

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
 Hawai'i Children's Action Network (HCAN) Hawai'i Diaper Bank (a fiscally sponsored program of HCAN)

Amount of State Funds Requested: \$ 10,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):
 Hawai'i Diaper Bank (HDB) is requesting funding to help end diaper need in Hawai'i County. Diaper need, the inability to provide enough diapers to keep your child clean, dry, and healthy, is experienced by 1 in 3 families. HDB's mission is to serve and support the keiki of Hawai'i by providing diapers, wipes, and other essentials to organizations that assist low-income families. Funding for this request would be used to enhance programming and improve operational efficiency, allowing HDB to meet the basic needs of more children. Funds from this grant would be used to renew the lease to our office/warehouse, continue to compensate our president, and pay HCAN's fiscal sponsorship fee.

Amount of Other Funds Available:
 State: \$ 0
 Federal: \$ 0
 County: \$ 14,000
 Private/Other: \$ 33,215

Total amount of State Grants Received in the Past 5 Fiscal Years: \$ 0
 Unrestricted Assets: \$ 33,215

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:
 P.O. Box 2044
 City: State: Zip:
 Kamuela HI 96743

Contact Person for Matters Involving this Application

Name: Jessica Histo	Title: President -Hawaii Diaper Bank
Email: Jessica@hawaiidiaperbank.org	Phone: (808) 731-6611

x ID#: [REDACTED]	State Tax ID# [REDACTED]
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Authorized Signature

Deborah Zysman, Executive Director HI

Name and Title

1/21/2022

Date Signed

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](#)) – N/A
 - d) Capital project details ([Link](#)) – N/A
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



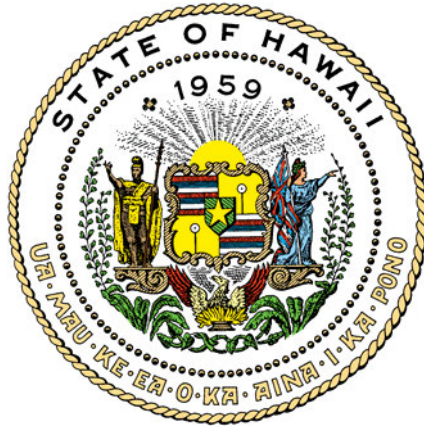
DEBORAH ZYSMAN, EXECUTIVE DIRECTOR HCAN

1/21/2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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

HAWAII CHILDREN'S ACTION NETWORK

was incorporated under the laws of Hawaii on 04/12/1996 ; 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 19, 2022

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.

- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

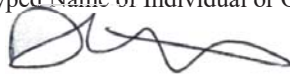
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Hawai'i Diaper Bank, a fiscally sponsored program of Hawai'i Children's Action Network

(Typed Name of Individual or Organization)



(Signature)
Deborah Zysman

1/21/2022

(Date)
Executive Director, Hawai'i Children's Action Network

(Typed Name)

(Title)

Application for Grants

I. Certification

1. **Certificate of Good Standing** (Attached)
2. **Declaration Statement** (Attached)
3. **Public Purpose**

- (a) Hawai'i Diaper Bank (HDB), a fiscally sponsored project¹ of Hawai'i Children's Action Network (HCAN), a 501(c)(3) nonprofit organization, verifies that the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes².

II. Background & Summary

Hawai'i Diaper Bank's mission is to serve and support the keiki of Hawai'i by providing diapers, wipes, and other essentials to organizations that assist low-income families. Hawai'i Diaper Bank (HDB) is the first diaper bank in the State of Hawai'i and the only diaper bank on Hawai'i Island. We are committed to eliminating diaper need for the one in three families that experience its detrimental effects. To date, HDB has distributed more than 1,000,000 donations to Hawai'i's keiki.

Unlike other important resources, there is currently no federal or state assistance for purchasing diapers. As a result, the average low-income family pays \$1,000 per year for diapers per child. Our donations help parents close the "diaper gap" (i.e., the difference between the number of diapers needed, and the number of diapers parents can afford). Research shows that diaper need is more strongly correlated to parental depression and stress than any other basic need. When diaper need is alleviated, parents can tackle other issues such as how to pay rent, how to get food on the table, and how to support the healthy development of their child(ren).

HDB's goal with this funding request is to enhance programming, elevate HDB's community presence, and improve operational efficiency, thereby enabling us to meet the basic needs of more children. Funds from this grant would be used to renew the lease for our office/warehouse space, continue to compensate our president, and pay our fiscal sponsorship fee. Our target demographic is low-income families with children ages 0-5 living in Hawai'i

¹ As a fiscally sponsored project, HDB has the same legal and tax-exempt status as HCAN. For more information about our relationship with HCAN, please see attached "Agreement for Fiscal Sponsorship Services".

²§42F-102 **Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

- (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]

County. Hawai'i County has the highest poverty rate of all counties in the State of Hawai'i, with more than 18% of children under age five living in poverty. Additionally, this project seeks to engage members of our community who can serve as volunteers, donors, and supporters of HDB. With our office/warehouse space, we are able host volunteers and events for community members, not only to help in our programming but also to learn and become advocates for diaper need themselves.

III. Service Summary and Outcome

1. Scope of Work, Tasks, & Responsibilities

HDB accomplishes its mission by collecting diapers and wipes via community drives and events, as well as through corporate donations and low-cost bulk purchasing. These donations are distributed to partner organizations (nonprofits/community-based organizations) that serve low-income families. HDB's program model (providing donations through a network of partners), allows us to connect families to other resources and support within the community, resulting in a more holistic approach to service than one comprised of donations alone. Our partners use our donations to increase program enrollment and/or attendance, to build rapport with families and our community, and provide economic stability for families served.

HDB's office/warehouse serves as an additional drop-off location and inviting space for volunteer activities, helping us to elevate our community engagement and build awareness of diaper need. Our space also serves as a regular pick-up location for partners, improving our operational efficiency and enabling us to serve a substantially greater number of families and children.

To meet our objectives, HDB will identify new strategies for increasing incoming donations, including a modified social media and marketing plan to gain more engaged followers and supporters. Additionally, HDB will enhance our volunteer program to help keep the space and donations organized, thereby increasing our capacity and operational efficiency. We will use a new volunteer platform which will provide targeted outreach, streamlined registration, and appreciation tools. We will also provide volunteers with new training and safety materials and more project and activity plans. Further, HDB will gather feedback and provide training for partners to ensure an efficient distribution process.

2. Annual Timeline

(a) Quarter 1

- (i) Begin implementing modified social media and marketing plan
- (ii) Develop online inquiry forms for potential donation drive hosts and drop-off locations
- (iii) Plan and schedule bulk purchasing
- (iv) Setup volunteer platform and prepare new training and safety materials and project and activity plans

- (v) Host volunteer sessions
 - (vi) Distribute partner survey and evaluate the previous year's impact
 - (vii) Schedule and provide partner training
 - (viii) Engage with potential new partners
- (b) Quarter 2**
- (i) Continue implementing modified social media and marketing plan
 - (ii) Obtain referrals from current board members and supporters for new drop-off locations
 - (iii) Engage with potential new drop-off locations
 - (iv) Support donation drive hosts with outreach and donation collection materials
 - (v) Accept bulk purchases of diapers, wipes, and other essentials
 - (vi) Host volunteer sessions
 - (vii) Onboard new partner organizations; advertise new partnership via social media and HDB's website
 - (viii) Provide partners with monthly email correspondence that includes information and tips to enhance the donation process
- (c) Quarter 3**
- (i) Analyze effectiveness of modified social media and marketing plan; make necessary updates
 - (ii) Onboard new drop-off locations; provide training and outreach materials; advertise new drop-off location via social media and HDB's website
 - (iii) Reach out to drop-off locations that are inactive to help reengage
 - (iv) Support donation drive hosts with outreach and donation collection materials
 - (v) Accept bulk purchases of diapers, wipes, and other essentials
 - (vi) Continue hosting volunteer sessions
 - (vii) Onboard new partner organizations; advertise new partnerships via social media and HDB's website
 - (viii) Ask partners for feedback on the donation process; engage partners that have been less active requesting donations
- (d) Quarter 4**
- (i) Continue implementing updated social media and marketing plan
 - (ii) Continue reaching out to drop-off locations that are inactive to help reengage
 - (iii) Provide appreciation gifts for drop-off locations
 - (iv) Support donation drive hosts with outreach and donation collection materials
 - (v) Continue hosting volunteer sessions; provide appreciation gifts and volunteer awards
 - (vi) Accept bulk purchases of diapers, wipes, and other essentials
 - (vii) Onboard new partner organizations; advertise new partnerships via social media and HDB's website
 - (viii) Provide partners with monthly email correspondence that includes information and tips to enhance the donation process

3. Quality Assurance & Evaluation

To evaluate our project, we will track the number of new drop-off locations established and drive hosts engaged, as well as the total number of donations we collect. Additionally, we will evaluate our project based on the number of new partnerships formed, donations distributed, and children served. On an ongoing basis, HDB will seek feedback from supporters and recipients of our services to ensure we are meeting our goals.

4. Measures of Effectiveness

HDB will report the following measures for the State to evaluate our effectiveness:

- (a) Partnerships Established & Maintained: We currently have 15 partners and by the end of next fiscal year, we will have established 10 new partnerships (for a total of 25 partnerships).
- (b) Number of Clients Receiving Diapers, Wipes, and/or Other Essentials: This fiscal year, we expect to provide donations to more than 2,000 children (unduplicated). Next fiscal year, we anticipate that we will provide donations to more than 2,500 children (unduplicated).
- (c) Donations Collected & Distributed: This fiscal year, we are on track to collect and distribute 600,000 donations. Before the end of next fiscal year, we anticipate that we will be able to distribute 800,000 donations.
- (d) Volunteers & Volunteer Hours: This fiscal year, we will receive at least 600 volunteer hours from our most dedicated supporters. Before the end of the next fiscal year, we anticipate another 1,000 volunteer hours and a much more diverse volunteer base.

IV. Financial

1. Budget Forms

- (a) Budget Request by Source of Funds (Attached)
- (b) Personnel Salaries and Wages (Attached)
- (c) Equipment and Motor Vehicles (N/A)
- (d) Capital Project Details (N/A)
- (e) Government Contracts, Grants, and Grants in Aid (Attached)

2. Quarterly Funding Requests

Quarter 1	Quarter 1	Quarter 1	Quarter 1	Total Grant
\$2,500	\$2,500	\$2,500	\$2,500	\$10,000

3. Other Sources of Funding Seeking for Fiscal Year 2023

- (a) County of Hawai'i Nonprofit Grants-in-Aid
- (b) Atherton Foundation
- (c) Healy Foundation
- (d) Women's Fund of Hawai'i
- (e) Ironman Foundation
- (f) Hawai'i Island United Way
- (g) Hawai'i Community Foundation

4. State & Federal Tax Credits (N/A)

5. Federal, State, & Count Government Contracts, Grants, and Grants-in-Aid

- (a) County of Hawai'i Nonprofit Grant for fiscal year 2020-2021 - \$14,000
- (b) Count of Hawai'i Nonprofit Grant for fiscal year 2019-2020 - \$5,625

V. Experience and Capability

1. Necessary Skills and Experience

Since our founding in 2016, we have collected over 1,000,000 donations through local drop-off locations, community drives, and corporate giving. Currently, we have 19 drop-off locations located across the island, enabling members of the community to conveniently donate diapers and wipes, while also helping to elevate our presence in the community. Last calendar year (2021), we coordinated 20 donation drives with Hawai'i Island schools, hospitals, religious organizations, and businesses. We also curate an Amazon Wishlist to collect donations, providing supporters to send diapers, wipes, and other essentials direct to our door. Additionally, HDB has a robust volunteer program in which participants help to sort, organize, and distribute donations. In 2021, HDB had more than 500 hours of volunteer time.

HDB distributes donations through 15 community organizations ("partners"), who in turn provide additional services and resources to those they (and we) serve. In 2021, we distributed more than 420,000 donations, serving an average of 325 children per month.

Our partners report that, with our donations, they can increase program enrollment and/or attendance, build rapport with families and our community, and provide economic stability for families served. For example, this summer, a victim of domestic violence was referred to one of our partner organizations. She was hesitant to accept support due to her history of trauma. HDB's partner explained that the mother could receive free diapers and wipes if she participated in their program. After hearing of HDB's services, the mother accepted help. With additional resources, the mother has begun on the path to recovery.

2. Facilities

HDB rents a 1,000 square foot office in Kamuela, Hawai'i for the collection, storage, and distribution of diapers, wipes, and other children's essentials. It also serves as a meeting and event space for volunteers and as a drop-off and pick-up location for donations.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Jessica Histo is the founder and president of HDB. Mrs. Histo manages the day-to-day operations, fundraising, community engagement and social media of the organization. She earned a B.S. in Nursing from Hawai'i Pacific University and is a registered nurse on Hawai'i Island. Ms. Histo is a former co-chair of the Hawai'i section Association for Women's Health, Obstetrics and Neonatal Nurses (AWHONN) - Big Island Chapter. She currently serves as a board member of Hawai'i Island Volunteer Organizations Active in Disaster.

Ms. Histo is supported by two volunteer staff members, Hannah London and Jennifer Evangelista. Hannah London has a B.S. in Human Development from Cornell University, a Masters in Early Childhood Education from Loyola Marymount University, and a J.D. from the UCLA School of Law. Prior to volunteering for HDB, she served as the Program Director for a diaper bank in Los Angeles, California. Mrs. London provides oversight and guidance on day-to-day operations, budgeting, strategic planning, and program development. She also manages all in-kind donation data. Jennifer Evangelista has more than 10 years of experience in office management. She has been volunteering for HDB since its founding. Mrs. Evangelista is instrumental in helping to streamline HDB's office/storage processes and donation distribution protocols.

Deborah Zysman is the Executive Director of Hawaii Children's Action Network, HDB's fiscal sponsor. In her role as Executive Director of HDB's fiscal sponsor, Mrs. Zysman provides leadership and support and strategic guidance. She also shares relevant resources and growth opportunities for HDB. Mrs. Zysman has a master's degree in public health from the University of North Carolina Chapel Hill. Mrs. Zysman is a

Weinberg Fellow and the winner of the 2017 AIM for Excellence in Nonprofit Management award.

Joseph A. Evans, CFO, has an extensive background in Finance and Accounting spanning over 39 years. He has an B.S. in Finance & Marketing and an MBA in Finance. His career started in corporate and investment banking and subsequently held key executive positions in corporate, government and non-profit sector including Consultant, Financial Analyst, Controller and CFO. Joseph has also been actively involved with educational organizations and foundations, both public and private, and held a position as Business Manager within the Hawaii education system for 7 years. As Business Manager, Joseph helped spearhead the start-up of two schools and was responsible for all fiscal management responsibilities and coordinated HR activities. An executive leader with expertise in all facets of financial management, accounting, financial analysis, and controllership, he is skilled in collaborating and motivating cross-functionally in order to achieve financial objectives and has demonstrated value in utilizing internal controls and fiscal analysis.

Michelle Gray, BA, Bookkeeper, holds a degree in Business and a certificate in Not-for-Profit Management from Kapi'olani Community College. She has worked as an office manager, including full-charge bookkeeping duties, for a variety of for-profit and non-profit corporations for over fifteen years, including The Children's Alliance, Women's Fund of Hawaii, Healthy Mothers Healthy Babies, and Blueprint for Change.

Projects/Contracts:

Contracting Agency: Hawai'i Island Visitor Industry Charity Walk

Dates: 2021-2022

Description of Project: Rent for office/warehouse, utilities, and compensation for HDB's president (\$6,000)

Contracting Agency: Papa Ola Lokahi

Dates: 2020-2021

Description of Project: COVID-19 disaster recovery efforts (diapers and wipes) (\$1,500)

Contracting Agency: Women's Fund of Hawai'i

Dates: 2020-2021

Description of Project: COVID-19 disaster recovery efforts (diapers and wipes) (\$1,000)

Contracting Agency: National Diaper Bank Network

Dates: 2020-2021

Description of Project: Strategic Initiative (\$10,000)

Contracting Agency: Hawai'i Island United Way

Dates: 2020-2021

Description of Project: COVID-19 disaster recovery efforts (diapers and wipes) (\$2,500)

Contracting Agency: Hawai'i Community Foundation

Dates: 2020-2021

Description of Project: COVID-19 disaster recovery efforts (diapers and wipes) (\$2,500)

Contracting Agency: Ironman Foundation

Dates: 2019-2020

Description of Project: Capacity Building (\$1,000)

Contracting Agency: Baby2Baby

Dates: 2020-2021

Description of Project: Rent for office/warehouse (\$5,000)

Contracting Agency: National Diaper Bank Network

Dates: 2019-2020

Description of Project: Capacity Building (\$10,000)

2. **Organization Chart** (Attached)

3. **Compensation**

President: \$30,000

VII. **Other**

1. **Litigation** (N/A)

2. **Licensure or Accreditation** (N/A)

3. **Private Educational Institutions** (N/A)

4. **Future Sustainability Plan** (N/A)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawai'i Diaper Bank, a fiscally sponsored project of Hawaii Children's Action Network

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	4,050	0	9,100	14,000
2. Payroll Taxes & Assessments	450	0	900	1,500
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	4,500	0	10,000	15,500
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	400
2. Insurance	0	0	0	500
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	4,500	0	8,000	14,500
5. Staff Training	0	0	0	150
6. Supplies	0	0	0	1,500
7. Telecommunication	0	0	0	1,000
8. Utilities	0	0	0	750
9. Fiscal Sponsorship Fee	1,000	0	2,000	6,900
10. Program	0	0	0	18,700
11. Events	0	0	0	6,175
12. Marketing	0	0	0	1,200
13. Other	0	0	0	1,725
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	5,500	0	10,000	53,500
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	10,000	0	20,000	69,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	10,000	Deborah Zysman (808) 531-5502 ext. 1		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	20,000	1/21/2022		
(d) Total Private/Other Funds Requested	69,000	Signature of Authorized Official Date		
TOTAL BUDGET	99,000	Executive Director		
		Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant Hawai'i Diaper Bank a fiscally sponsored project of Hawaii Children's Action Network

Contracts Total : 14,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County of Hawa Nonprof t Grant	7/1/2021 6/30/2022	County of Hawa	Hawa County	14,000
2					
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Organization Chart

