

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

Aries Harrison Jackson

AUTHORIZED SIGNATURE

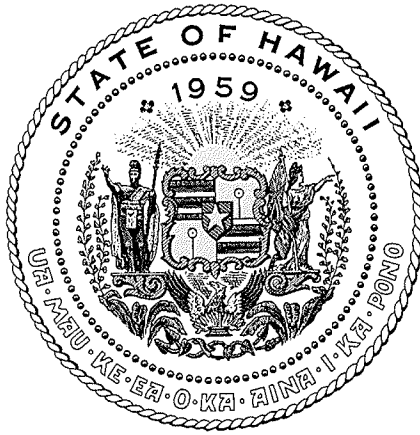
Aries Jackson, Executive Director

PRINT NAME AND TITLE

1/18/2022

DATE

Certificate of Good Standing



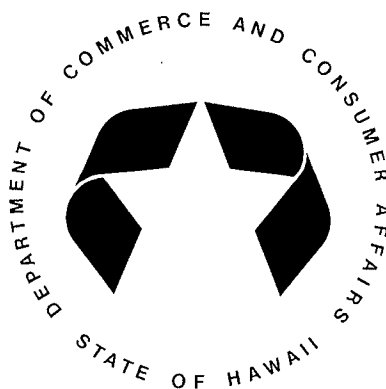
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

COMMON GRACE

was incorporated under the laws of Hawaii on 02/07/2002 ; 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 18, 2022

Director of Commerce and Consumer Affairs

Declaration Statement

Verify that
grant shall be
used for a
public purpose



January 18, 2022

RE: Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes

To Whom It May Concern:

Common Grace confirms that this grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Sincerely,

A handwritten signature in black ink that reads "Aries Jackson". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Aries Jackson
Executive Director

Background and Summary

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, 2021.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

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.

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;

Common Grace was conceived in 1999, the day after two teenagers shot and killed their fellow peers at Columbine High School. Founder Jay Jarman was devastated and approached the principal of a high school to ask what it would take to prevent a similar tragedy from happening in Hawai'i. "Adults who care enough to come on campus and befriend our kids," the principal answered. "None of the Columbine shooters had even one adult friend that cared about them—whether they lived or died." Since 2003, Common Grace has been finding in-need keiki who need support, guidance, and simply a friend and pairing them with mentors who truly care. Our mission is to serve public school keiki with Compassion, Attention, Kindness, and Encouragement (C.A.K.E.) through caring mentorship relationships. We have three programs: (1) Mālama Mentors, which trains and pairs adults and high school students with in-need children in public elementary schools, (2) Mohala Mentors, which partners high school students and young adults with in-need middle school students, and (3) Makua Mentors,

which partners older adults in community senior homes together with mentors and students to create a space for intergenerational mentorship.

Common Grace is different from other mentorship programs because its programs provide a pathway to leadership. In Mālama Mentors, high school mentors are paired with elementary aged mentees. Elementary mentees may continue to be mentored in middle school in Mohala Mentors. Once our mentees are in high school, they can become mentors themselves and mentor an elementary kid from the school they attended. Additionally, graduating high school Mālama Mentors can intern with Common Grace's staff or serve as a mentorship team leader called a Head Coach or Assistant Coach. Many of our current Coaches are not only former interns, but former mentors as well. Common Grace truly serves public school students from elementary through high school and beyond.

Below is a brief testimony of Common Grace's leadership pathway from Dennis Trotter, a mentee who became a mentor in high school:

"I was introduced to Common Grace in second grade. I was skeptical of how this was going to benefit me as an introverted kid with no motivation to socialize with others. However, I was paired with an outstanding mentor that I now call Uncle Peter. Uncle Peter and I enjoyed the activities we had during our weekly meetings, but he helped me academically as well. I enjoyed his company so much that I stayed in the program until the end of elementary.

In high school I had the privilege to go full circle, which meant becoming a mentor myself. This was an opportunity for me to take the lessons that I learned from my mentor and apply them to how I mentor. My mentoring experience allowed me to see that the values my mentor instilled don't only apply to me but to everyone, especially kids. The experience also further reinforced the idea that through compassion and care for one another, socializing with others can be a great experience. I am proud to be an example of what Common Grace strives to do for mentees and mentors."

2. The goals and objectives related to the request;

Over 12 months, Common Grace will sustain and increase its capacity to provide mentorship services to elementary and middle school students in need. To build long-term infrastructure for effective school partnerships in both Mālama Mentors and Mohala Mentors, Common Grace will hire two Program Managers who will be responsible for oversight of Mālama Mentors and Mohala Mentors. Working in tandem with their respective Area Directors, this new position will allow each program to expand even further across the island while maintaining current partnerships that all align to Common Grace's mission. A major immediate goal is to expand our mentorship services to an additional middle school in Honolulu and serve an additional elementary school in central Oahu.

Common Grace's goals for the 2022-2023 school year are as follows:

- 10 high schools, 11 elementary schools and 3 middle schools
- 150 trained mentors
- 150 elementary and middle school mentees
- 3 out-of-school bonding events
- 1 gratitude event for mentors
- 1 professional development event for high school mentors

Additionally, specific objectives for our program participants are as follows:

Mentees

1. Mentees will improve social and communication skills by engaging in positive and meaningful interactions with a mentor over the course of a school semester (16 weeks) at minimum.
2. Mentees will build resilience through a mentorship relationship that is sensitive and responsive, bolstering the child's sense of safety and security during uncertain or scary times.
3. Mentees' desire to and interest in reading will increase with the praise and aid of their mentor.
4. Mentees will develop a positive and strong relationship with a nonparental teen or adult, increasing chances of protecting them from a range of poor outcomes and promote positive development.

Mentors

1. Mentors will increase their self-confidence, self-awareness, communication skills, and leadership skills.
 2. Mentors will gain a deeper understanding of children, improving existing and future relationships with children because of the time spent with their mentee.
 3. Mentors will foster new relationships with other mentors in the program, increasing their personal networks and interpersonal communication skills with peers.
 4. Mentors will gain a new understanding and perspective of the difficulties children face and how those issues can follow them into adulthood, potentially sparking a desire to bring about societal change that can truly help the children their mentor.
3. The public purpose and need to be served;

The public purpose of this grant is to fund Common Grace, a 501(c)(3) nonprofit facilitating mentorship services between elementary to middle school aged children and high school students, college-aged youth, and adults.

Common Grace's goal is to provide in-need children with a consistent and caring mentor who can help support, guide, and encourage the child to build the social skills and coping mechanisms required to grow into a successful adult. We seek to combat the effects of stressful life events on children in Hawai'i such as

poverty, household instability, and insufficient family resources/education. We target children who are bullied, ostracized by peers, or have no role model in their lives. Our focus is on partnering with Title 1 Elementary Schools, although it is not a requirement because we know that in every public elementary school there is a child that could benefit from a mentor.

The National Center for Education Statistics (2016) showed poor academic performance and completion were related to the student's experiences living in poverty in early childhood. Furthermore, instability and inconsistencies within the household proved to lead to worse child behavioral outcomes, according to a study done by Urban Institute (2013). This study also suggested that "young children need constant caregivers with whom they can form secure attachments" to succeed.

Furthermore, a study by Public/Private Ventures (2000) found that students who met regularly with their mentors were:

- 52% less likely than their peers to skip a day of school
- 37% less likely to skip a class.
- 46% less likely than their peers to start using illegal drugs
- 27% less likely to start drinking

Along with improved performance in school, the study also showed that mentorship helped students get along with their families. Their research indicated that it wasn't the activities the children did with the mentor that mattered to them, it was the fact the children had someone to confide in and look up to. The children were also avoiding substance abuse and violence.

The Role of Risk study (Herrera et al., 2013) also found similar positive results and that mentored youth:

- maintain better outlooks toward school
- displayed a reduction in depressive indicators; one in four youth reported high levels of these indicators at baseline
- tend to have more trust in their parents and have improved communication with them

Overall, it is proven that children who create close and positive bonds with a peer, role model, or adult tend to succeed regardless of the odds stacked against them. Mentorship is a powerful protective agent against life's negative experiences. Unfortunately, many our program's keiki do not have access to close and positive bonds with peers and/or adults. Common Grace uses mentorship to provide in-need children support, guidance, and encouragement to build the social skills and coping mechanisms required to become a successful adult.

4. Describe the target population to be served; and

Common Grace directly benefits students in public high schools who have been identified by their school counselors and teachers. Most of our school partnerships (60%) are with Title 1 schools, although it is not a requirement because we know that every public school has a child who could benefit from a mentor.

Many of the children we work with lack a healthy relationship with an adult in their life. Their households may be unstable due to the family experiencing homelessness, constant moving due to military placement, inadequate education, incarcerated family members, unemployment, drug/alcohol abuse, violence, language barriers, cultural differences due to immigration, and few resources/assets. Many of these stressors were magnified throughout the pandemic.

We ask teachers and counselors to recommend student mentees with any of the following qualities:

- Seeking relationships
- Lonely, isolated, sad (with few friends)
- Overly shy or quiet
- Bullied

And who meet all the following requirements:

- Not already being helped by other social services
- 3rd-5th grade (elementary)
- 6th grade (middle school)
- In attendance at least 90% of the school year

While we have found that children in these age ranges benefit the most from having a mentor, mentorship outside of these age ranges is permissible as recommended by the schools' teachers and counselors.

Our high school mentors are exceptional juniors and seniors recommended to us by their counselors and teachers. The interview, screening, and training process ensures that these students are in excellent academic standing, responsible, positive, passionate, and committed to the program. Interested college-aged and adult mentors are background checked and must provide 3 references prior to beginning the interview and training process.

5. Describe the geographic coverage.

Common Grace serves children across the island of Oahu in the following complexes: Farrington-Kaiser-Kalani; Kaimuki-McKinley-Roosevelt; Aiea-Moanalua-Radford; Pearl City-Waipahu; Castle-Kahuku; and Kailua-Kalaheo.

Service Summary and Outcomes

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;

Scope of Work

As part of this project, Common Grace (CG) will hire Program Managers for its Mālama Mentors and Mohala Mentors programs in the 2022-2023 school year to assist our mission to provide mentorship services to elementary and middle school students. Program Managers will oversee Area Directors, who are responsible for hiring and training Head Coaches and Assistant Coaches to lead the school partnerships in their respective school districts. Coaches will recruit 8-10 mentors and 8-10 mentees by working closely with school counselors and teachers. Once recruited, mentors will be interviewed and trained by their Coaches. Coaches carefully match mentors with mentees based on a variety of factors including, but not limited to: gender, age, hobbies, and personal preferences. Matches are carefully made with the help of school counselors/teachers, who have special knowledge of the students from their schools they have recruited, in order to increase the likelihood that the mentorship relationship will lead to positive outcomes for both mentor and mentee. Mentorship sessions will take place weekly for an hour on school campus and are led by Head Coaches and Assistant Coaches. Head Coaches and Assistant Coaches will supervise each session in addition to planning mentorship activities and troubleshooting mentorship issues. This relational, Coach-supported one-on-one mentorship time is the core of our program's success.

Additionally, CG will host 3 out-of-school bonding events (e.g. Christmas Trolley Ride, Honolulu Zoo, Salvation Army Kroc Center, etc.) for mentors and mentees, 1 mentor gratitude event, and 1 professional development event for high school mentors. Mentors and mentees will begin mentorship in December 2022 and will end mentorship in May 2023. A limited number of mentors and mentees may opt in for summer mentorship in the Somebuddy Cares program from June – July 2023.

Tasks/Deliverables

The following are expected outcomes of this project for the 2022-2023 school year:

- 10 high schools serving 11 elementary schools and 3 middle schools
- 150 trained mentors/150 elementary and middle school mentees
- 3 mentor/mentee bonding events
- 1 mentor gratitude event
- 1 professional development event for high school mentors

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

If awarded funding, CG will utilize the funds within the 12-month grant period to provide quality mentorship services to public school kids in need and will build its capacity to expand to more schools by hiring Program Managers for both Mālama Mentors and Mohala Mentors. A timeline is provided below:

July 2022: Somebuddy Cares Summer Program Ends & Coach Training #1

- Mentors and mentees who opted in for summer mentorship, led by the Program Coordinator, continue to meet in July. Summer mentorship ends on July 31, 2022.
- All coaches meet to review classroom management, program expectations, curriculum, in-service training. Area Directors lead the training.

August 2022 to November 2022: Recruitment, Matching and Training; Gratitude

- Head and Assistant Coaches work closely with School Champions to recruit 8-10 mentors and mentees from each school. The Administrative Assistant ensures all necessary forms from mentors and mentees are collected and documented.
- Head and Assistant Coaches interview potential mentors, schedule mentor training, and secure locations for both training and mentorship sessions with school officials.
- Mentors begin their 6-week mentor training course. Mentors meet with their Coaches and mentor teams once-a-week for 1 hour for training.
- Mentors and Coaches attend Gratitude Event hosted by Common Grace.

December 2022: Mentorship Sessions, Bonding Event

- Weekly one-hour mentorship sessions begin. Area Directors check-in with Head Coaches weekly. Area Directors meet monthly.
- Mentors and mentees attend a holiday bonding event.

January 2023: Mentorship Sessions, Coach Training #2

- Mentors and mentees continue to meet.
- All coaches meet to check-in and debrief first semester. Area Directors lead the training.

February 2023 – April 2023: Mentorship Sessions, Bonding Event

- Mentors and mentees continue to meet.
- Mentors and mentees attend a spring bonding event.

May 2023: Mentorship, Bonding Event, Coach Training #3, Somebuddy Cares

- Mentors and mentees continue to meet until May 21, 2023.
- Mentor and mentees attend an end of year bonding event.

- All coaches meet to check-in and debrief the entire year and discuss recruitment of next year's leadership. Area Directors lead the training.
- Interested mentors and mentees contact the Program Coordinator to sign-up for summer mentorship program: Somebuddy Cares.

June 2023: Somebuddy Cares & Mentor Professional Development Event

- Summer mentors and mentees meet weekly for one hour.
- Mentors are invited to attend professional development training hosted by Common Grace.

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

Quality assurance and evaluation are important aspects of our mentorship programs to increase the likelihood of positive outcomes for both mentors and mentees. Our programs utilize a combination of multiple levels of support, collaboration, and data collection to assess both quantitative and qualitative measures of success.

Quantitative Evaluation

- Mentors and mentees complete a pre-assessment at the beginning of the year and a post assessment at the end of the mentorship year. These surveys measure the quality of the mentorship relationship in addition to leadership qualities and social/emotional health.
- Coaches take attendance at every session. Mentors are not allowed to miss more than 3 mentorship sessions.

Qualitative Evaluation

- Each school partnership is led by a Head Coach and an Assistant Coach. Their #1 job is to facilitate relationships between mentors and mentees. Coaches troubleshoot match issues and facilitate bonding activities that promote connection and engagement between mentor/mentee pairs.
- Area Directors meet weekly with the Head Coaches and Assistant Coaches in their school district to discuss highlights and problem areas with their mentorship teams. Area Directors conduct site visits monthly.
- Head Coaches and Assistant Coaches check-in with mentor and mentee parents quarterly via phone call to assess mentorship quality.

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.

Common Grace will submit the following:

1. Mentor and mentee pre-/post-assessments
2. School partnership agreements
3. Mentor attendance sheets
4. Weekly mentor summary report
5. Quarterly check-in call logs to mentee/mentor parents

Budget

- a) Budget request by source of funds
- b) Personnel salaries and wages
- c) Equipment and motor vehicles
- d) Capital project details
- e) Government contracts, grants, and grants in aid

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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$23,000.00	\$29,000.00	\$32,000.00	\$39,597.00	\$123,597.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
 - City and County of Honolulu GIA 22-23
 - 2022 Atherton Family Foundation Grant
 - First Hawaiian Bank Foundation
 - Cook Foundation
 - Hawaii USA
 - Pearl City Community Church
 - R.L. Huntington Grant
 - Women’s Fund of Hawaii

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.
N/A

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 2023 for program funding.
C&C GIA 19-20 - \$119,861 (Oct. 2019-Sep. 2020)

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.
\$109,320.00

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Common Grace

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	98,743		56,310	141,286
2. Payroll Taxes & Assessments	7,082		3,972	12,000
3. Fringe Benefits	13,373		7,410	10,000
TOTAL PERSONNEL COST	119,197		67,692	163,286
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance	1,500		2,000	1,500
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	1,100		2,000	1,100
6. Supplies	1,800		1,200	1,800
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	4,400		5,200	4,400
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	123,597		72,892	167,686
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	123,597	Aries Jackson 808 7831097		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	72,892	Almy Hanson 1/18/2022		
(d) Total Private/Other Funds Requested	167,686	Signature of Authorized Official Date		
TOTAL BUDGET	364,175	Aries Jackson, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: COMMON GRACE

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: COMMON GRACE

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: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						
NOT APPLICABLE						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Common Grace

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	N/A	N/A	N/A	N/A	N/A
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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16					
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22					
23					
24					
25					
26					
27					
28					
29					
30					

Experience and Capability

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.

Common Grace has worked hard to obtain the necessary skills, abilities, knowledge, and experience needed to run a successful mentoring program.

First, we have served public school children for 19 years. Since 2003, Common Grace has successfully trained mentors and matched caring adults and teens with over 3,000 public school children. Our program has a history of effective partnerships with the Hawaii State Department of Education. Common Grace received the Partnership in Education Award in 2007. In 2009, the Hawaii State Legislature recognized Founder Jay Jarman as an outstanding advocate for children and youth. In 2013, the Senate of the State of Hawaii and Council of the City and County of Honolulu recognized and celebrated Common Grace's 10th anniversary for helping children.

Second, our decentralized staffing model allows us to meet the unique needs of each school district and school partnership. Coaches and Area Directors can become true community partners within their schools and surrounding areas by collaborating closely with school officials and other community organizations.

Lastly, Common Grace's Board of Directors (BOD) is comprised of 8 community members who are passionate about serving Hawaii's public school keiki and who have a desire to transform our communities through the lives of our children. Board members contribute knowledge and experience in public school education and administration, youth leadership, law, business, and communication. In addition to the BOD, Common Grace has an Advisory Board comprised of two professionals who advise the Executive Director in marketing, data collection, and partnering with the DOE.

Common Grace's efficacy and impact on public school keiki has been demonstrated throughout its history. Below is a short testimony from Student Support Specialist Michael Kawamoto (Kaimuki High School) regarding Common Grace's impact:

"I have been fortunate enough to witness mentees coming up to high school and wanting to become mentors. To see the program go "full circle" like this speaks for itself. I have seen lonely, withdrawn, introverted students blossom into happy self confident individuals. I have seen shy, quiet, introverted high school students become much more outgoing and confident after serving as mentors. This program has been and continues to make a tremendous difference in our community by touching the lives of so many of our needy keiki."

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.

Common Grace has a small office located at Palolo Chinese Home in Palolo Valley where Common Grace's staff works and meets weekly. Common Grace also holds membership at Waiwai Collective, which offers larger meeting spaces for Common Grace to conduct meetings, trainings, and other events.

For mentorship sessions, Common Grace utilizes school facilities such as classrooms, libraries, and cafeterias.

Personnel:
Project
Organization
and Staffing

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.

Common Grace has a small staff of 5 employees in addition to the 16 Head Coaches and Assistant Coaches who lead the school partnerships. Detailed job descriptions and resumes are available upon request.

Executive Director Aries Jackson is responsible for organization oversight, including managing staff, strategic planning, program development, fundraising, budgeting, and development. Aries has received her B.A. in Business Management. Aries has over 20 years of experience in international business management in which she was responsible for accounting, financial reports, managing and supervising employees, improving personnel trough and professional development. She has worked with local and international business owners, as well as non-profits to create community collaborations through projects like Lanakila Meals on Wheels, Hawai'i Foodbank and Harvest Food. She has recently joined the non-profit world and created Common Grace's first fundraising strategy to maintain and plan its finances. Aries graduated with her Master's in Marriage and Family Therapy with a focus in children counseling and has studied the benefit of mentoring to prevent social isolation and negative behaviors. Furthermore, Aries is a parent educator and is working on her credentials to be a licensed Marriage and Family Therapist.

Program Coordinator Emily Ta is responsible for supporting program logistics, communication, and grant writing. She received her B.A. in English and Psychology and her Master of Education in Teaching from the University of Hawaii at Manoa. In graduate school, Emily focused on social emotional learning in public middle school students. Upon graduating, she entered the nonprofit sector to explore out-of-school opportunities for students to develop socially and emotionally. She served as Program Coordinator for Kupu's four Sustainability Initiatives Programs, which paired local students with various service-learning and project-based opportunities, for almost 2 years. Emily has helped build the Mohala Mentors' training and mentorship curriculum and serves as Mohala Mentors' Honolulu Area Director.

Outreach Coordinator Sofia Matias is responsible for developing and maintaining external partnerships with community stakeholders and donors as well as training Mālama Mentors' adult mentors. She is a graduate of the University of Hawaii at Mānoa majoring in Political Science. She served as a mentor for 3 years with Mālama Mentors. She became an intern for Common Grace in 2017 where she established community relations through public speaking at churches and community events. Furthermore, she worked as an AVID High School tutor and with AmeriCorps VISTA as a teacher's

assistant to transitioning high school students. Sofia also serves as Mālama Mentors' Honolulu Area Director.

All staff members have served as Head Coaches and have been mentors in the past and/or are currently serving as mentors in addition to their duties listed above. This further showcases their dedication to and passion for Common Grace's mission.

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.

Please see attached.

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.

Executive Director: \$45,000
Program Manager: \$36,000
Program Coordinator: \$18,000

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.

N/A

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.

Executive Director Aries Jackson is working on her credentials to be a licensed Marriage and Family Therapist.

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.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

Common Grace will ensure that once we received the grant, we will utilize and manage the funding accordingly. We will do quarterly assessments of the award and ensure that it will be used in the different program and to serve in-need keiki as mentioned in the grant application.

During the grant period, Common Grace will start to work very aggressively and effectively to look for other private unrestricted donations through individual donors, churches, business sponsorships, and other private foundation grants.

We will try to preserve the cash flow by requesting in kind donations for events, supplies and transportation.

If, in the following year, we do not receive the grant, Common Grace will review its cash position and ensure that the board will help by strategizing our fundraising activities. Common Grace has been serving lonely children for almost 20 years and able to sustain financially. With our financial stability and strength, we can maintain successful program that helped over 3,000 children. The Board of Directors will communicate monthly and review the net income/loss. The Advisory Board will also assist with creating a fundraising strategy for sustaining Common Grace, whether it is to cut expenses or increase income. Common Grace will engage everyone in these positions in candid conversation as new approaches to raising fund often surface through meaningful strategic meetings. Also, based on our reserve from the previous fiscal year, we can still operate and run our program effectively. Additionally, we will work on creating a sponsorship (“Adopt a Mentor”) campaign through our donor base. Each mentor will have a sponsor who will donate money that goes directly to mentoring cost.

Common Grace Organization Chart

