

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:
Common Grace

Amount of State Funds Requested: \$ 106,142

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

Malama and Mohala Mentors Program - Common Grace connects students ages 8-13 years from public elementary and middle schools with trained high school and college mentors ages 15-22 years. After referral by their teachers or school counselors, students who struggle socially and academically receive 1-on-1 attention from a caring mentor. Mentees build social skills and coping mechanisms they will need to succeed in school and life.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 0
County: \$ 197,699 (pending)
Private/Other: \$ 183,917 (pending/secured)

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

\$ 45,000

Unrestricted Assets:

\$ 344,878

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 31116
City: Honolulu State: HI Zip: 96820

Contact Person for Matters Involving this Application

Name: Aries Jackson	Title: Executive Director
Email: aries@commongrace.org	Phone: 808-783-1097

Federal Tax ID#:
[REDACTED]

State Tax ID#
[REDACTED]



Authorized Signature

Aries Jackson, Executive Director

Name and Title

1/17/2024

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) Hawaii Compliance Express Certificate (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

Aries Jackson, Executive Director

PRINT NAME AND TITLE

1/5/2024

DATE



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: COMMON GRACE

Issue Date: 01/05/2024

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX0074

UI#: XXXXXX2501

DCCA FILE#: 124961

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

**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, 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.

Common Grace

(Typed Name of Individual or Organization)



(Signature)

1/5/2024

(Date)

Arius Jackson

(Typed Name)

Executive Director

(Title)

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

Certificate of Vendor Compliance attached.

2. Declaration Statement

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

Declaration Statement 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.

Common Grace 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;

Since 1999, Common Grace has served over 4,000 students in carrying out a mission to help high-need keiki in Hawaii's public schools by connecting them with trained volunteers – caring teens and young adults - who provide one-on-one mentorship with "C.A.K.E." Compassion, Attention, Kindness, and Encouragement.

Many of the children we work with are lacking stability in their lives. They may be experiencing homelessness, constant moving due to military placement, inadequate education, incarcerated family members, single-parent homes, drug/alcohol abuse, food insecurity, language barriers, cultural differences, discrimination, and few resources or assets. Some students we work with experience bullying or ostracization from peers.

These students are referred to our program with the help of teachers and counselors, who believe the child could benefit from the personal attention from a mentor who truly cares for their well-being. Common Grace aims to heal the impact of instability in the lives of highly vulnerable children. Intangible bonds are created in a shared experience, and the mentor's positive example helps mentees develop healthy future-oriented habits.

2. The goals and objectives related to the request;

Common Grace offers two programs (Mālama Mentors and Mohala Mentors) that connect caring teenagers and adults with disadvantaged Hawaii public school children (ages 8-13 years) for one-on-one mentorship. After referral by their teachers or school counselors, elementary and middle school students who struggle socially and academically receive 1-on-1 attention from a trained Common Grace Mentor. Mālama Mentors spend an hour weekly with matched elementary school children, fulfilling their need for positive interaction. Mohala Mentors aid disadvantaged middle schoolers.

During the 2024/2025 school year, Common Grace will accomplish the following objectives towards these goals:

- 1) Match 120 trained Mentors from 10 Oahu high schools (or adult mentors) with 120 Mentees from 10 Oahu elementary or middle schools -- to serve 240 unduplicated individuals annually.
- 2) Mentees/Mentors will meet 21 times for an hour during the school year.
- 3) 10 partnership agreements to be signed by high school principals.
- 4) 10 partnership agreements to be signed by elementary/middle school principals.
- 5) 4 group events for mentee/mentors to strengthen bonding.

The long-term vision and goal of Common Grace is **to support every public elementary student who can benefit from a stable, responsive, and caring mentorship relationship with a nonparental adult or teen**, which is the number one protective factor for children in challenging circumstances. And, taking the even-longer view, Common Grace has established the *Grace 360°* mission to foster a community of growth through mentorship -- by empowering elementary and middle school students with essential social and emotional skills, preparing them to become mentors by high school.

3. The public purpose and need to be served;

Hawaii's children are facing an unprecedented range of mental and emotional health problems. Left unaddressed, these problems will have a negative impact at the individual, family, and community levels. According to the 2019 Hawaii High School Risk Behavior Survey, 34.7% of youth felt sad or hopeless almost every day for 2 or more weeks in a row so that they stopped doing usual activities.

This topic is punctuated by the 1999 Columbine High School Massacre, which prompted the creation of Common Grace. In less than 20 minutes, two teens killed 12 students and a teacher and wounded 21 others. There have been 229 school shootings since the Columbine massacre. Recent research has shown that many attackers disclosed to peers that they experienced loneliness prior to the attack (American Counseling Association).

Priority Need: Personal Attention to Students of Low-income Families

170 of Hawaii's 258 regular public schools are classified as Title I schools including two dozen of the state's 37 public charter schools. With a minimum poverty threshold of 47.2%, this means roughly half the student population comes from low-income families.

In 2022, 44% of households in Hawaii were considered ALICE – Asset Limited, Income Constrained, Employed – meaning they earn above the Federal Poverty level, but not enough to afford basic necessities such as childcare, housing, food, transportation, and health care. One in seven households in the State of Hawaii (15%) have income below the federal poverty level. (Data from Aloha United Way's ALICE project 2022)

Priority Need: Caring Emphasis Especially After COVID

"The number one indicator of success for a child is a good relationship with a caring adult," states Fortune Magazine. Many of the students Common Grace works with in the program come from unsupportive or discouraging households where parents do not have the time to give their children the attention they need to thrive.

Priority Need: One-to-One Mentoring of High-Risk Students

According to the National Mentoring Resource Center, creative activities and rapport-building exercises are healthy and positive experiences that combat complex trauma. These activities encourage trust and engagement, resulting in significant improvements through positive future orientation, intentional self-regulation, positive self-perception and self-worth and job competence. This is supported by nationally recognized research which shows that one-to-one mentoring for 2-4 hours a week results in increases in educational aspirations, self-efficacy, and employment attitudes.

Impact on Community: Improvement in Mental & Emotional Health In Children

Children are facing an unprecedented range of mental and emotional health problems. Left unaddressed, these problems will have negative impacts at the individual, family, and community level.

According to the 2019 Hawaii High School Risk Behavior Survey, 34.7% of youth felt sad or hopeless almost every day for 2 or more weeks in a row so that they stopped doing usual activities. This topic is punctuated by the 1999 Columbine High School Massacre, which prompted the creation of Common Grace. In less than 20 minutes, two teens killed 12 students and a teacher and wounded 21 others. There have been 229 school shootings since the Columbine massacre. Recent research has shown that many attackers disclosed to peers that they experienced loneliness prior to the attack (American Counseling Association).

Impact on Community: Solution to Absenteeism & Misconduct in Schools

While incidents of extreme violence by youth are rare, increased truancy from school and unruly behavior in the classroom are common and are aggravated by social isolation. Chronic absenteeism is defined as a student being absent for 15 or more days in an academic year.

A 2022 report from the National Center for Education Statistics found “schools across the country have seen a rise in chronic absenteeism. The report also discovered that educators surveyed noted increased incidents of classroom disruptions from student misconduct (56%), rowdiness outside of the classroom (49%), acts of disrespect towards teachers and staff (48%), and prohibited use of electronic devices (42%).

Impact on Community: Aid in Shortage of Mental Health Professionals

Although mental health incidents have increased, the availability of trained mental health professionals has decreased. “The National Association of School Psychologists currently recommends a ratio of one school psychologist for every 500 students. Last year, Hawaii employed 61 school psychologists — about one for every 2,800 students.” (Civil Beat, 2022).

Desire DeSoto, a counselor at Waianae High School, recently told Hawaii Public Radio that over a 27 year career, the last two years “have been the most challenging for the children and the community. There is a lot of depression and anxiety. There was this going on before the pandemic, but the pandemic just kind of exacerbated that.” Before the pandemic, Desoto's caseload was 30 students. As of October 3, 2022, it was 460 students. Children need caring relationships now more than ever to help fill professional counseling shortfalls.

4. Describe the target population to be served;

Three distinct populations are served through the Malama and Mohala Mentoring programs:

1) Elementary and Middle School Mentees

Common Grace’s two mentoring programs benefit keiki 8-13 years old from socioeconomically disadvantaged families who are less likely to have supportive and caring relationships with nonparental adults relative to their more privileged peers.

- 67% of the mentees served attend Title I schools
- 68% of the mentees live in families with only one parent in their home (intact families)
- 15% of the students’ families report household income levels between \$23,000 to \$45,000 and 67% report household income between \$45,000 to \$55,000 levels

These elementary school mentees are selected by their own school counselors for the Common Grace mentoring programs due to the following types of behaviors and home environments:

- At-risk environment at home
- Exhibits low social-emotional skills
- Showing symptoms of loneliness, shyness or withdrawn from others
- Struggling academically because of these symptoms

2) High School Mentors

Mentor candidates are public and private high school students (ages 14-18) who are referred by their teachers and counselors. We have generally found that these students exhibit these traits:

- High academic achieving students, attendance record strong
- Have a history of displaying empathy and compassion for vulnerable students and communities
- Want to give back to their community

3) Kupuna

Common Grace also serves the needs of kupuna, through an intergenerational fellowship program activities for seniors, young adults, and keiki.

5. Describe the geographic coverage.

Over the organization's 23-year history, Common Grace staff and volunteers have worked extensively with the Hawaii Department of Education (HIDOE) in building strong relationships with schools around the island of Oahu, sustaining close ties with current HIDOE administrators. Common Grace serves more HIDOE schools with peer mentoring than any other nonprofit.

Displaying our geographic reach across Oahu, Common Grace currently provides these two programs through partnerships with 10 high schools, 1 middle school and 9 elementary schools:

- High Schools: Aiea High School, Hawai'i Technology Academy, Kailua High School, Farrington High School, Pearl City High School, Roosevelt High School, Kaimuki High School, Waipahu High School, McKinley High School, Kalani High School
- Middle School: Washington Middle School
- Elementary Schools: Aiea Elementary School, August Ahrens Elementary School, Keolu Elementary School, Kalihi Waena Elementary School, Pearl City Highlands Elementary School, Lincoln Elementary School, Waipahu Elementary School, Wilson Elementary School, Maunawili Elementary School

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. **Describe the scope of work, tasks and responsibilities;**

Scope of Work

Common Grace will offer two mentorship programs: Malama Mentors for elementary school mentees and Mohala Mentors for middle school mentees. Both programs will train and pair older teens and young adult mentors and match them with students who are referred to Common Grace by teachers and counselors at partner schools.

During the 2024-2025 school year, Common Grace will match 120 mentees from 10 Oahu elementary and middle schools aged 8-13 years old with 120 mentors aged 15-22 years old from 10 high schools (or young adults), to serve a total of 240 unduplicated individuals. The mentees will receive weekly one-on-one support from trained high school juniors and seniors and young adult mentors to improve their social and emotional skills.

Measurable Objectives

During the 2024/2025 school year, the Mālama Mentors and Mohala Mentors programs will accomplish the following tasks. Our objectives are based on the primary goal of supporting every public elementary student who can benefit from a stable, responsive, and caring mentorship relationship with a nonparental adult or teen.

- 1) 10 partnership agreements will be signed by the principals of the participating high schools. These schools agree to provide the space, resources and students to facilitate their students in their role as mentors.
- 2) 10 partnership agreements will be signed by the principals of the participating elementary or middle schools. These schools agree to provide the space, resources and mentees to facilitate the mentors program at their school.
- 3) 156 mentoring sessions (mentee/mentor) will be completed between November 2024 and May 2025.
- 4) 4 group events will be implemented to strengthen the bonding between the mentees and mentors. Events planned include a Christmas outing, a Kupuna intergenerational event, a spring in the park event, and a graduation event.

Tasks and Responsibilities

To accomplish these objectives, Common Grace will operationalize the two programs through the following tasks:

- Mentor Recruitment and Training
Mentors are recommended by their counselors or teachers. They are high school juniors and seniors who demonstrate compassion for others, commitment, and the desire to work with children. A handful of mentors are college students. Common Grace trains Mentors in adolescent developmental stages and in techniques to improve their social emotional skills.
- Mentee Recruitment
School counselors and teachers recommend appropriate mentees to Common Grace. These are elementary and middle school students who struggle socially and academically.
- Mentor/Mentee Matching
After the mentors are trained, Common Grace will then match each of them with mentees at either the elementary or middle schools. Careful attention is followed to create a mentee/mentor match that has the best possible connection and outcomes.
- Mentorship Sessions
Sessions are scheduled once a week for one hour throughout the school year. Mālama Mentors sessions consist of 10 minutes of listening, 20 minutes of reading, and 30 minutes of playing. Mohala Mentors sessions are more flexible and align with mentees' interests.
- Outcome Assessments
Pre- and post- assessment surveys are administered to mentors and mentees at the start and end of each year. The surveys assess socio-emotional growth, strength of the mentor-mentee relationship, and leadership skills.
- Group Events
4 group events are planned and implemented, to provide opportunities for mentors and mentees to bond outside of the school environment. 4 free events planned for SY 2024/2025:
 - Holiday Event - In December, Common Grace offers a time for mentors and mentees and family members to celebrate the season together.
 - Spring Event - A March event presents an opportunity for mentors and mentees to spend time together. Traditionally, this takes place at the Salvation Army Kroc Center in Kapolei, but Common Grace can also pivot to smaller gatherings.
 - Graduation - One graduation event per school district takes place in May to celebrate the year's accomplishments.
 - Kupuna Fellowship - Mentors and mentees will meet together with kupuna for intergenerational fellowship. Activities include singing, crafts, gardening, talking story.

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

August 2024:

Mentor candidates are referred by teachers and counselors and then complete applications. They are interviewed and then selected using specific criteria, including school attendance record, two recommendations from school staff, and a history of displaying empathy and compassion for vulnerable students and communities.

October to December 2024:

Throughout the year, significant outreach is done with elementary school, middle school, and high school principals and vice principals. Our goal is to have 20 Mālama or Mohala Mentoring program agreements to be signed and formalized for SY2024/2025 -- 10 for the mentee elementary/middle schools and 10 for the mentor high schools.

October to November 2024:

Elementary and middle school students who are potential mentees are identified by educators and referred to the program. Information packets and applications are sent to mentee parents.

October to November 2024:

Mentors participate in six weeks of training. Mentor and mentee parents are invited to attend a program orientation. The first 4 sessions focus on the Common Grace C.A.K.E. values of Compassion, Attention, Kindness, and Encouragement. The final 2 sessions include a school visit and mentor team bonding exercises.

November to December 2024:

After six weeks of training, mentors are matched with a child based on input from Common Grace and school staff and guidance from the Office of Juvenile Justice and Delinquency Prevention National Mentoring Resource Center. The minimum age gap between mentee and mentor is 5 years. Mentors spend an hour a week giving their one-to-one undivided attention to their mentee, under the supervision of a Responsible Adult. The hour is split into three sections: 10 minutes of listening, 20 minutes of reading and homework boosting (if requested), and 30 minutes of playing. An estimated six mentoring sessions will take place in the first school semester, mostly focused on building the bond between mentor-mentee. Co-Captains debrief with mentors at least twice in the first month of active mentoring.

December 2024, March 2025:

Free holiday event with games and food for mentors and mentees and their parents to bond outside of school. During an end-of-semester debriefing, Common Grace staff meet with each mentor to provide support, resources, and troubleshooting. Mentor-Mentee bonding activities, e.g., visits to parks, the zoo, movies, etc., also occur.

January to May 2025:

An estimated 15 mentoring sessions will take place in the second semester (depending on school holidays).

February 2025:

Mentors and mentees will meet three times with kupuna for intergenerational fellowship in Palolo and Windward Oahu.

May 2025:

End-of-year celebration for mentors, mentees and their families. Year-end debrief with schools. Program results such as attendance records, mentorship sessions, and completion of activities are compiled into an annual report which is used to evaluate progress toward annual objectives and adjust future program delivery.

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

The Collaborative for Academic, Social, and Emotional Learning (CASEL) is an organization based in Chicago, IL which over 20 years has refined and employed the social and emotional learning (SEL) process as an integral part of education and human development. According to CASEL, "SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions."

Common Grace's programs improve all five competencies in the CASEL Framework of social and emotional learning: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision-making. Common Grace continuously evaluates student progress in these competencies and uses the information to improve its programming. Pre- and post- assessment surveys to evaluate progress toward the five CASEL competencies were developed by Common Grace and are administered to mentors and mentees at the start and end of each year.

- 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.**

During the 2024/2025 school year, Common Grace will report to the State agency the following measures of effectiveness in accomplishing our programs:

- 1) Match 120 trained Mentors from 10 Oahu high schools (or adults) with 120 Mentees from 10 Oahu elementary or middle schools -- to serve 240 unduplicated individuals annually.
- 2) Mentees/Mentors will meet together for a minimum of 15 times during the school year, each session for an hour.
- 3) 10 partnership agreements to be signed by high school principals.
- 4) 10 partnership agreements to be signed by elementary/middle school principals.
- 5) 4 group events for mentee/mentors to strengthen bonding.

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](#))

Budget documents attached.

2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$31,142	\$106,142

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.**

Common Grace is seeking funds for FY2025 as follows:

- | | | |
|--|-----------|-----------------|
| • Private, Individual Donors | \$175,000 | Secured/Pending |
| • G70 Foundation | \$30,000 | Secured |
| • Church Foundations | \$20,000 | Secured |
| • City & County of Honolulu Grant In Aid | \$197,699 | Pending |
| • Cooke Foundation, Ltd. | \$10,000 | Requesting |
| • McInerney Foundation | \$15,000 | Requesting |
| • Harold K.L. Castle Foundation | \$15,000 | Requesting |
| • Atherton Family Foundation | \$10,000 | Requesting |
| • Kosasa Foundation | \$15,000 | Requesting |
| • Mamoru & Aiko Takitani Foundation | \$20,000 | Requesting |

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.**

None.

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 2025 for program funding.

Please see Government Contracts, Grants, and/or Grants In Aid attachment.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

As of December 31, 2023, Common Grace's unrestricted current assets are \$344,878.

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.

Stakeholders and Relationships

Common Grace has built lasting partnerships with school counselors, teachers, mentors, and mentees from 12 elementary schools, 3 middle schools, 12 high schools, and 3 churches over the last 23 years. Additionally, Common Grace collaborates annually with Palolo Chinese Home and the KEY Project to provide intergenerational fellowship activities for kupuna.

Volunteers

Common Grace relies upon trained volunteers for program delivery and so its programs are very cost effective. If our 120 volunteers were paid for the 30 hours each spent delivering mentoring services, the cost would total \$120,528. (Based on the 2022 Independent Sector value of \$33.48 per volunteer hour in Hawaii.)

Fiscal Management

For the fiscal year ending December 31, 2024, the operating budget is projected at \$487,758. Common Grace is primarily funded through dedicated individual donors, corporate and family foundations, government grants, and fundraising events.

Partnership Roles

Outcomes are achieved through activities led by these staff and trained volunteers:

- Partnership Coordinators - are paid staff who lead mentor training and have experience with best practices in mentoring. They also have primary responsibility for sustaining partnerships with all the schools in a specific geographic area.
- Responsible Adults - are the teachers, counselors, or other educators who chaperone mentorship sessions.
- Co-Captains – are high performing high school and college-aged mentor-leaders. Two are selected at each school. In addition to mentoring, they collect impact assessments and record program data such as attendance records, mentorship sessions, and completion of activities.
- School Champions – are teachers or administrators assigned by each partner elementary/middle school to help facilitate the program at their own school. Each mentee school agrees to provide a classroom with an outdoor play activity area for the mentoring program, and this school champion for recruiting mentees and managing the program on campus.

Verifiable Experience Of Common Grace

In over two decades of service, Common Grace has been recognized for its ability to truly impact the lives of over Hawaii's keiki by serving over 4000 students through its programs. In 2007, Common Grace received the Partnership in Education Award from the HODOE, and in 2009, founder Jay Jarman was named Hawaii's Outstanding Advocate for Children & Youth by the Hawaii State Legislature.

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.

Partner schools contribute classroom space to support mentoring sessions, therefore no Common Grace owned physical facility is required. To facilitate our best opportunities to reach these disadvantaged students, Common Grace goes to where the students are located, at their schools.

Common Grace rents co-working office space at BoxJelly and Palolo Chinese Home and has free office space at Ruth Keelikolani Middle School in Honolulu.

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.

Staff Leaders

Common Grace has a professional staff of 4, bolstered by more than 150 trained volunteer high school and young adult mentors. Staff have the knowledge and experience in working with HIDOE in creating lasting and effective partnerships with schools and have the support of the HIDOE Superintendent.

Organizationally led by Executive Director Aries Jackson, she holds a Master's Degree in Marriage and Family Therapy, in which she focused on children's counseling. Aries first came to Common Grace as a volunteer mentor, bringing her passion for the mission and a decade of management experience in international business.

She leads a team of three committed staff that includes: Sofia Matias, Program Coordinator; Chelsie Ahue, Program/Administrative Assistant; and Isamu Jarmin, Program/Accounting Assistant – all of whom previously served as Common Grace high school mentors, interns, or volunteers.

Contracted Positions

Partnership Coordinators - Four Partnership Coordinator for West/Central Oahu, Middle Schools/Honolulu, Honolulu, and Windward, each manage at least one school partnership in the geographical area. Partnership Coordinators train mentors using the Common Grace curriculum, collaborate with schools to recruit and screen prospective mentors and mentees, oversee and train Co-Captains and Responsible Adults, and troubleshoot mentor-mentee match issues.

Responsible Adults & Co-Captains - Each school has at least one Responsible Adult and two Co-Captains. Responsible Adults are teachers, counselors, or other educators who chaperone mentorship sessions. High-performing high school and college-aged mentor-leaders are selected as Co-Captains. In addition to direct mentoring duties, they distribute and collect impact assessments from other mentors and submit them to their Area Director. Co-Captains also record program data such as attendance records, mentorship sessions, and completion of self-management skill-building activities.

Volunteer Leadership - Advisory Board

Common Grace's board of directors includes Jay Jarman, Common Grace Founder and former co-Executive Director; a principal and teacher from public schools; a bookkeeper; a university dean; a human resources manager, and a youth nonprofit leader.

Common Grace has built strong partnerships with school counselors, teachers, mentors, and mentees from elementary schools, middle schools, high schools, and churches located around Oahu.

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.

Organization Chart attached.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director	\$58,000 to \$60,000
Program Director	\$55,000 to \$58,000
Program Coordinator	\$49,000 to \$53,000

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.

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.

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 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

Sound fiscal stewardship has been a hallmark of Common Grace operations for over two decades. The organization will continue to sustain the grant activity beyond fiscal year 2024-2025 by relying on its current donor base as well as cultivating new funding. For the fiscal year ending December 31, 2024, the operating budget is projected at \$487,758. This \$106,142 State Grant in Aid requested is 22% of the operating budget. Common Grace is mostly funded through individual donors and has successfully increased donations each year. The remainder of revenue comes largely from foundations and events.

Common Grace programs are offered free of charge to keiki because most families cannot afford to pay the true cost of program services. Therefore, Common Grace largely relies upon trained volunteers for program delivery and so has a financially sustainable model that is extremely cost effective. If the 120 volunteer mentors were actually paid for the 30 hours each spent delivering mentoring services every school year, the cost would total \$120,528 annually. (Based on the 2022 Independent Sector value of \$33.48 per volunteer hour in Hawaii.)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Common Grace

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	70,720		81,875	64,170
2. Payroll Taxes & Assessments	7,720		6,264	4,896
3. Fringe Benefits	12,202		10,080	8,315
TOTAL PERSONNEL COST	90,642	0	98,219	77,381
B. OTHER CURRENT EXPENSES				
1. Airfare, US	1,000			
2. Insurance				4,800
3. Lease/Rental of Equipment				
4. Lease/Rental of Space			12,360	
5. Staff Professional Development Training	2,000		500	
6. Supplies (Office & Program)	5,000		17,400	8,536
7. Telecommunication			1,320	
8. Utilities				
9. Contractor - Bookkeeping			10,800	
10. Contractor - CPA			12,000	
11. Co-Captain Honorarium			28,000	41,000
12. Responsible Adult Honorarium			10,000	
13. Postage & Printing	3,000		1,000	
14. Computer Hardware			2,500	
15. Auto Allowance & Parking			3,600	3,500
16. Fundraising & Development	2,500			27,500
17. HR & Payroll Services	2,000			8,400
18. Marketing & Communications				10,000
19. Staff Meetings & Meals				2,800
20				
TOTAL OTHER CURRENT EXPENSES	15,500	0	99,480	106,536
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)	106,142	0	197,699	183,917
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	106,142	Aries Jackson 808-783-1097		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	197,699	<i>Aries Jackson</i> 1/17/2024		
(d) Total Private/Other Funds Requested	183,917	Signature of Authorized Official Date		
TOTAL BUDGET	487,758	Aries Jackson, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Common Grace

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1.00	\$58,240.00	20.00%	\$ 11,648.00
Program Director	1.00	\$49,192.00	50.00%	\$ 24,596.00
Program Coordinator	0.50	\$19,760.00	50.00%	\$ 9,880.00
Program Assistant	1.00	\$29,640.00	50.00%	\$ 14,820.00
Operational Manager	1.00	\$48,880.00	20.00%	\$ 9,776.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				70,720.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Common Grace

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Common Grace

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: <div style="text-align: center; padding: 10px;">Not applicable</div>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Common Grace

Contracts Total: 364,085

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Operating GIA - One-on-one Mentoring Program for Elementary and Middle School Students	7/1/2023 - 6/30/2024	Department of Education	State of Hawaii	45,000
2	Operating GIA - Support high school/elementary school mentoring	10/1/2019 - 9/30/2020	Department of Community Services	City & County of Honolulu	119,860
3	Operating GIA - Support high school/elementary school mentoring	10/1/2023 - 9/30/2024	Department of Community Services	City & County of Honolulu	199,225
4	Approved Vendor E22-06: To Provide Out-of-School-Time Services for the Hawaii Department of Education, Statewide	07/1/2023-06/30/2025	Department of Education	State of Hawaii	-
5					
6					
7					
8					
9					
10					
11					
12					



ORGANIZATION CHART

BOARD MEMBERS
Vehia Goo, Jay Jarman, Sally Manglicmot, Josh Ching,
Lisa Herring, Larry Takumi, Max Fowler, Joe Passantino,
Brady Giusta, Dennis Trotter

Aries Jackson
EXECUTIVE DIRECTOR

Johanna Yonehiro
OUTREACH
COORDINATOR

TBD
PROGRAM DIRECTOR

TBD
OPERATIONS DIRECTOR

Chelsie Ahue
FULL TIME
ADMIN ASSISTANT

Isamu Jarman
PROGRAM ASSISTANT

Sofia Matias
PROGRAM COORDINATOR

Jean King
PART-TIME
ACCOUNTING ASSISTANT

Partnership Coordinator
ROOSEVELT HIGH SCHOOL
PARTNERSHIP COORDINATOR

Partnership Coordinator
MCKINLEY HIGH SCHOOL
PARTNERSHIP COORDINATOR

Isamu Jarman
HTA
PARTNERSHIP COORDINATOR

Jay Jarman
AEIA, WAIPAHU, KAPOLEI, AND
PEARL CITY PARTNERSHIP
COORDINATOR

Aloha Amorino
KAIMUKI HIGH SCHOOL
PARTNERSHIP COORDINATOR

Partnership Coordinator
KALANI HIGH SCHOOL
PARTNERSHIP COORDINATOR

John Vines
KAILUA AND CASTLE
PARTNERSHIP COORDINATOR

Johanna Yoneshiro
FARRINGTON HIGH SCHOOL
PARTNERSHIP COORDINATOR

Hannah Pang
JARRETT MIDDLE SCHOOL
PARTNERSHIP COORDINATOR

Lindsey Clement
NIU VALLEY MIDDLE SCHOOL
PARTNERSHIP COORDINATOR