

## 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

AGNES MALATE, PRESIDENT  
PRINT NAME AND TITLE

01/20/2023  
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

#### ETHNIC EDUCATION HAWAII

was incorporated under the laws of Hawaii on 02/01/1993 ; 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 13, 2023

Director of Commerce and Consumer Affairs

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII 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, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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

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

ETHNIC EDUCATION HAWAII

(Typed Name of Individual or Organization)

Agnes Malate  
(Signature)

01/20/2023  
(Date)

Agnes R. Malate  
(Typed Name)

President  
(Title)

**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:

Ethnic Education Hawai'i

Amount of State Funds Requested: \$ 175,000.00

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

Ethnic Education Hawai'i provides multilingual and multimedia information to the state's immigrant and limited English proficient residents. Communication in a language that people understand is essential and in accordance with federal and state civil rights laws. Important news, disaster warnings, social services resources, and other civic matters are broadcast in 13 ethnicities and 15 dialects not easily accessible through other means.

Amount of Other Funds Available:

State: \$ 120,000  
Federal: \$ 0  
County: \$ 199,940  
Private/Other: \$ 20,000

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

\$ 905,376

Unrestricted Assets:

\$ \_\_\_\_\_

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 3836  
City: Honolulu State: HI Zip: 96812

Contact Person for Matters Involving this Application

Name: Amefil (Amy) Agbayani	Title: Program Chair/member board of directors
Email: amy_agbayani@yahoo.com	Phone: 808-783-4867

Federal Tax ID#:

██████████

State Tax ID#

██████████

*Agnes R. Malate*  
Authorized Signature

Agnes R. Malate, President  
Name and Title

01/20/2023  
Date Signed

## 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, 2022. *ATTACHED*

#### **2. Declaration Statement**

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

#### **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](#).

Ethnic Education Hawai'i (EEH) serves the state's immigrant and limited English (LEP) population by providing access to multilingual information through multimedia outlets. EEH collaborates with ethnic radio and television stations, as well as print and social media outlets. These medium deliver critical public messages and translation services to immigrants and groups with limited English proficiency. Immigrants account for 18% of the population, with 350,000 speaking a language other than English and 160,000 having limited English proficiency. Communication in a language that people understand is crucial and in line with the mandate of Federal and State civil rights laws. Important news, disaster warnings, social services resources, and other civic matters are broadcast in 15 languages that are not easily accessible through other means.

### **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.  
Since 1993, Ethnic Education Hawai'i (formerly Ethnic Education Foundation Hawai'i) has been serving the community. Leona Jona, an immigrant from Hungary, recognized the lack of support for non-English speakers in Hawai'i and the need to address the gap in services. She was determined to create a vehicle of disseminating information to underserved groups that would assist them in learning and understanding how to live

and work in a new environment. She accomplished this by providing programs and information to these communities in languages they understand. For immigrant and LEP individuals, not knowing the English language or having a limited command of it poses difficulties. The communications in the languages they understand are valuable in their ability to access services and resources. EEH works with four established ethnic media outlets, KNDI, KREA, KZOO, and KBFD-TV as well as ethnic print media and social media to provide programming in multiple languages to reach these communities, many of whom are also low income.

2. The goals and objectives related to the request.

Ethnic Education Hawai'i's mission is to make communications accessible for all. Funding will strengthen EEH's ability to work with media outlets that directly focus on Hawai'i's underserved population who are native speakers of languages other than English and are not proficient in English. The primary goal is to provide resources and information that will foster participation of this population in all aspects of civic life and capability to be responsible, productive members of society. To accomplish this, EEH will focus on these objectives:

- a. Enhance understanding of services and resources to aid in navigating challenges that impacts facets of life adjusting to a new environment (i.e., jobs, housing, health, and safety).
  - Develop and translate 2,000 60-second messages to be aired on ethnic radio and TV.
  - Broadcast three 3-hour radiothons and livestream on Facebook and/or other social media channel.
  - Host 12 30-minute radio programming to discuss in more depth issues of importance and interest to immigrant and LEP populations (i.e, interview resource experts, talk story with community leaders, tips on health and wellness).
- b. Grow capacity of immigrant and LEP population to fully access benefits, exercise their rights, and contribute to society (i.e., voter education, digital literacy).
  - Collaborate with community organizations, government, and education institutions to sponsor a resource fair tailored to the needs of immigrant and LEP communities.
  - Coordinate or partner with other organizations to provide training on skills necessary to live, learn, and work in today's society where digital technologies such as mobile devices, internet platforms, social media, and paperless billing are increasingly indispensable to communicate and access information.
- c. Strengthen EEH's social media presence to become a communication hub to educate on resources available to immigrant and LEP communities, as well as to celebrate family, community, and cultural heritage.
  - Assess types and preferred media utilized by immigrant and LEP communities.
  - Develop a communication plan.
  - Revamp EEH website to update information and resources, as well as celebrate family, community, and cultural heritage on the website and social media.

3. The public purpose and need to be served.

Title VI of the Civil Rights Act of 1964 requires federal and state projects to be "language accessible." Hawai'i passed Act 290 in 2006, consistent with civil rights laws, requiring limited English proficient residents of the state to have access to language.

Ethnic Education Hawai'i serves this community need by funding multilingual programs on ethnic radio and television stations that cannot be met through other means. EEH also collaborates with ethnic print media and social media to reach this underserved population. During the pandemic, EEH has been invaluable and quickly mobilized to work with ethnic TV and radio stations to rapidly and widely disseminate urgent messages to keep the community safe. EEH also partnered with FilCom CARES, the leading entity proactively working to address the disproportionate impact of COVID-19 on the Filipino population in Hawai'i, to broadcast radiothons on three radio stations that were simulcast on Facebook. The collaboration with media outlets has been positive. The public purpose is also served by connecting government to a media outlets that have established and trusted reputation with the underserved communities.

4. Describe the target population to be served.

This project will benefit immigrant and individuals who are native speakers of languages other than English and are not proficient in English, many of them are and low-income, who are frequently overlooked or ignored by the mainstream media and public entities. EEH serves and works directly with groups that speak Cantonese, Chuukese, Ilokano, Japanese, Korean, Laotian, Mandarin, Marshallese, Okinawan, Pohnpeian, Samoan, Spanish, Tagalog/Filipino, Tongan, and Vietnamese. The state's top three language groups are Ilokano, Tagalog/Filipino, and Japanese. The vast majority are essential front-line workers who live in multigenerational housing. Micronesians/Pacific Islanders (4% of the population and Filipinos (16% of the population) were the top two groups testing positive for COVID-19 and benefited most with heritage language announcements. Non-native English speakers face housing and food insecurity, domestic violence, human trafficking, bullying, bias, and discrimination. As a group, recent immigrants to the state have lower pay, lower educational attainment, and are unaware of government regulations and benefits. The immigrant population requires information in their native language in order to learn how to live and help themselves, as well as to apply their skills and increase their ability to contribute to the economy. It should be noted that the vast majority of immigrant foreign-born people have been naturalized US citizens, and have children who are US citizens.

According to a 2018 US Census, there were 17,200 Compact of Free Association (COFA) migrants to Hawaii. These are from the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. They are the state's newest group of migrants, and they are most vulnerable and underserved. Numerous reports, both locally and nationally, document the challenges faced by this group and are often stigmatize and treated poorly. Many of them are LEP, face racial prejudice, have high unemployment, low-income, and face problems with housing, schools, courts, and medical services as they attempt to integrate into Hawai'i's community. EEH plans to collaborate with the COFA community to promote greater cultural understanding between COFA and the broader community on cultural differences and similarities.

5. Describe the geographic coverage.

The geographic cover is the entire State of Hawaii (all areas covering C&C Honolulu, counties of Maui, Big Island of Hawaii, and Kauai.)

### 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.

EEH will provide public outreach and education, as well as engage immigrants and native speakers of languages other than English who are not proficient in English to build their capacity to access resources.

- EEH will employ traditional media (radio, TV, print) to reach a wider audience and social media to target a more specific audience. Information on services, resources, and issues concerning immigrant and LEP communities will be relayed through these multiple outlets.
- EEH will arrange with radio and television to translate and disseminate urgent and timely information in a responsive manner throughout the state, providing 3,000 minutes radio broadcast of PSA, educational programs, and radiothon.
- EEH BOD and volunteers will cultivate relationship and collaborate with at least two community immigrant- and LEP-serving organizations to garner the popularity of social media channels (i.e., Meta/Facebook, YouTube) to reach 2,000 audience.
- EEH BOD who are faculty at Chaminade University of Honolulu and University of Hawai'i and Mānoa will engage students to develop social media content related to immigrant and LEP issues or culture.
- EEH will enlist consultant to coordinate immigrant and LEP resource event(s), in collaboration with community- and faith-based organizations, government, and education, and engage 100 individuals.
- EEH will conduct two talk stories with immigrant and LEP communities to share their thoughts about their experiences, challenges, and what source of support to assist in their transition.

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

- **Ongoing:** Monthly activity report for ongoing program and message assessment. Customization of these, including content and audience evaluations and mid-project adjustments.
- **July to August 2023:** Identify and prioritize topics about immigrants and LEP resources and topics for messaging and programming. Contract with (KNDI, KZOO, KREA) and KBFD-TV stations for translation of PSAs and airtime for PSA, radiothon, and 30-minute programs and interviews.
- **August to September 2023:** Contract with consultant to work with Program Committee to develop communication plan, outreach activities, and training for immigrant and LEP communities. Meet with community- and faith-based organizations on O'ahu to collaborate on immigrant and LEP resource event. Plan



for first radiothon to be held in October, including topics that will be covered and speakers/resource people to invite.

- **October to November 2023:** Hold first of three radiothons in October. Meet with neighbor island community- and church-based organizations to collaborate and outreach to immigrant and LEP communities statewide. Contract with vendor/consultant to assess radio and TV audience reach. Contract with neighbor island radio station(s) to air PSAs and programming.
- **December 2023 to January 2024:** Start radio program to include resource expert interviews, talk story with community leaders, tips on health and wellness. Document number of unique clients served in 2022 and case status. Launch revamped website with sections translated in various languages. Hold immigrant and LEP resource fair in January.
- **February to April 2024:** Hold second of three radiothons in February. Meet with community organizations and plan for digital training and capacity building activities in March and April.
- **May to June 2024:** Gather with collaborators and celebrate the diverse cultures, student achievement, and community pride. Plan for and hold third of three radiothons in June. Prepare report on project outcomes

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

EEH will monitor, evaluate, and improve results upon results through these measures:

- Track social media outreach by documenting numbers reached, as well as radio programming when it is simulcast on social media.
- Monitor media partnership activities with KNDI, KREA, KZOO radio, and KBFD TV stations using using spreadsheet. The stations will broadcast programs and events focusing on issues important to their public service mission and for the benefit of their local communities. Through routine affidavits of completed services, the radio stations will assess the effectiveness of their campaigns. By establishing standards for service delivery in the agreed-upon languages and dialects, EEH will further design measures to improve results. Messages sent via print and social media will also be reviewed for appropriateness, timeliness, and outreach.
- EEH will have sign-in sheets and/or log to document attendance at events.
- EEH will collect feedback from partners and participants.

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.

Priorities that are outlined in the program plan will be used to gauge the program's effectiveness.

- EEH will provide 3,000 minutes of radio and TV broadcasting through PSA, 12 hosted programs, and 3 radiothons.
- Engage 10,000 on social media.
- Collaborate with other organizations to hold at least two events with 100 participating.
- Partners and collaborators will evaluate their satisfaction of the program's delivery and quality, including some narrative documentation of the impact on various listeners.
- The quantity, timing, clarity, and content of language programs and messages will be monitored and assessed using quantitative and qualitative data.
- Document and report appropriate use of awarded funds.
- EEH, in collaboration with its partners, will provide

#### **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. *ATTACHED*
  - b. Personnel salaries and wages. *NOT APPLICABLE*
  - c. Equipment and motor vehicles. *NOT APPLICABLE*
  - d. Capital project details. *NOT APPLICABLE*
  - e. Government contracts, grants, and grants in aid. *ATTACHED*
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	<b>Total Grant</b>
43,750	43,750	43,750	43,750	175,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.  
City GIA - \$199,940
  
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 2024 for program funding.  
State GIA 2023 - \$120,000 (contract delayed)  
City GIA 10/1/22-9/30/23-\$199,940
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.  
**Balance:** \$28,947

## **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.

- EEH's All of Hawaii's islands and all communities that speak a home language other than English or are limited English speakers are included in the proposed project. It can be challenging to understand how to take care of settling in to a new culture and community when new immigrants first arrive in Hawai'i to establish their residency. The founder of EEH, Leona Jona, was a refugee from Hungary and experienced the same challenges and hardships of immigrants and LEP individuals. A majority of the board members are immigrants, and has not only the professional and community experience but posses the empathy and expertise to serve these communities.
- In times of tsunami alerts or other disasters, for instance, EEH has worked in collaboration with the Hawai'i Emergency Management Agency to swiftly deploy translators to announce urgent safety messages. Additionally, EEH offered assistance to neighborhood organizations that had been awarded grants to assist with Covid-19 (which heavily impacted immigrant communities). EEH can communicate in Chuukese, Cantonese, Hispanic, Ilokano, Japanese, Korean, Laotian, Mandarin, Marshallese, Okinawan, Pohnpeian, Samoan, Tagalog, Tongan, and Vietnamese through radio and television broadcasting as well as social media.
- EEH is uniquely positioned to provide valuable and necessary services to Hawai'i immigrant communities. EEH has longstanding partnerships and agreements ethnic radio and television stations, as evidenced by its 30-year partnership with KNDI Radio (a predominantly Filipino ethnic radio station). EEH has increased its use of social media and print media. The Hawaii Justice Foundation and other ethnic community organizations have recognized EEH for its service to immigrant communities.

- For decades, EEH has received and successfully completed numerous grants. We have a track record of expertise and grant administration that benefits the immigrant community, particularly those with limited English proficiency. For example, EEH has worked with the Hawai'i Emergency Management Agency for over ten years to deliver multilingual disaster preparedness messages and advance warnings of hurricanes and tsunamis. To meet media grant projects, EEH has strong partnerships with ethnic radio, television stations and has increased its use of social media and print media. Because EEH has the organizational capacity to deliver useful and timely translations, the Hawai'i Justice Foundation has provided funding for a number of years.

In the past several years, EEH has met project objectives and grant expenditure plans:

Office of Language Access \$7,977 (2019)  
HIEMA Tsunami and Emergency Messages \$50,000 (2019) \$50,000 (2021)  
Honolulu City & County GIA public service announcements \$125,000 (2021)  
DOH Multilingual Radio/covid-19 \$66,409 (2020); \$148,000 (2021)  
Hawaii Community Foundation \$10,000 (2020)  
Hawai'i Justice Foundation Legal Messages \$12,000 (2019); \$14,000 (2020);  
\$20,000 (2022).  
Department of Health \$173,987 (2021-2022)

Despite the fact that EEH has no paid staff, volunteer board members with the necessary experience, skills, and expertise provide leadership and fund charitable endeavors. Grant money will be utilized to hire consultants and hourly staff to provide certain necessary professional services (e.g. grant management). The following board members and consultant have the required expertise in relation to strong partnerships with ethnic groups and language access, as well as the required skills, abilities, knowledge, and experience;

The consultant for Grant Seeking and Administration is Lorene Godfrey. Ms. Godfrey serves as the point of contact between EEH and the ethnic radio and television stations. She manages the evaluation and execution of grant contracts in accordance with EEH sustainability initiatives. She has served on non-profit boards for 30 years, including the Sale Lake and Aliamanu Neighborhood Boards, and for the past five years she has managed KNOI 1270AM radio.

Dr. Agnes Respicio Malate is President. She was born in the Philippines and speaks Ilokano. She was raised in Waipahu and Ewa and attended the University of Hawai'i at Manoa. Agnes is director of the Health Careers Opportunity Program at the University of Hawaii at Manoa, previously worked as a Principal Investigator and Director for federally funded programs serving underrepresented students from high school to graduate school. She draws on her background as an immigrant, her experience managing federal grants, and her volunteer work with grassroots and non-profit organizations such as the FilCom CARES COVID-19 project and the Ewa Villages Historical Society.

The Program Committee is chaired by Dr. Amefil (Amy) Agbayani. She an emerita Assistant Vice Chancellor for Student Diversity at UH Manoa and former chair of the Hawai'i Civil Rights Commission. She has received numerous professional and community awards is active immigrant serving organization and a language access advocate. . She has extensive experience with grant administration and serving on non-profit boards. She is a member of The Legal Clinic for Immigrant Justice, the Hawaii Council for Immigrant Right and member of President Biden's Commission on Asian Americans, Native Hawaiians and Pacific Islander

Other board members include Dr. Eva Washburn-Repollo (faculty at Chaminade University) and Mr Mathew Goldberg, both work with projects consistent with EEH projects. For example, Mr. Goldberg has a program linking kapuna who speak a native language other than English with high school students who are learning that language. Dr. Washburn Repollo's students will develop messages and video relating to "know your rights" using their native languages college students interested in learning

## **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.

Ethnic Education Hawai'i has office storage at 1188 Bishop Street, Suite 502, Honolulu, Hawaii 96813. Media companies and non-profit groups provide meeting space and media resources that are adequate for EEH facility's needs.

## **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.

Since EEH does not employ anyone, grant money is used to pay consultants and hourly staff. EEH board members volunteer for specific projects. EEH board members are qualified professionals with the necessary training and experience to carry out grant activities. Most of the board members are bilingual immigrants. As the basis for its purposes and objectives, the volunteer board of directors offers business and community organizations experience. They devote many hours to volunteering and bring perspective to each grant program. EEH has the expertise to provide specific relevant messages to address ethnic issues like legal issues, health alerts, and general civic participation in the public marketplace.

In order to support EEH's collaborations with other organizations, the President and Vice President works in concert with the Grant Seeking and Administration consultant. EEH has partnerships with other community organizations that share its goals and objectives in serving ethnic communities to grow into a larger service organization. By offering crucial language access services during the Covid-19 pandemic, EEH has gained useful partnerships and experience.

The chair of the Program Committee has extensive knowledge of working with various immigrant communities, particularly civil rights and language access issues. She helps locating resources to support immigrants, work with government agencies and community organization to identify community needs.

When it comes to contract fulfillment, billing, and payments, a Grant Seeking and Administration consultant serves as the go-between for EEH and ethnic radio stations. Lorene Godfrey has thirty years of experience serving on nonprofit boards, including the Neighborhood Board of Salt Lake and Aliamanu, as well as a number of years managing radio stations. She is currently employed by a television station as an administrative assistant.

## **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.

There are no paid EEH employees, and there is no formal organizational structure. EEH structure consists of its officers and committees:  
President - responsible for all EEH activities and grants.  
Vice President - manages EEH's relationships with other organizations.  
Treasurer-responsible for fund expenditures and reports  
Secretary-responsible for maintaining records  
There are two standing committees: 1) Governance and audit and 2) Program and Fundraising,  
Grant Seeking and Administration Consultant - Fulfillment of grant contracts.

## **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.

EEH does not have any paid employees. The Board of Directors is made up entirely of unpaid volunteers. Independent consultants will be hired to work on this grant program.

## **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.

Individuals who provide bilingual communication must have special language translation skills. Through social media, print, radio and television broadcasting, EEH serves as a hub for these resources.

## **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 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

EEH's mission is to continue to fund and provide translation services for public service announcements and longer educational programs at workshops, social media, print, radio and television that address rights, responsibilities, immigration resources, housing, jobs, schooling, public health and safety, and other important topics. To sustain and support project activities in the future, new government and private grants, corporate sponsorships, and event fundraisers will be developed. EEH will strengthen its partnerships (with media companies, community leaders and seek private donors from the immigrant community to support immigrant needs. Our services are constrained by the funds we receive each year. If we do not receive funding for this grant, approximately 700 public service announcements and special programs will not be aired in a year. If we do not receive funding, we will step up our efforts to recruit more bilingual volunteers and increase in-kind support from media partners.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: ETHNIC EDUCATION HAWAII

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				2,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training	3,000			
6. Supplies				
7. Telecommunication			804	
8. Utilities				
9 Promotion / Printing	1,500			
10 Equipment Maintenance	1,200		2,640	
11 Radio / tv / print media	147,000		146,700	
12 print	2,300			
13 Consultants / Contracts	10,000		32,000	
14 Program activities / supplies	5,000		5,400	
15 Website / Social Media	5,000		2,496	
16 Indirect Costs			9,900	18,000
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>175,000</b>		<b>199,940</b>	<b>20,000</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>175,000</b>		<b>199,940</b>	<b>20,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Lorene Godfrey (808) 387-0372		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	199,940	Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested	20,000	Agnes R. Malate, President		
<b>TOTAL BUDGET</b>	<b>394,940</b>	Name and Title (Please type or print)		



**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2023 to June 30, 2024

Applicant: ETHNIC EDUCATION HAWAI'I

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NONE				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: ETHNIC EDUCATION HAWAII

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS: NONE						

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

Applicant: ETHNIC EDUCATION HAWAII

Contracts Total: 319,940

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	FY 2023 GRANT IN AID CT-DCS-2300011 / Multilingual Communication for Immigrants & LEP Communities	10/1/22 - 9/30/23	Dept of Community Services	City & County of Honolulu	199,940
2	FY 2022 GRANT IN AID (contract delayed. NO START)	7/01/22 - 6/30/2023	Office of Community Services	State of Hawaii	120,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					