

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



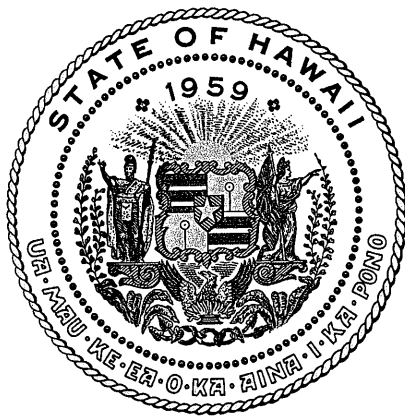
AUTHORIZED SIGNATURE

REYNA KANEKO, PRESIDENT

PRINT NAME AND TITLE

JANUARY 19, 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

JAPAN-AMERICA SOCIETY OF HAWAII

was incorporated under the laws of Hawaii on 10/22/2002 ; 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: December 21, 2022

Director of Commerce and Consumer Affairs



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.

Please see attached.

2. Declaration Statement

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

Please see 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.

The Japan-America Society of Hawaii confirms that the requested 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;

The Japan-America Society of Hawaii (JASH) was founded in 1976 to promote understanding and friendship between the people of Japan and the U.S. through the special and unique perspective of Hawaii. JASH serves the people of Hawaii by offering educational programs for students in grades K-12 as well as special-interest programs for our members and the general public. JASH programs aim to feature various aspects of Japan, America, and Hawaii-related topics in areas such as business, economics, politics, culture, and environmental issues all with

the purpose of advancing U.S.-Japan understanding and collaboration and instilling empathy in a multicultural world.

2. The goals and objectives related to the request;

JASH's educational programs teach students about Japan while also helping them understand the concept of "Different Perspectives." There is no right or wrong way to look at things, just different ways to look at things. A large part of understanding one's role in our global society is to understand varying cultural perspectives. JASH also believes that personal relationships, developed at an early age, promote a peaceful world of tolerance, understanding, acceptance, and cooperation. Through our educational programs, we hope to foster future generations of *Nichibei Leaders* – global citizens who will continue building and strengthening bridges between the U.S./Hawaii and Japan.

The purpose of this State GIA Request is to support JASH's Hawaii-Hokkaido Educational Exchange Program (HHEEP), in collaboration with Japan's Soshi Educational Groups (SEG). JASH and SEG initially launched an educational and cultural exchange program in 2019 with a plan to send ten high school students on Oahu to Hokkaido, Hawaii's sister state since 2017. Due to the pandemic, the inaugural trip did not materialize and online meetings were held in place of in-person exchange. Our goals for the HHEEP remain the same: to create new generations of Japanese and Americans dedicated to perpetuating the important U.S./Hawaii-Japan relationship, bettering their communities, and empowering youth to become global-minded leaders in their schools and communities.

This mission will be fulfilled by sending ten Hawaii high school students and three chaperones to Hokkaido, Japan in early 2024. While there, participants will be engaged in cultural exchange activities with local high school students at the Clark Memorial International High School, experience firsthand Japanese daily life and cultural values, and explore opportunities to collaborate with each other to build on the existing sister-state relationship as well as U.S.-Japan ties.

The selection process will start in Fall 2023 and high school students throughout the State of Hawaii will be eligible to apply for this program. In preparation for the trip, JASH will hold three workshops for the delegates to present their research on the areas they will visit; bond as a cohesive group; learn about Japanese culture, customs/etiquette; and provide leadership training to serve as cultural ambassadors. JASH will provide assistance to selected participants from neighbor islands to travel to Oahu to participate in these in-person preparatory workshops. JASH will also stress developing leadership skills in both Hawaii delegates and the Japanese youths they will interact with. JASH will continue engaging with these alumni and tracking their activities as well as providing additional opportunities for them to participate in JASH-sponsored programs. These initiatives will be designed to develop an appreciation for the important

U.S.-Japan relationship and to nurture the desire for continuing lifelong friendship with their counterparts in Japan.

JASH also partners with SEG to organize a reciprocal program to host students from Japan in Hawaii to reconnect with Hawaii students whom they met in Hokkaido, and explore the history and culture of Hawaii. JASH will work with local partners and supporters to design and develop the program curriculum, including an educational retreat to the island of Hawaii, arrange homestay as well as welcome and farewell receptions. Through this reciprocal relationship, JASH aims to encourage youth in Hawaii and Japan to be exposed to different ideas and beliefs and to appreciate diversity and have empathy for individuals/groups who differ from them.

3. The public purpose and need to be served;

The relationship between Hawaii and Japan is an integral part of Hawaii's historic, cultural, and economic well-being. The proposed program will serve to further a strong and vibrant relationship between Japan and Hawaii by promoting mutual understanding and fostering future leaders who will maintain and continue strengthening the important ties between Japan and Hawaii/U.S. Moreover, the successful execution of this program will help develop the capacity of participants as well as other organizations that collaborate with JASH. Further, the delegates' intensive preparation, travel to Hokkaido, reflective post-travel debriefing and sharing with family and friends, and mentorship of future delegates allow for a depth of learning and experience for the wider public.

4. Describe the target population to be served; and

The target population to be served will include high school students in both private and public schools throughout the state as well as educators and the community at-large.

5. Describe the geographic coverage.

The Japan-America Society of Hawaii is located in Honolulu and serve statewide constituents through our educational programs.

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;

The Hawaii-Hokkaido Educational Exchange Program will include the following key tasks/responsibilities:

- Planning and developing meaningful program itinerary;
 - Coordination with partners;
 - Participant recruitment & selection;
 - Making travel arrangements;
 - Design and coordinate pre- and post-trip workshops;
 - Conduct overall evaluation of program effectiveness;
 - Develop post-trip activities for program alumni;
 - Design and coordinate program activities in Hawaii;
 - Monitor and manage the program budget
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
- January 2023: Program planning with partners begins
 - April 2023: Itinerary and workshop logistics finalized
 - May 2023: Application disseminated to public and private high schools
 - August 2023: Application due and selection process begins
 - September 2023: Interviews, selection, and notification of applicants
 - October – December 2023: Orientation and training workshops
 - January 2024: Travel to Hokkaido, Japan
 - February 2024: Debriefing workshop
 - March 2024: Plan logistics for activities in Hawaii
 - May 2024: Host students from Japan
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.

The following measures of effectiveness will be used to evaluate the effectiveness of the educational program:

- Proposed program activities, applications, and other relevant materials will be reviewed by JASH's Youth and Higher Education Committees comprised of board directors, educators and community leaders

- JASH will hold a post-trip debriefing workshop where delegates will share how the program impacted and empowered them
- Post-program written narrative self-reflection by each delegate will be collected and will suggest how each delegate might take future action to develop and assist others
- Narrative and/or in-person feedback from delegates as well as parents will describe the delegate’s personal growth and maturity as a result of participating in the program
- A prepared presentation and Q&A session by delegates to the JASH Board of Directors will provide delegates with the opportunity to share their experiences with business and community leaders
- Social media posts, an article in the JASH newsletter/website, and trip blog/videos created by the chaperones and students allow JASH to share result of the program with an even larger audience.

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 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$15,761	\$15,761	\$15,761	\$15,762	\$63,045

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

JASH is seeking funding in the fiscal year 2024 from the following:

- Freeman Foundation
- McInerny Foundation
- The Atsuhiko & Ina Goodwin Tateuchi Foundation
- Japanese Women’s Society Foundation
- The Japan Foundation, Los Angeles
- The Japan Foundation, New York
- Kosasa Foundation
- Soshi Educational Group

- Hawaii Hotel Industry Foundation
- Friends of Hawaii Charities

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.

Employee Retention tax credits: \$29,663 for Dec 2020

Employee Retention tax credits: \$42,001 for Mar 2021

Employee Retention tax credits: \$42,323 for Jun 2021

Employee Retention tax credits: \$42,608 for Sep 2021

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.

EIDL grant: \$5,000 4/21/2020

PPP Loan #1: \$77,000 4/27/2020

PPP Loan #2: \$74,228 2/9/2021

Honolulu City & County COVID-19 Grant: \$10,000 6/30/2020

Honolulu City & County COVID-19 Grant Round 2: \$10,000 10/16/2020

DBEDT Contract for Goods & Services: \$97,500 for Jun 2021

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

\$228,532

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.

The Japan-America Society of Hawaii (JASH) is skilled and experienced in planning, developing and implementing a variety of educational and cultural programs related to the U.S., Hawaii, and Japan, including the following activities during the past year:

- Japan-in-a-Suitcase
- Japan Wizards Statewide Academic Team Competition
- Asian-Pacific Children's Convention

- Japan Day
- Aloha Manga Project
- Hiroshima Peace Scholarship
- Sadako Peace Projects
- Sister City/School Exchanges
- JASH Affiliated activities with the Crown Prince Akihito Scholarship Foundation, Ehime Maru Memorial Association, and the National Association of Japan-America Societies

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.

JASH office is located at 1600 Kapiolani Boulevard, Suite 204, Honolulu, Hawaii.

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.

JASH currently employs six (6) staff members. The following existing staff members will be assigned to plan and coordinate the Hawaii-Hokkaido Educational Exchange Program:

- President. Qualifications/Experience: Provides overall leadership and responsibility for the management and fiscal oversight of JASH programs and activities.
- Vice President. Qualifications/Experience: Responsible for finance and accounting functions for JASH, including grants management.
- Director of Educational Programs. Qualifications/Experience: Responsible for all educational programs that JASH conducts.

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.

JASH Positions include:

- President
- Vice President
- Director of Events and Programs
- Director of Educational Programs
- Administrative Specialist
- Program Specialist

*All positions report directly to the President.

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.

- President: \$75,000 to \$85,000
- Vice President: \$50,000 to \$60,000
- Director of Educational Director: \$40,000 to \$50,000

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.

None.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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.

JASH has received funds from various foundations as well as private donors in the past and will proactively increase efforts to increase funding through additional corporate sponsorships, foundations and private donors. Specifically, we will target our corporate partners, such as JTB Goodwill Foundation and Servco Foundation, who have been supporting our educational programs and youth exchange between Hawaii and Japan and expressed interest in continuing their support.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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; and
- 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.
- 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, 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.

Japan-America Society of Hawaii

(Typed Name of Individual or Organization)



(Signature)

1/19/23

(Date)

Reyna A. Kaneko

(Typed Name)


President

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: Japan-America Society of Hawaii

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	26,100.00			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	26,100.00			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,650.00			
2. Insurance	500.00			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	545.00			
7. Telecommunication				
8. Utilities				
9. Meals, Japan	2,250.00			7,500.00
10. Postage	100.00			
11. Airfare, International	5,550.00			30,000.00
12. Travel Insurance	450.00			3,000.00
13. Mileage & Parking	300.00			
14. Lodging, Japan	3,000.00			10,000.00
15. Public Relations & Media	500.00			
16. Program Facilities, Hawaii	1,600.00			
17. Meals, Hawaii	7,500.00			
18. Lodging, Hawaii	10,000.00			
19. Ground Transportation, Hawaii	3,000.00			
20				
TOTAL OTHER CURRENT EXPENSES	36,945.00			50,500.00
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	63,045.00			50,500.00
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	63,045.00	Reyna A. Kaneko 808-524-4450		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested	50,500.00	Signature of Authorized Official 1/18/2023		
		Date		
TOTAL BUDGET	113,545.00	Reyna A. Kaneko, President		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Japan-America Society of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: Japan-America Society of 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						
TOTAL:						
JUSTIFICATION/COMMENTS:						

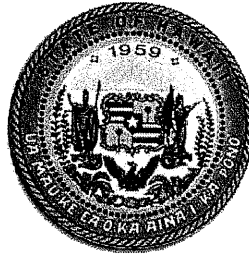
GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Japan-America Society of Hawaii

Contracts Total:

348,728

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	EIDL grant	4/21/2020	Small Business Administration	U.S.	5,000
2	PPP Loan #1	4/27/2020	Small Business Administration	U.S.	77,000
3	PPP Loan #2	2/9/2021	Small Business Administration	U.S.	74,228
4	Honolulu City & County COVID-19 Grant	6/30/2020		Honolulu City & County	10,000
5	Honolulu City & County COVID-19 Grant Rd 2	10/16/2020		Honolulu City & County	10,000
6	Japan-Hawaii Sister State & Sister City Summit	7/1/2019	DBEDT	State	75,000
7	Contract for Goods & Services	June 2021	DBEDT	State	97,500
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STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: JAPAN-AMERICA SOCIETY OF HAWAII

DBA/Trade Name: JAPAN-AMERICA SOCIETY OF HAWAII

Issue Date: 12/21/2022

Status: **Compliant**

Hawaii Tax#: 20306366-02
New Hawaii Tax#: GE-1554974720-01
FEIN/SSN#: XX-XXX9990
UI#: XXXXXX3099
DCCA FILE#: 201886

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information