

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

KARA KUSUNOKI, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

01/15/2020

DATE

received
01/15/2020

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:
Read To Me International Foundation Read To Me International

Amount of State Funds Requested: \$ 300,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Founded in 1996, Read To Me International (RTMI) promotes the love and joy of reading aloud to children. Requested operating funds are critical to RTMI to retain personnel who manage coaching programs and/or community events to equip families with tools and resources to confidently read to their children, and provide financial support for overhead costs such as venue/office rental, equipment rentals, meeting expenses, and general operating supplies.

Amount of Other Funds Available:

State: \$ _____
Federal: \$ _____
County: \$ _____
Private/Other: \$ _____

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 784,900

Unrestricted Assets:

\$ 202,783.26

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

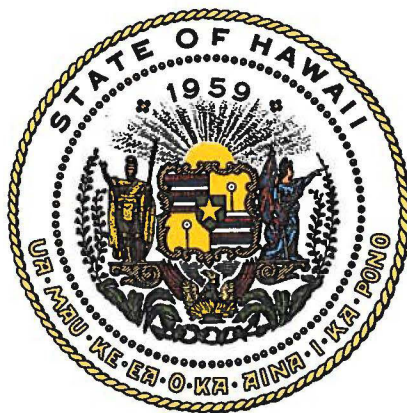
126 Queen Street, Suite 303
City: State: Zip:
Honolulu HI 96813

Contact Person for Matters Involving this Application

Name: Kara Kusunoki	Title: Executive Director
Email: kara@readtomeintl.org	Phone: (808) 955-7600

Federal Tax ID#: ██████████	State Tax ID# ██████████
--------------------------------	-----------------------------

Lynne Waihee Lynne Waihee, President 01/15/2020
Authorized Signature Name and Title Date Signed



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

READ TO ME INTERNATIONAL FOUNDATION

was incorporated under the laws of Hawaii on 03/27/1996 ; 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 14, 2020

Director of Commerce and Consumer Affairs



Public Purpose Statement

Should Read To Me International Foundation receive funding through the Grant-In-Aid process, the grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. Refer to Read To Me International's completed application, which includes information on the requested information:

- (1) The name of the requesting organization or individual;
- (2) The public purpose for the grant;
- (3) The services to be supported by the grant;
- (4) The target group; and
- (5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]

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)

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, 2019.

Refer to ATTACHMENT: Certificate of Good Standing.

2. Declaration Statement

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

Refer to ATTACHMENT: Declaration Statement of Applicants for Grants Pursuant to Chapter 42F.

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](#))

Refer to ATTACHMENT: Public Purpose Statement.

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;
Read To Me International Foundation (RTMI)'s mission, "to share the love and joy of reading aloud," has remained the driving force of our organization for twenty-three years, and we have seen how this simple mission has a profound impact. RTMI is a nonprofit 501(c)(3) organization incorporated in 1996 by the Rotary Club of Honolulu Sunrise with the support of the Governor's Council for Literacy and Lifelong Learning. As First Lady and one of the RTMI founders, Lynne Waihee continues to serve a vital role in the fulfilment of RTMI's mission. Through the years, RTMI has experienced positive outcomes in the frequency of

parents and grandparents reading to their toddlers, significantly increasing their children's vocabularies and better preparing them for school. There are also notable social and emotional dynamics occurring when parents and children read aloud: bonds are strengthened between parent and child, and between parents; the self-esteem of program participants strengthen as they continue through the program. RTMI provides services to under-resourced communities on O'ahu, Maui, Hawai'i Island, and Kaua'i. Through its programs and events, RTMI supports families growing up in low-income communities and incarcerated parents. RTMI provides families with the following programs and events:

RTM10 Program

A signature program on the Wai'anae Coast, *RTM10 (Read to me 10 minutes a day)*, engages parents and caregivers in supporting their children's educational success, using reading aloud as a catalyst for their children's academic journey. *RTM10* is designed to coach parents and caregivers on how to be a strong educational advocate for their children. This parent-coaching program employs a six-week curriculum to teach parents and caregivers read-aloud skills and techniques to develop the confidence to read aloud daily to their keiki. In addition, the graduates of the program participate in alumni activities designed to continue keeping them engaged in their children's education. This program has over 140 graduates and benefits more than 300 keiki of program graduates.

Haku Mo'olelo Program

RTMI's *Haku Mo'olelo* is another signature program, which is a unique and nationally-recognized program for women at the Women's Community Correctional Center (WCCC) on O'ahu. It is a creative writing and illustrating program designed to help inmates write their own children's stories or tales, illustrate them, and have them published. The program provides weekly sessions over the course of 12 weeks to provide coaching to write, illustrate, and record their stories. Participants learn the elements of story writing and illustrating, as well as tips and techniques on reading stories aloud for CD recordings to send to their keiki. They also learn how to polish and edit their stories and how to prepare them for publication. The project culminates in a read-aloud celebration, where inmates share their stories with an audience. With over 60 books published and more than 150 children receiving self-authored and illustrated

children's story books from their mothers, not only is reading aloud promoted in the home, but the bond between parent and child also grows despite a parent being incarcerated and physically separated from their child.

Read, Revive, Restore Program

In addition to *Haku Mo'olelo*, RTMI continues to operate its read-aloud program with incarcerated parents at correctional facilities on O'ahu, Maui, and Kaua'i. Personnel at the prison libraries oversee the program in which inmates select age-appropriate books and read aloud to their child through CD recordings. Both books and CDs are mailed home to the families. Last fiscal year, more than 350 books were mailed home to children of incarcerated parents.

Kahauiki Village Program and Reading Events (servicing formerly homeless families)

In collaboration with the Institute for Human Services and other Kahauiki Village service providers, RTMI serves the residents of Kahauiki Village through reading events and a parent coaching program. The quarterly reading events ("Readers Rallies") feature celebrity readers and activities designed to promote reading and are open to all residents. The parent-coaching program, modeled after our highly successful *RTM10* program, convenes parents and caregivers together for weekly sessions to learn, practice, and debrief read-aloud techniques and experiences implemented with their children.

Literacy Conference

RTMI hosts an annual conference for parents, educators, social service providers, and caregivers to continue to build their skillset and resources on how to make reading a fun and engaging activity for children. The conference attracts 150-200 attendees and features nationally-recognized children's book authors and/or illustrators who incorporate read-aloud and learning techniques into their presentations.

Workshops, Trainings & Events

In fiscal year 2019, RTMI had over 7,500 people participate in its events and programs. Though the staff is relatively small, RTMI maximizes its resources to

provide consistent, high-quality professional development opportunities to parents, caregivers, educators, school and system administrators, and community leaders. Each professional development workshop or training is customized for attendees, but the constant goal is to equip attendees with skills, techniques and resources to engage children in reading. Each opportunity further equips them to be educational advocates for keiki so Hawai'i's children can excel academically and emotionally. These workshops, trainings, and/or events are provided primarily on Hawai'i Island, Maui, O'ahu.

2. The goals and objectives related to the request;

Goal 1. Conduct parent coaching program sessions and post-program professional development on the Wai'anae Coast through the *RTM10* program to develop parent literacy skills and experiences, and support continued parent conversations regarding the importance of reading aloud.

- a. Conduct three rounds of six-week read-aloud, parent-coaching sessions.
- b. Collect data showing enhanced family conversations and interaction.
- c. Provide post-*RTM10* program opportunities for program alumni and their keiki to interact and continue conversations about the importance of reading and the relation to school and life success.

Goal 2. Provide prison literacy programs for incarcerated individuals to at least two correctional facilities.

- a. Provide support to incarcerated parents by providing a read-aloud literacy program called *Read, Revive, Restore* to at least two correctional facilities, planned for the Women's Community Correctional Center (WCCC) and the Waiawa Correctional Facility (WCF). *Read, Revive, Restore* provides incarcerated individuals with opportunities to read aloud to their child through CD recordings. Both books and CDs are mailed home to the families to promote reading aloud and bonding between parent and child.
- b. Continue the *Haku Mo'olelo* program at WCCC for incarcerated women to create their own children's stories which are written, illustrated, published, recorded, and mailed home to their children and/or grandchildren. Like *Read, Revive, Restore*, *Haku Mo'olelo* provides support to incarcerated women and their children through writing and reading as bonding tools.

Goal 3. Plan and implement a Read To Me International conference in 2021 which promotes reading aloud, featuring national and/or local authors.

a. In 2021, RTMI will host a national-quality conference for parents, caregivers, and educators. We hope to capitalize on this being RTMI's 25th anniversary to host an especially meaningful conference.

b. At least 150 preschool and elementary teachers, librarians, parents and other nonprofit providers will attend the conference, which provides attendees with professional development opportunities to help their children build the skills necessary to succeed in reading and become lifelong learners.

Goal 4. Support children's literacy by offering workshops, trainings, and presentations with research-based, best-practice information that will support reading aloud to children and help children develop literacy skills that prepare them for success in school.

a. Conduct at least ten (10) school presentations and workshops for parents, caregivers, educators, and service providers.

b. Conduct at least ten (10) community events to share RTMI's mission of reading aloud to children. Equip attendees with skills and/or resources to incorporate when reading aloud to children.

3. The public purpose and need to be served;

RTMI focuses its efforts in Hawaii's communities with the greatest needs and often serves those who are disenfranchised. RTMI addresses the critical issue of equipping families in low-income communities with the tools and resources to feel confident to read aloud to their children. In turn, their children begin to build the foundational literacy-related skills needed to be more academically ready. By equipping families to support their children using reading as a tool, children have stronger educational advocates at home and transitioning with them throughout their educational journey. "We know that getting an early start particularly in literacy is super important," said Stephen Schatz, P-20 executive director, in a recent Star Advertiser article. He goes on to say, "A lot of the work that needs to happen during the time between birth and 5 is about vocabulary development, it's about speaking, it's about listening comprehension, it's about understanding how sounds work. All those foundational skills will allow students to be ready to learn to read when they are 5 years old." RTMI's programs equip its participants with the techniques needed to cultivate and build the foundational skills Schatz mentioned. Research studies continue to confirm that children who meet reading proficiency by the third grade are more likely to graduate from high school and

attend college. When families and society invest in children's learning at a young age, it provides children with increased opportunities to become contributing citizens.

RTMI is helping families break the cycle of poverty and inequality through parent coaching and support services so families are equipped with the skills and resources to support their children academically and emotionally. By creating opportunities for parents and children to read together, RTMI is helping to build the next generation of readers, critical thinkers, and contributors.

4. Describe the target population to be served; and

The target populations are educators, parents, caregivers of young children, non-profit staff members who assist families, and incarcerated adults in the state of Hawai'i. By providing the target populations with support and services, children benefit and are supported to progress academically.

5. Describe the geographic coverage.

RTMI provides services to communities in need on O'ahu, Maui, Hawai'i Island, and Kaua'i. On O'ahu, RTMI mainly provides support services to our target audiences in Wai'anae, Nānākuli, 'Ewa Beach, Kalihi, Wahiawā, the Waiawa Correctional Facility in Waipahu, and the Women's Community Correctional Center on the Windward side. On Hawai'i Island, seven of the nine sub-districts are served. On Maui, the primary area served is Central Maui.

III. Service Summary and Outcomes

Refer to ATTACHMENT: 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;
Refer to ATTACHMENT: Service Summary and Outcomes.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
Refer to ATTACHMENT: Service Summary and Outcomes.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
Refer to ATTACHMENT: Service Summary and Outcomes.
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.
Refer to ATTACHMENT: Service Summary and Outcomes.

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](#))

Refer to ATTACHMENT: Budget Request by Source of Funds

Please note that though RTMI is requesting funds from City & County of Honolulu, that grant request is for expanded services not included in this service proposal to the State of Hawaii. Therefore, the City & County request is not included in the attachment.

- b. Personnel salaries and wages ([Link](#))

Refer to ATTACHMENT: Budget Justification – Personnel Salaries and Wages.

- c. Equipment and motor vehicles ([Link](#))
Not applicable
 - d. Capital project details ([Link](#))
Not applicable

e. Government contracts, grants, and grants in aid ([Link](#))

Refer to ATTACHMENT: Government Contracts, Grants, and/or Grants In Aid. – same as IV.5 document

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$75,000	\$75,000	\$75,000	\$75,000	\$300,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Refer to ATTACHMENT: Other Potential Sources of Funding – FY21

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 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 2021 for program funding.

Refer to ATTACHMENT: Government Contracts, Grants, and/or Grants In Aid – same as IV.1.e. document

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

As of December 31, 2019: RTMI has unrestricted current assets of \$366,699.64.

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.

Read To Me International (RTMI) has been in existence for nearly twenty-four years. As listed in the personal and staffing qualification section, all program leaders for presentations and programs at least possess a bachelor's degree and each has more than 5 years of teaching/coaching experience. The president and founder of RTMI, Lynne Waihee, presents read-aloud trainings on the four islands RTMI serves and chairs the annual RTMI national-quality conference; both the trainings and conference have been in existence for over 17 years.

The executive director, Kara Kusunoki, oversees the literacy programs at the correctional facilities, including the *Haku Mo'olelo* program. RTMI designed and facilitated prison literacy trainings for over 14 years, *Haku Mo'olelo* for the past four years, and *Read, Revive, Restore* for the past five years.

The *RTM10* program is a highly successful program led by the development director, Aileen Shin; this program serves parents on the Wai'anae Coast and has been in operation for the past four years. As RTMI launches new site partnerships for *RTM10*, Aileen Shin is also responsible for new site planning and execution. In addition to teaching and coaching experience, all staff leading programs listed in this grant possess leadership experience, including collaborating with stakeholders, data compilation and analysis for program improvement purposes, and working in communities who demonstrate need.

As mentioned in the narrative above, RTMI has operated the following related projects within the last three years:

- Annual national-quality literacy conference
- Community and school read-aloud trainings, workshops, and events
- *Haku Mo'olelo* and *Read, Revive, Restore* coaching programs at select Hawaii's correctional facilities
- *RTM10* program on the Wai'anae Coast

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.

RTMI operates out of two small offices, one in downtown Honolulu and another in Wai'anae at the Community Learning Center in Mā'ili. Part of the downtown office is supported by an in-kind contribution and staff members work in compact spaces so that funds can be spent on programs and support youth, parents/caregivers, educators, and the community. In partnership with Kamehameha Schools, the RTMI office at the Community Learning Center in Mā'ili is offered at a subsidized rate. Additionally, we work with community partners to borrow or rent spaces for events and programs.

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.

Refer to ATTACHMENT: Staff Qualifications, Supervision, and Training.

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.

Refer to ATTACHMENT: 2020 – Organization Chart.

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.

Refer to ATTACHMENT: Compensation – Annual Salary Range.

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.

Not applicable

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 2020-21 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

RTMI continues to fundraise to sustain and expand its programs to serve Hawai'i's communities with the greatest needs. In fiscal year 2021-22, RTMI has a goal to raise nearly 45% of its funds from non-state GIA grants. Our fundraising plan includes submitting funding requests to corporations, public and private foundations, and individual donors for both general operating support and programs. In the event that RTMI receives funding from the State of Hawai'i for fiscal year 2020-21 but does not receive funding in the following years, RTMI will strive to raise funds needed to keep its programs in operation.

Based on RTMI's current fundraising, there is public and corporate interest in supporting our parent coaching programs and conference. The next step is to secure funding for

general operating support which provides the organizational infrastructure to execute the programs, community events, and conference. RTMI continues to explore grant options, hold multiple fundraisers throughout the year, and conduct an annual fundraising campaign for general operating use.

Goal 1: Conduct parent coaching program sessions and post-program professional development on the Wai‘anae Coast through the *RTM10* program to develop parent literacy skills and experiences, and support continued parent conversations regarding the importance of reading aloud.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Conduct three rounds of six-week read-aloud, parent-coaching sessions.	Conduct three rounds of six-week parent-coaching sessions.	Program participants provide open ended and scaled responses about their family's experiences when employing skills and techniques learned in the program, which RTMI staff uses to evaluate and improve the program.	Conducted throughout Academic Year 2020-21
Collect data showing enhanced family conversations and interaction.	Collect data to measure parents and children's progress throughout the program against baseline data. 100% of program participants will report growth in at least one developmental skill area, which positively impacts family conversations or interactions.		Data collection ongoing throughout the year
Provide two post- <i>RTM10</i> program opportunities for program alumni and their keiki to interact and continue conversations about the importance of reading and the relation to school and life success.	Market events and track attendance while simultaneously collecting data to measure parents and children's growth post-coaching sessions.		First and second event held in the first and second half of the calendar year, respectively

Goal 2: Provide prison literacy programs for incarcerated individuals to at least two correctional facilities so incarcerated parents have strategies to promote the importance of reading aloud to their children.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Provide support to incarcerated parents by providing a read-aloud literacy program called <i>Read, Revive, Restore</i> to at least two correctional facilities e.g., the Women’s Community Correctional Center (WCCC) and the Waiawa Correctional Facility (WCF).	350 books are recorded by inmates and sent home to families.	Track number of books read-aloud and sent home to children. Ongoing conversations are held with correctional facility personnel to evaluate program impact on participants and their children. In turn, program revisions are made to be responsive to expressed needs. When possible, pre and post data are collected from participants.	Ongoing throughout grant period
Continue the Haku Mo’olelo program at the Women’s Community Correctional Center for female inmates to create their own children’s stories to be written, illustrated, published, recorded, and mailed home to their children and/or grandchildren.	Publish at least 20 original stories for the year to read aloud to their children, and mail the book and recorded CD home.	Pre, during, and post-program data collected at the Haku Mo’olelo program to measure impact. While in session, weekly data collected to assess participant’s progress, including program feedback and suggestions. Haku Mo’olelo program facilitators adjust lessons and/or curriculum to respond to needs.	Sets of 12-week classes provided throughout grant period

Goal 3: Plan and implement a Read To Me International conference in 2021 which promotes reading aloud, featuring national and/or local authors.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
RTMI will host a national-quality literacy conference for parents, caregivers, and educators to further develop attendees skills and/or knowledge aligned to promoting literacy.	<p>80% of the participants will rate the conference at least 3.5 on a 4-point scale.</p> <p>A minimum of 150 preschool and elementary teachers, librarians, parents and other nonprofit providers will attend the conference.</p>	<p>Conference planning committee (comprising community partners outside of RTMI staff as well) will identify key areas of literacy development for children and work with presenters to tailor their messages towards children’s learning and/or developmental needs.</p> <p>Survey data will be used to improve the conference experience and to provide follow-up resources or support to attendees.</p>	Host conference in June 2021

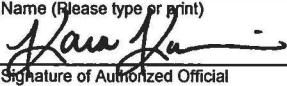
Goal 4: Support children’s literacy by offering workshops, trainings, and presentations with research-based, best-practice information that will support reading aloud to children and help children develop literacy skills that prepare them for success in school.

Scope of Work, Tasks, and Responsibilities	Measurements	Evaluation Plan	Timeline
Conduct at least 10 school presentations and workshops for parents, caregivers, educators, and service providers.	80% of surveyed participants in workshops and presentations will rate the workshops and presentations’ effectiveness a 4.0 on a 5-point scale	Presentation evaluations will be distributed to measure desired outcomes. Results are reviewed and changes made to respond to audiences' needs.	Ongoing throughout grant period
Conduct at least 10 community events to share RTMI's mission of reading aloud to children.			

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Read To Me International

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	171,710			40,000
2. Payroll Taxes & Assessments				28,240
3. Fringe Benefits inc. Medical Benefits	9,750			25,000
TOTAL PERSONNEL COST	181,460			93,240
B. OTHER CURRENT EXPENSES				
1. Inter-Island Airfare	3,000			
2. Insurance	2,700			650
3. Lease/Rental of Equipment	2,000			1,000
4. Lease/Rental of Space	20,000			3,520
5. Supplies	5,090			5,000
6. Telecommunication	1,750			1,750
7. Tax Preparation	1,600			500
8. GE Tax Fees				2,000
9. Marketing, Printing, Mailing, Shipping	5,000			1,000
10. Meeting Expenses	2,900			1,200
11. Honoraria	2,000			1,000
12. Licenses and Subscriptions	500			1,500
13. Support Services e.g., IT, Bookkeeping	4,000			3,000
14. Feed Me A Story Event				21,750
15. 2021 RTMI-Hosted Literacy Conference	35,000			30,000
16. RTM10 Programs - Waianae Coast	12,500			9,450
17. Kahauiki Village Programs				7,500
18. Prison Literacy Programs	12,000			4,000
19. Community Presentations/Workshops/Community Events	4,000			1,500
20. Staff Training and Professional Development	4,500			1,500
TOTAL OTHER CURRENT EXPENSES	118,540			97,820
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	300,000			191,060
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,000	Kara Kusunoki (808) 955-7600		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	191,060	Signature of Authorized Official Date		
TOTAL BUDGET	491,060	Kara Kusunoki, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Read To Me International

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$66,000.00	100.00%	\$ 66,000.00
Executive Administrator	1	\$45,000.00	100.00%	\$ 45,000.00
Director of Development	0.5	\$27,825.00	80.00%	\$ 22,260.00
Director of Programs and Outreach (Contractor)	N/A - Contractor	\$31,450.00	100.00%	\$ 31,450.00
Program and Site Assistant	0.375	\$3,500.00	100.00%	\$ 3,500.00
Program and Site Assistant	0.375	\$3,500.00	100.00%	\$ 3,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				171,710.00
JUSTIFICATION/COMMENTS:				
The "Director of Programs and Outreach" is a contractor i.e., non-staff, who receives payment for delivering program-related services.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Read To Me International

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
NOT APPLICABLE				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				
NOT APPLICABLE				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Read To Me International

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: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NOT APPLICABLE						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Read To Me International

Contracts Total: 514,740

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State Grant In Aid	7/1/2019-6/30/2020	Dept. of Education	State	220,000
2	Contract for Kahauiki Village Coaching Program	2/9/2020-4/23/2020	Dept. of Education	State	9,840
3	Contract for Kahauiki Village Coaching Program	8/20/2019-10/3/2019	Dept. of Education	State	9,900
4	State Grant In Aid	7/1/2018-6/30/2019	Dept. of Education	State	200,000
5	State Grant In Aid	7/1/2017-6/30/2018	Dept. of Education	State	75,000



Other Potential Sources of Funding – FY21

Aloha United Way

Altres

Barnes & Noble

Beta Beta Gamma Foundation

City & County of Honolulu – Grants-In-Aid (request is unrelated to services proposed in State Grants-In-Aid application)

DataHouse

Friends of Hawai'i Charities

Hawai'i Community Foundation

Island Insurance Foundation

Locations Foundation

Office of Hawaiian Affairs

Read To Me International-hosted fundraisers

Sukanto Foundation

Aiko & Mamoru Takitani Foundation

TD Food Group

The Watumull Foundation

Women's Fund of Hawai'i

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Read To Me International

Contracts Total: 514,740

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State Grant In Aid	7/1/2019-6/30/2020	Dept. of Education	State	220,000
2	Contract for Kahauiki Village Coaching Program	2/9/2020-4/23/2020	Dept. of Education	State	9,840
3	Contract for Kahauiki Village Coaching Program	8/20/2019-10/3/2019	Dept. of Education	State	9,900
4	State Grant In Aid	7/1/2018-6/30/2019	Dept. of Education	State	200,000
5	State Grant In Aid	7/1/2017-6/30/2018	Dept. of Education	State	75,000

Read To Me International Foundation

Staff Qualifications, Supervision, and Training

Lynne Waihee, President (Unpaid Volunteer)



As a youngster, Lynne Waihee found magic in her otherwise mundane life through the world of princesses and princes, fairy tales and fables. In real life, Read To Me International President Lynne Waihee has led a charmed life as a former First Lady of Hawai'i, during which time she served as the Honorary Chair for the Governor's Council for Literacy. A former high school English teacher, literacy was a perfect fit for her role as First Lady, and Waihee has now championed childhood literacy's cause for over 24 years. Given her extensive teaching experience, Waihee presents at read-aloud trainings and community events to promote reading aloud, and chairs RTMI's annual national-quality literacy conference.

Kara Kusunoki, Executive Director



Kara Kusunoki began her career as a public school teacher and possesses a Master of Education degree. Teaching was an invaluable experience that inspires her to support youth and their caregivers. Kusunoki has worked in the education and healthcare industries with foci on nonprofit program administration and curriculum design. In addition to managing RTMI staff, Kusunoki leads the design and implementation of RTMI's prison literacy programs, including RTMI's signature *Haku Mo'olelo* program.

Aileen Shin, Director of Development



Aileen Shin has partnered with several local non-profit organizations to advance their missions and goals. By creating a symbiotic relationship between the Board of Directors, supporters, businesses and the broader community, Shin has successfully integrated resources to further the missions of these non-profits. Along with creating, coordinating and implementing fundraising efforts, Shin has worked with leadership teams to meet and monitor financial goals, assist various accreditation processes, and provide guidance for strategic planning. Shin has a Bachelor of Education degree and leads the *RTMI0* program she designed four years ago to coach parents on read-aloud tools and techniques.

Shannon Murphy, Executive Administrator



In childhood, Shannon Murphy molded her earliest philosophies (and imagination) through the worlds of Dr. Seuss and Maurice Sendak. This led her to consider careers in feline psychology, fox footwear, sailing in the direction of wild things, and other general adventuring. Her quest happily culminated in a career that is a little more exciting - Nonprofit Administration. Having served as Office Manager and Director of Operations with Honolulu nonprofit organizations in the medical research and social service sectors, she comes full circle and turns to her first love - sharing the wonder of reading with a child. She has passed this on to her son (an adventurer in training) and hopes to spread the word to families everywhere! Murphy is a crucial *Haku Mo'olelo* team member and provides administrative support for all RTMI hosted events.

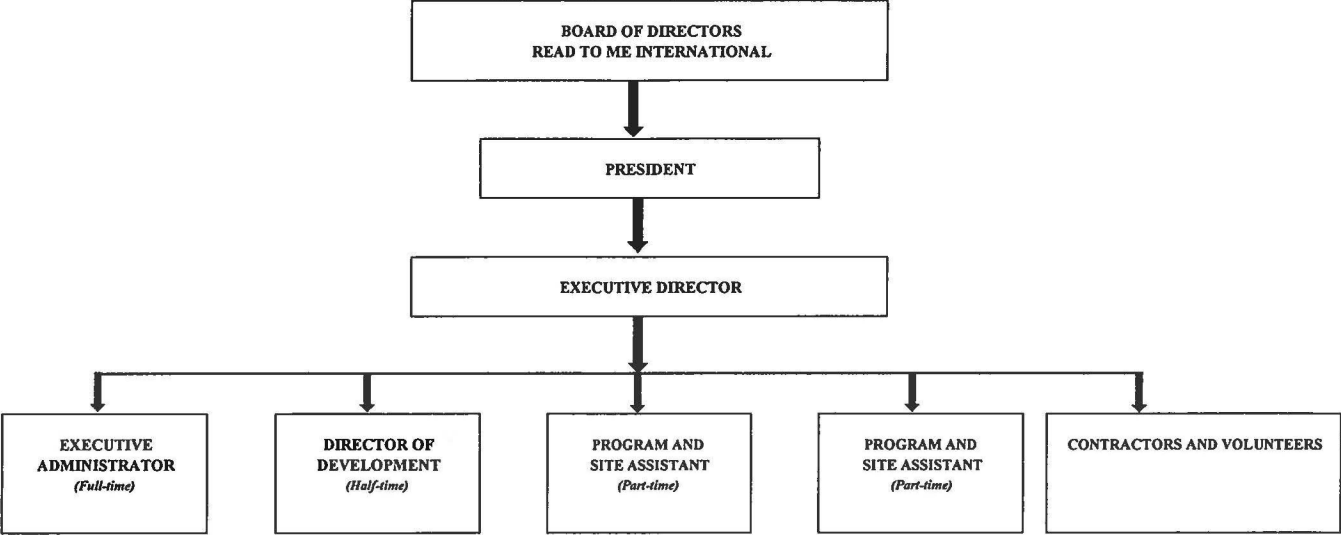
Karla Teixeira, Program and Site Assistant

Karla Teixeira grew up on the Wai‘anae Coast, is a Wai‘anae resident, and is a graduate of the *RTM10* program. Prior to joining RTMI staff, Teixeira served as a volunteer to coordinate *RTM10* events and compile program-related data. She is a part time staff member with Read To Me International as the Program and Site Assistant. In her role, Teixeira serves as *RTM10* co-facilitator with Shin and serves her community by providing tools, tips and resources to promote reading aloud.

(Vacant), Program and Site Assistant

Though currently vacant, this program and site assistant will possess experience with event coordination, working with stakeholders and volunteers, and a working knowledge of the communities RTMI serves. This staff member will compile program data, coordinate program alumni events and communications, and assist with programs on O‘ahu. Currently, a former RTMI staff member is volunteering in this position.

**Read To Me International Foundation
2020 - ORGANIZATION CHART**





Grants-In- Aid Application FY21

Compensation – Annual Salary Range

Executive Director: \$65,000 - \$70,000

Executive Administrator: \$41,000 - \$45,000

Director of Development: \$25,000 - \$30,000

Note: RTMI may hire a contractor for services rendered, but they will not be an employee.