



## 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) Certificate of Good Standing (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

REYNA KANEKO, PRESIDENT

PRINT NAME AND TITLE

1/18/19

DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

**JAPAN-AMERICA SOCIETY OF HAWAII**

was incorporated under the laws of Hawaii on 10/22/2002 ; 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 17, 2019

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

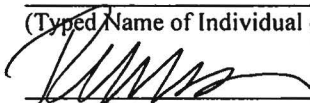
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

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.

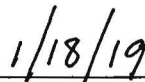
Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Japan-America Society of Hawaii

\_\_\_\_\_  
(Typed Name of Individual or Organization)

  
(Signature)

Reyna A. Kaneko



(Date)

President

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## **Application for Grants**

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

### **I. Certification – Please attach immediately after cover page**

**1. Certificate of Good Standing (If the Applicant is an Organization) -- See Attached.**

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, 2018.

**2. Declaration Statement -- See Attached.**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

**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. ([Link](#))

The requested grant-in-aid for the amount of \$100,000 will be used to fund in part the **Japan-Hawai'i Sister-State & Sister-City Summit** to be held in February 2020. The activities of the Summit are consistent with the public purpose pursuant to Section 42F-13, Hawai'i Revised Statutes.

### **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;**

The Japan-America Society of Hawai'i (JASH) was founded in 1976 to promote understanding and friendship between the people of Japan and the United States through the special and unique perspective of Hawaii. JASH serves the people of Hawaii by offering educational-programs for students from K to 12th grade as well as special-interest programs for our members and the general public. JASH programs aim to feature various aspects of Japan, America, and Hawaii-related topics in areas such as business, economics, politics, culture, and environmental issues all with the purpose of enhancing understanding.

2. The goals and objectives related to the request;

**Background**

The State of Hawai'i's Sister-State Program and the counties' Sister-City Programs play an integral role in facilitating goodwill, economic opportunities, cultural exchanges and friendships between Hawai'i and foreign governments, non-governmental organizations and business entities. In total, there are eighteen (18) Sister State relationships, and seventy-eight (78) Sister City relationships with the Counties of Maui (24), Kauai (11), Honolulu (33), and Hawai'i (10). Between Hawai'i and Japan, there are five (5) Sister-State relationships and seventeen (17) Sister-City relationships with the counties of Maui (3), Kauai (3), Honolulu (5), and Hawai'i (6).

In the Department of Business, Economic Development & Tourism (DBEDT)'s State of Hawai'i's Sister-States report to the Hawai'i State Legislature (December 2018), the department clearly articulated that the most successful sister relationships occur when:

- There is commonality between Hawai'i and the sister;
- There are active support groups e.g., Chambers of commerce, civic organizations;
- There are economic benefits for both sisters;
- Close ties are established between educational institutions;
- There is a clear, strong governmental interest in not only forming, but maintaining the relationship.

**Goals & Objectives**

**Goal**

The goal of the **Japan-Hawaii Sister State & Sister City Summit** (hereinafter Summit) is to strengthen and maximize opportunities provided by the sister relationships between Hawai'i and Japan. The Summit will be held in Honolulu, Hawai'i in February 2020.

**Objectives**

The primary objectives of the Summit are:

- Create an common understanding and appreciation of the opportunities created by sister relationships;
- Strengthen the commitment between sisters, government agencies, support groups to maximize sister relationships; and

- Provide networking and brainstorming opportunities between Hawai'i and Japan government, business, cultural, educational and civic organizations to engage in sister activities;

### **Summit Conveners**

The Summit is a collaborative effort by the Japan-America Society of Hawai'i (JASH), Japanese Cultural Center of Hawai'i, and the Chamber of Commerce of Hawai'i. JASH will serve as the fiscal sponsor of the Grant-in-Aid, and will administer State funds. DBEDT, each of the four Counties, and the Counsel General of Japan (Hawai'i Office) will also be asked to be co-conveners of the Summit.

### **Summit Participants**

The Summit will include government, community, educational, cultural and business leaders and organizations from Hawai'i, sister states and cities which will explore ways to maximize ways to advance cultural, economic, educational, and goodwill activities and opportunities between the geographic regions.

### **Content & Discussion Topics**

Guest speakers, panel discussions and networking opportunities between Hawai'i and Japan sisters will create a motivating and stimulating environment to examine and strengthen sister relationships between the State, counties and their sisters. The Summit will include the following topics & discussions:

- Overview, Status & Opportunities of Hawai'i-Japan Sister Relationship Programs
- Advancing Economic Opportunities through Sister Relationships
- Promoting Sister-State/City Cultural Exchanges and Educational Opportunities
- Panel Discussion on Strengthening Hawai'i-Japan Sister Relationships
- Best Practices on Sister-State Relationships: California, Georgia, Washington

The Summit will also include a dinner event to provide local community and business organizations and leaders an opportunity to network and interact with Hawai'i and Japan Sister representatives.

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

The relationship between Hawai'i and Japan is an integral part of Hawai'i's historic, cultural, and economic well-being. With a significant portion of Hawai'i's population having ancestral ties with Japan, there is great commonality and affinity between the two sisters. Furthermore, Hawai'i benefits from the

economic opportunities and activities with Japan ranging from foreign direct investment, tourism, trade and other economic activities. Furthering a strong and vibrant sister relationship between Japan and Hawai'i better ensures that the two sisters maintain a healthy and mutually beneficial partnership.

4. Describe the target population to be served; and

The target population served are key stakeholders and organizations that can benefit from sister relationships between Hawai'i and Japan.

5. Describe the geographic coverage.

The geographic coverage is statewide.

### **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;

The Summit will include the following key activities:

- Planning, conference design, and desired outcomes;
- Convene Summit planning committee;
- Identify speakers, panel discussion, and networking sessions;
- Invitations to Hawai'i-Japan sisters and conference participants;
- Obtain funding and sponsors;
- Develop marketing, communication and public relations plan and strategy;
- Conference logistics, including facilities, lodging, and event planning

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

- January 2019: Convene Summit organizers; Identify and secure Honorary Co-chairs and Summit leadership committee
- February 2019: Finalize Summit logistics and invitations. Begin fundraising efforts from community and private sector organizations.
- March 2019: Extend advance invitations to sister government agencies and keynote speakers
- June 2019: Secure guest speakers and panelists
- July 2019: Formal invitations, website design and social media marketing efforts begin
- August to December 2019: Promote Summit attendance



- February 2020: Convene the Japan-Hawai'i Sister State & Sister City Summit
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
  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 measures of effectiveness will be used to evaluate the effectiveness of the Summit:

- Number of Summit attendees and sister participants from Hawai'i and Japan
- Quality and range of guest speakers and panel discussions
- Level of funds raised separate and apart from the State GIA
- Follow-up activities by sisters in Japan and Hawai'i after the Summit

#### **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 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.
  - City & County of Honolulu: \$50,000
  - County of Hawai'i: \$10,000

- County of Kauai: 5,000
- County of Maui: \$10,000
- Private Corporation & Foundations: \$150,000 (Bank of Hawai`i, First Hawaiian Bank, Central Pacific Bank, Island Insurance Companies, Hawaiian Electric Industries, Hawai`i Community Foundation, Alexander & Baldwin, Matson, Hawaiian Telcom, Hawai`i Gas, JTB, Japan Airlines, Hawaiian Airlines, aio Group, Queens Health System, ITO EN, HMSA Foundation, Chaminade University, Hawai`i Pacific University, UH Foundation)

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.

None.

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 2020 for program funding.

None.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

\$41,000

## **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.

JASH is skilled and experienced in planning, developing and implementing a variety of educational and cultural programs related to U.S., Hawai`i, and Japan, including the following activities during the past year:

- Hawai`i Ganenmono Celebration (in collaboration with various Japanese organizations in Hawai`i)
- Japan-In-A-Suitcase
- Japan Wizards Competition

- Asian-Pacific Children's Convention
- Japan Day
- Taste of JASH: Hiroshima at Odoriko
- 5:01 Events
- JASH Annual Dinner
- JASH Annual Golf Classic
- Tomodachi Events
- JUMP Speaker Series
- JASH Affiliated activities with the Crown Prince Akihito Scholarship Foundation, Ehime Maru Memorial Association, and the National Association of Japan-America Societies

## **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.

JASH Offices are situated at 1600 Kapiolani Boulevard, Suite 204, Honolulu, Hawai'i.

## **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.

JASH currently employs eight (8) staff members. The following existing staff members will be assigned to plan and coordinate the Summit:

- **President.** Qualifications/Experience: Provides overall leadership and responsibility for the management and fiscal oversight of JASH programs and activities.
- **Vice President.** Qualifications/Experience: Responsible for finance and accounting functions for JASH, including grants management.
- **Community Relations & Events Director.** Qualifications/Experience: Liaison between JASH and Japan/Hawai'i organizations, including assistance in planning and coordinating JASH events.

### **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.

JASH Positions include:

- President
- Vice President
- Director of Membership & Programs
- Community Relations & Events Director
- Administrative Coordinator
- Program Specialist
- APCC Coordinator
- Educational Program Coordinator

\*All positions report directly to the President.

### **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.

- President: \$75,000 to \$85,000
- Vice President: \$50,000 to \$60,000
- Community Relations & Events Director: \$40,000 to \$50,000

## **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.

None.

### **2. Licensure or Accreditation**

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

Not Applicable.

### **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not Applicable.

**4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

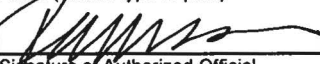
- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

This GIA Request will not require on-going funding.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Japan-American Society of Hawai'i

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	\$ 21,700.00			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>\$ 21,700.00</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Invitations & Marketing Materials	\$ 25,000.00			
10. Conference Materials & Brochures	\$ 10,000.00			
11. Summit Website & Design (US/Japan)	\$ 15,000.00			
12. Summit Design & Coordination				\$ 100,000.00
13. Speaker Travel & Honorarium			\$ 35,000.00	
14. Public Relations & Media	\$ 10,000.00			
15. Japan Travel & Promotion	\$ 7,500.00			
16. Translation Services & Technology	\$ 5,000.00			
17. Conference Facilities & Meals			\$ 25,000.00	\$ 100,000.00
18. Digital Media Promotion	\$ 5,800.00			
19. Conferece Audio Visual			\$ 15,000.00	
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$ 78,300.00</b>		<b>\$ 75,000.00</b>	<b>\$ 200,000.00</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>\$ -</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>\$ -</b>			
<b>E. CAPITAL</b>	<b>\$ -</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>\$ 100,000.00</b>		<b>\$ 75,000.00</b>	<b>\$ 200,000.00</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$ 100,000.00	Reyna A. Kaneko 808-524-4450		
(b) Total Federal Funds Requested	\$ -	Name (Please type or print) Phone		
(c) Total County Funds Requested	\$ 75,000.00			
(d) Total Private/Other Funds Requested	\$ 200,000.00	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>\$ 375,000.00</b>	Reyna A. Kaneko, President Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Japan-America Society of Hawai'i

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
President	1.00	\$85,000.00	10.00%	\$ 8,500.00
Vice President	1.00	\$58,000.00	15.00%	\$ 8,700.00
Community Relations & Event Director	1.00	\$45,000.00	10.00%	\$ 4,500.00
				\$ -
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<b>TOTAL:</b>				<b>21,700.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Japan America Society of Hawai'i

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

**JUSTIFICATION/COMMENTS:**

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

**JUSTIFICATION/COMMENTS:**



## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: Japan America Society of Hawai'i

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Japan-America Society of Hawai`i

Contracts Total: \$ 105,000.00

	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1 Ganenmono Celebration (100th Anniversary of Japanese in Hawai`i)	2019	DBEDT	State	\$ 105,000.00
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