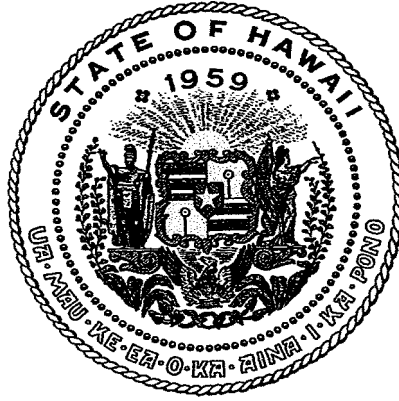


Cover Page Attachment - Description of Request

The mission of the Kaua'i North Shore Food Pantry (KNSFP) is "To feed the underfed in our community to the best of our ability". KNSFP was established in 2014 and was designated as an independent 501(c)(3) in 2017.

This GIA request for HI State funding is to partially support the distribution of food and health / hygiene supplies by the KNSFP to 150-180 families weekly. By providing a mix of fresh and shelf-stable food, personal health care items, family supplies, and pet food, we have positively impacted many North Shore residing Kaua'ians who have regularly used our services. The KNSFP operates from 1:00-2:30 PM each Saturday at the Anaina Hou Community Park in Kilauea in a drive through fashion. The food we offer is sufficient to prepare 4-5 meals each week for a family of 4-5. As a result, thousands of individuals have been able to avoid hunger and to save money for other essential needs like housing, transportation, and healthcare. This has been especially critical during the Covid crisis starting in early 2020 and extending through 2021 into 2022.



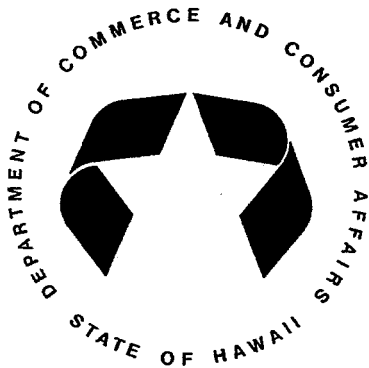
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

KAUAI NORTH SHORE FOOD PANTRY, INC.

was incorporated under the laws of Hawaii on 07/26/2016 ; 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: December 08, 2021

Director of Commerce and Consumer Affairs



Kaua'i North Shore
FOOD PANTRY

Feeding the underfed in our community to the best of our ability.

December 14, 2021

To Whom it May Concern:

This letter is the declaration by the Board of Directors of the Kauai North Shore Food Pantry that this grant will fully comply with all provisions of Hawaii Revised Statutes 42F-103 as a public purpose. The purpose is hunger relief.

Please email or call (808-823-0430) with any questions. Mahalo

Sincerely,

A handwritten signature in black ink, appearing to read 'F. Kurt Last', is placed below the word 'Sincerely,'.

F. Kurt Last
Board Chair / CEO
E: kurt@kauaifoodpantry.org
P: 808-823-0430



Kaua'i North Shore
FOOD PANTRY

Feeding the underfed in our community to the best of our ability.

December 14, 2021

To Whom it May Concern:

This letter is the declaration by the Board of Directors of the Kauai North Shore Food Pantry that our organization fully complies with all provisions of Hawaii Revised Statutes 42F-102.

Please email or call (808-823-0430) with any questions. Mahalo

Sincerely,

F. Kurt Last
Board Chair / CEO
E: kurt@kauaifoodpantry.org
P: 808-823-0430

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

* ATTACHED TO COVER LETTER

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.

ON PAGES 2, 3

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;
- 2. The goals and objectives related to the request;
- 3. The public purpose and need to be served;
- 4. Describe the target population to be served; and
- 5. Describe the geographic coverage.

III. Service Summary and Outcomes — ON PAGE 5

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:

HI GIA 2022-2023 Application
January 8, 2022

II. Background and Summary

II. 1. Applicant's Background: The mission of the Kaua'i North Shore Food Pantry (KNSFP) is "To feed the underfed in our community to the best of our ability". KNSFP was established in 2014 and was designated as an independent 501(c)(3) in 2017. By providing a mix of healthy food, personal care items, family supplies, and pet food on a weekly basis, we have positively impacted many North Shore residing Kaua'ians who have regularly used our services. The KNSFP operates from 1:00-2:30 PM each Saturday at the Anaina Hou Community Park in Kilauea in a drive through fashion. As a result, thousands of families have been able to avoid hunger and to save money for other essential needs like housing, transportation, and healthcare. This has been especially critical during the Covid crisis starting in early 2020 and extending through 2021 into 2022. Funded by a combination of private donors and charitable foundations, KNSFP expended over \$220,000 in 2021 to accommodate the food insecurity needs of the North Shore community. As described below in Section VI Personnel, the KNSFP is largely staffed by volunteers with only three part-time paid employees.

II. 2. Goals and Objectives: It is the goal of the KNSFP to provide the food and other health / hygiene items discussed above, on a weekly basis, throughout 2022 and 2023, to the needy on Kauai's North Shore. We typically serve 150-180 families each week with sufficient shelf stable and fresh food to prepare 4-5 meals each of which will serve 4-5 family members. As a result, on an annual basis, KNSFP provides in excess of 150,000 individual meals. In addition to food, KNSFP also distributes certain items that would otherwise be procured in a drug store (toothpaste and toothbrushes, diapers (child and adult), deodorant, etc.) plus pet food and other special request items including tents for the house-less.

Each household receives a package with one bag of shelf-stable foods (8-11 staples like canned goods (including meat and fish products), pasta, peanut butter, spaghetti sauce, and rice), and one bag of fresh foods which includes a mix of produce provided by community partners.

II. 3. Public Purpose and Need: According to Feeding America (www.feedingamerica.org) there are 6,950 food insecure people on Kaua'i (approx. 10% of the population) including 2,420 children. In 2019, KNSFP provided 90,730 lbs of food to 1,544 unique individuals shopping for a total of 3,002 family members. Due to the impact of Covid-19, these numbers were significantly higher in 2020 and 2021 as shown below.

II. 4. Target Population to be served: According to data that we collect at the distribution site, 72% of the families served were experiencing unemployment. Our new survey system for 2021 will set a new baseline for annual performance, but we estimate that without KNSFP 70% of our families would go hungry at some point during the week, 90% of our families would have to cut important non-food

items from their budget to make ends meet and, 90% would eat less expensive, potentially unhealthy food.

In late 2020 and throughout 2021, community need on Kaua'i was greater than it has ever been since KNSFP was established in 2014. With the help of major funders like the G.N. Wilcox Trust and other Foundations (see below), plus private donors, we were able to provide food and essential items to more clients than ever. Over the course of 2020, the number of our clients nearly doubled: from 85 families per week in February, before the pandemic took full effect, to 128 families per week in December 2020. This number has continued to rise in 2021, with 156 families served per week in January and over 180 per week in mid-2021. It is estimated that over 500 people were served every week. It is expected in 2022-2023 that the weekly food distribution by KNSFP will continue to serve 150-180 households with one bag of shelf-stable foods (8-11 staples like canned goods (including meat and fish products), pasta, peanut butter, spaghetti sauce, and rice), and one bag of fresh foods which includes a mix of vegetables and fruits some of which are provided by community partners. In addition, the distribution of family health and pet supplies will continue.

II. 5. Geographic Coverage: Population centers in the region that the KNSFP serves include Kilauea (Pop. 2686) and Anahola (Pop. 2311) as well as some individuals from Kapa'a, Hanalei and Princeville and other, more rural locations on the North Shore.

PAGE 4.

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

ATTACHED
after COVER

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

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II. Background and Summary

Pages 2, 3.

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- 3. The public purpose and need to be served;
- 4. Describe the target population to be served; and
- 5. Describe the geographic coverage.

III. Service Summary and Outcomes

ON:
PAGE 5.

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:

III. Service Summary and Outcomes

III. 1. Scope: Funding provided by the State of HI Grant in Aid (GIA) program (\$75,000) will be used to fractionally support the purchase and weekly distribution of shelf stable and fresh foods, personal hygiene supplies and other family needs according to the budget provided elsewhere in this application. Modest “overhead costs” and part-time paid manpower, associated with food procurement, packaging and transportation to the distribution site, are also included in the budget.

2. Annual Timeline: Since the KNSFP operates weekly on Saturday afternoons, the timeline of budgeted expenditures from GIA funds is approximately 1/52 of the total annual budget each week or \$18,750 quarterly

3. Quality assurance and evaluation: Data is collected each week from individual vehicles waiting in the distribution line at Anaina Hou. Based on input from the Pantry cliental before Covid, in early 2020, 85 families visited KNSFP each week, swelling to 128 families in December and as many as 180 in mid-2021 based on our survey data. We also record employment status and if clients receive other aid. Recent data suggest that 72% of families were experiencing unemployment, 70% say they would go hungry at some point during the week and 90% would need to cut important non-food costs from their budget (like health care, housing, or transportation) to make ends meet. 90% also indicate that they would eat less expensive, potentially unhealthy food without KNSFP. In addition to input received weekly from clients, which is recorded in an electronic spreadsheet onsite, 8-10 volunteers and 2-3 paid part-time employees also collect “anecdotal” input based on inter-personal interactions during the Pantry drive through event. Such data includes impressions on how smoothly the distribution process is going, opinions on the quantity and quality of the food items being distributed and suggestions for additional items that may be added to the mix of offerings. Based on this input, the portfolio of KNSFP goods / services provided evolves continuously.

4. As a measure of effectiveness, the number of families or total people serviced will be reported to the State including a breakdown of children, adults and kapuna (elderly). In addition, the electronic and a summary of the anecdotal input discussed in Item 3 above could be provided as well.

PAGE 6.

III.

1. Describe the scope of work, tasks and responsibilities;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

IV. Financial

ON PAGES 7-9.

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
\$18,750	\$18,750	\$18,750	\$18,750	\$75,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.
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.

IV. Financial

Budget

1. See Pages 8 and 9
2. Quarterly Funding for 7/1/2022 – 6/30/2023: \$Total Project Budget (**\$GIA Fraction**):

Q1: \$63,750 (**\$18,750**) / Q2: \$63,750 (**\$18,750**) / Q3: \$63,750 (**\$18,750**) / Q4: \$63,750 (**\$18,750**)

3. Other sources of funding sought for 2022 and 2023 from Foundation are listed below as of December 18th, 2021 (Individual private contributions are not included).

Grants Received

Atherton Family Foundation: \$10,000

McInerney Foundation: \$15,000

Hawaii Community Foundation - Freeman Foundation: \$20,000

Safeway Foundation – Nourishing Neighbors: \$5,000

C.T.C. Ching Foundation: \$20,000

G.N. Wilcox Foundation: \$20,000

Destinations in Paradise (Pet Food): \$6,000

Sparkjoy Foundation (unsolicited): \$5,000

First Hawaiian Bank Foundation: \$15,000

Stanny Foundation: \$10,000

Gross Family Foundation (unsolicited): \$20,000

Cades Foundation: \$5,000

Elsie Wilcox Foundation: \$5,000

Morgan Stanley Gift Foundation (unsolicited): \$5,000

Hale Uluwehi Foundation (unsolicited): \$5,000

V. Zue and S. Seneff (unsolicited): \$2,000

4. State and Federal Tax Credits Granted: NA; This is not a capital project.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: YASFP

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	15,000			15,250
2. Payroll Taxes & Assessments				3,150
3. Fringe Benefits				2,300
TOTAL PERSONNEL COST	15,000			20,700
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				1,400
2. Insurance	0			
3. Lease/Rental of Equipment				3,500
4. Lease/Rental of Space	4,000			
5. Staff Training				1,000
6. Supplies	1,000			
7. Telecommunication				
8. Utilities				
9. FOOD	40,000			110,400
10. WAREHOUSE/FAMILY	10,000			18,000
11. Pet Food & Supplies	3,000			7,500
12. PAYROLL SERVICE FEE	0			4,500
13. TRASH GAS MIS EXP	0			4,000
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	60,000			150,800
C. EQUIPMENT PURCHASES	0			0
D. MOTOR VEHICLE PURCHASES	0			0
E. CAPITAL	0			0
TOTAL (A+B+C+D+E)	75,000			171,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	75,000	Scott D Kelly (315) 391-8229		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	171,500	T. CASARER 12/16/21		
TOTAL BUDGET	246,500	Name and Title (Please type or print)		

Kauai North Shore Food Pantry
Statement of Income & Expenses
Period 7/1/2022-6/30/2023

	<u>2022 Budget</u>	<u>GIA Funding</u> <u>Requested</u>	<u>Private/Other</u> <u>Fund Requests</u>
<u>Income:</u>			
Grants (requested)	105,000		105,000
Contributions	75,000		75,000
State GIA	75,000	75,000	
	<u>\$255,000</u>		
<u>Expenses:</u>			
Program Costs:			
Payroll	30,250	15,000.00	15,250.00
Payroll taxes	3,150		3,150.00
Workers Comp	2,300		2,300.00
Payroll Service Fees (incl all tax filings)	4,500		4,500.00
Total Payroll related:	\$40,200		
Food	150,400	40,000.00	110,400.00
Drugstore/Family	28,000	10,000.00	18,000.00
Pet Food and Supplie	12,500	5,000.00	7,500.00
Other Expenses:			
Rent	7,500	4,000.00	3,500.00
Insurance-auto	1,900		1,900.00
Supplies	2,000	1,000.00	1,000.00
Misc Expenses- trash, gas, etc	4,000		4,000.00
Total Food/Benefit	\$206,300		
Total Program Costs	<u>\$246,500</u>	<u>\$75,000</u>	<u>\$171,500</u>
Overhead:			
Grant Writing costs	2,500		
Accounting Fees	2,000		
Off & Dir Insurance	1,500		
Misc Expenses-	2,500		8,500.00
	\$8,500		
Total Expenses	<u>\$255,000</u>	<u>\$75,000</u>	<u>\$180,000</u>
Current Year Surplus/Shortfall	<u>\$0</u>		

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

V. Experience and Capability

ON PAGE 11.

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.

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.

VI. Personnel: Project Organization and Staffing

ON PAGE 12.

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.

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.

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.

V. Experience and Capability:

1. Necessary Skills and Experience: KNSFP started its program in 2014 at the Christ Memorial Episcopal Church in Kilauea as an indoor distribution site where clients individually selected their desired items from open tables. In 2020, Covid and the need for social distancing in a well-ventilated open-air environment, KNSFP relocated to the Anaina Hou Community Park in a drive through fashion minimizing personal contact where pre-packaged bags of food and other items are provided to each passing car. This process involves 8-10 volunteers, including several KNSFP Board Members who supervise the operation, and 2-3 paid part-time employees. To expand its experience and capability, KNSFP maintains collaborations with the Anaina Hou Community Park, the Hanalei Rotary, the Hawaii Food Bank, the Kaua'i Independent Food Bank and many vendors at the weekly Farmer's Market at Anaina Hou.

2. Facilities: Our food pantry distributes each week on outdoor space we lease from Anaina Hou Community Park in Kilauea. Our lease provides us space to set up our van, and tables needed for bins containing items like toiletries and pet food. All items to be distributed are carried in the van, and produce is delivered each week to our site at Anaina Hou by local farmers for distribution to our patrons.

To avoid additional rent costs, food is stored, and bags are packed in an agriculture support building owned by our board chair and co-founder. Volunteers gather at the building to pack bags for distribution during the week, and to load them into the van for transport to the Anaina Hou Community Park. Food distribution occurs from 1-2:30 PM on Saturday afternoon.

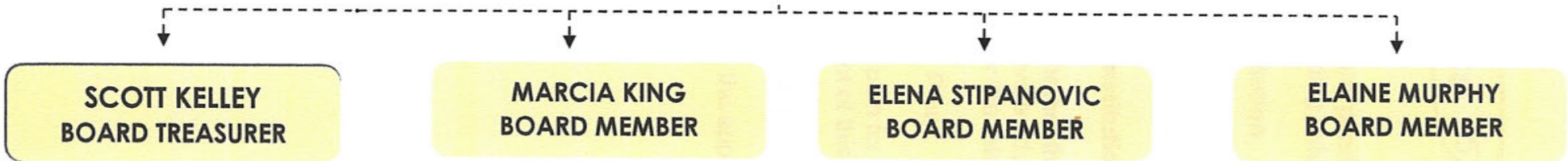
VI. Personnel: Project Organization and Staffing

1. **Proposed staffing:** Currently, the KNSFP is staffed by 2-3 Part Time employees who purchase the food and supplies that are delivered to the Pantry in a KNSFP truck, 5 volunteer Board of Director members who assist at the food distribution site weekly and at least 20-25 additional volunteers who purchase, package and distribute bags of food and supplies prepared for approximately 180+ families per week. Food is obtained from commercial vendors as well as regional Food Banks and charitable donations. The distribution site is the Anaina Hou Community Park in Kilauea.
2. **Organization Chart:** Attached as Page 13.
3. **Compensation.** Officers and Directors are non-paid volunteers. Paid positions are highlighted below and the annual salary is listed.

Supervisor of Food / Supply Procurement / Distribution to Pantry Site: \$19,700

2 Assistants to the Supervisor: \$6,300, \$6,120

**F. KURT LAST
BOARD CHAIR / CEO**



**Volunteer Grant Writer
Art Stipanovic**

**Part Time Driver &
Laborers**

**Volunteer Grant Writer
Tehvan Hiltner**

Organization Chart

Kaua'i North Shore Food Pantry

December 28, 2021

VII. Other

1. **Litigation:** No litigation is pending.
2. **Licensure:** NA
3. **Private Educational Institutions:** NA
4. **Sustainability Plan:** The KNSFP has sustainably operated since 2014 through a combination of private donations, grants from charitable foundations and, on one occasion, a GIA from the State of Hawaii. In the future, we expect to maintain our overhead and personnel costs at minimal levels while continuing to secure funding from the sources cited in Section IV above for food and other items. KNSFP is supported by two volunteer grant writers who submit over 20 grant applications per year to various foundations and agencies. Looking ahead, we have a very active group of dedicated Board members and volunteers which makes our goal of providing a sustainable resource to the underfed citizens of the Kaua'i North Shore an ongoing, sustainable reality.


Application Submittal Checklist

PAGE 15

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 **PAGES 2-3**
- 5) Service Summary and Outcomes **PAGE 5.**
- 6) Budget **PAGES 7-9.**
 - 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 **PAGE 11.**
- 8) Personnel: Project Organization and Staffing **PAGES 12-13**
- OTHER : PAGES 14-15.**

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PAGE
ATTACHED


AUTHORIZED SIGNATURE KURT LAST, BOARD CHAIR & CEO PRINT NAME AND TITLE JAN 5, 2022 DATE