Organization)



(Signature)

January 16, 2017

(Date)

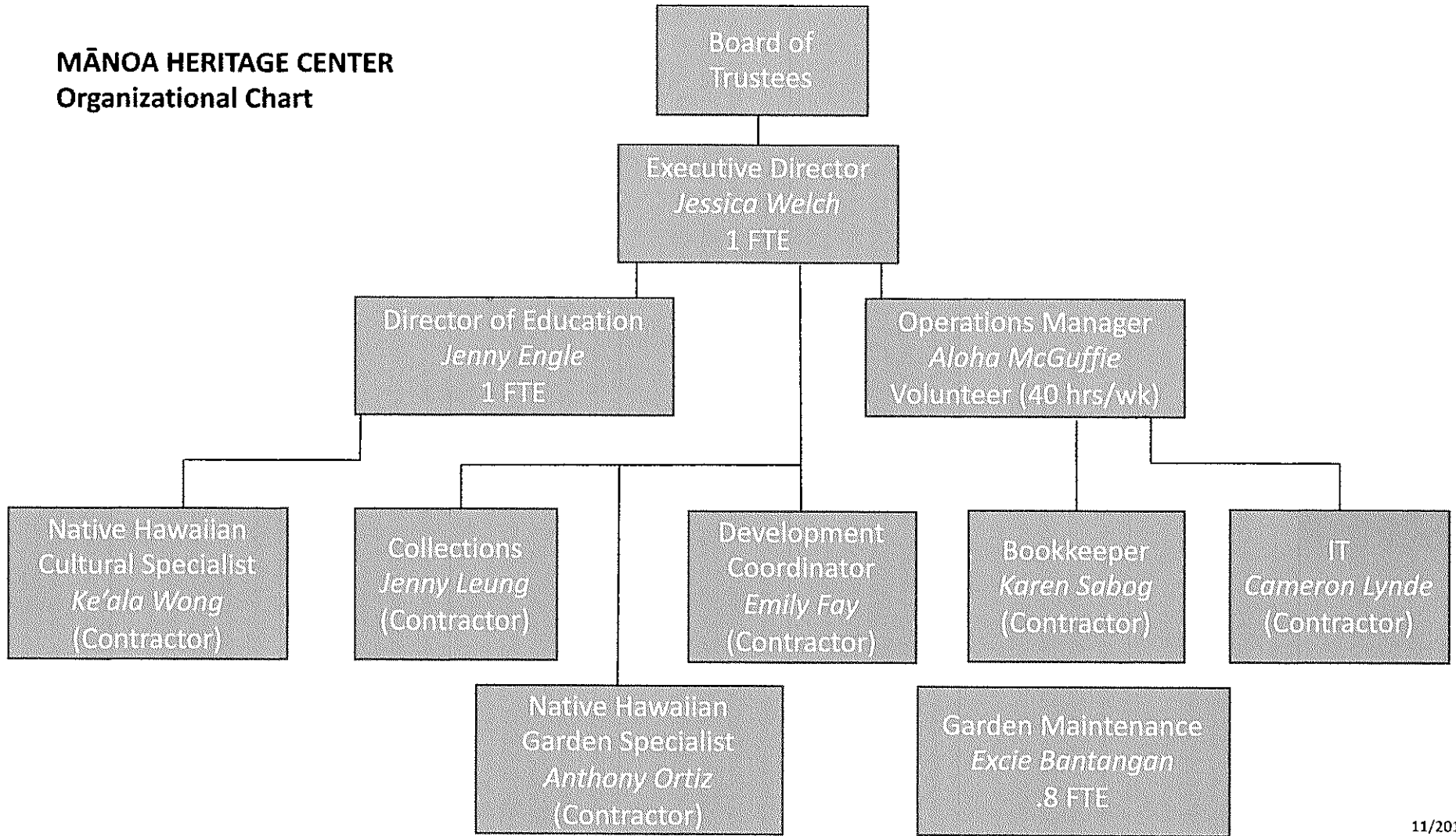
Jessica Welch

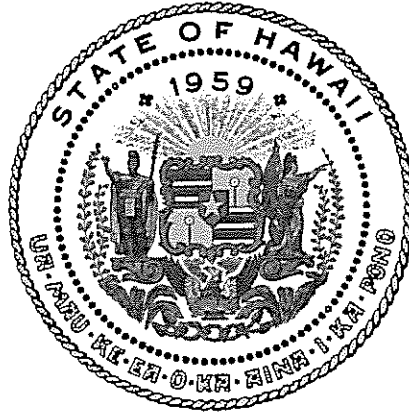
(Typed Name)

Executive Director

(Title)

**MĀNOA HERITAGE CENTER**  
**Organizational Chart**





## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

MANOA HERITAGE CENTER

was incorporated under the laws of Hawaii on 04/18/1996 ;  
that it is an existing nonprofit corporation; and that,  
as far as the records of this Department reveal, has complied  
with all of the provisions of the Hawaii Nonprofit Corporations  
Act, regulating domestic nonprofit corporations.



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

Dated: January 13, 2017

Director of Commerce and Consumer Affairs