

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



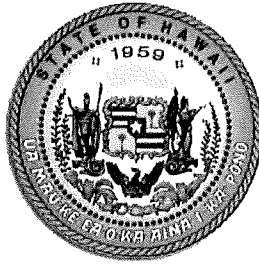
Nam Vu, Treasurer

1/18/2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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: HONOLULU MEN'S SHED

Issue Date: 01/09/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX1990
UI#: No record
DCCA FILE#: 298532

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:

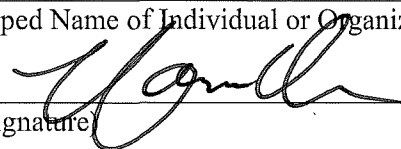
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Honolulu Men's Shed

(Typed Name of Individual or Organization)



(Signature)

1/18/2024

(Date)

Nam Vu

Treasurer

(Typed Name)

(Title)

Public Purpose

42F-102: Application for Grants.

Requests for grants shall be submitted to the appropriate standing committee of the legislature at the start of each regular session of the legislature. Each request shall state:

(1) The name of the requesting organization or individual;

Honolulu Men's Shed

(2) The public purpose of the grant;

The public purpose of the grant is to help the Seniors of Oahu to decrease loneliness, promote active aging, share their experience and knowledge, participate in community service projects and learn new skills.

(3) The services to be supported by the grant;

The grant will support [1] wood working classes, [2] cyber security awareness, [3] classes on healthy eating and [4] classes on the importance of physical fitness.

(4) The target group; and

The target group will be senior of Oahu who are at risk of loneliness and depression due to isolation.

(5) The cost of the grant and the budget.

The Honolulu Kupuna Shed's Active Aging Program grant will cost \$120,000 with an overall budget of \$130,000.

The undersigned authorized representative of the applicant certifies the following: The applicant will utilize a State Grant in Aid granted for FY2025 for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Honolulu Men's Shed

(Typed Name of Individual or Organization)


(Signature)

1/18/2024

(Date)

Nam Vu

(Typed Name)

Treasurer

(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.

2. Declaration Statement

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

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

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;

Men's Sheds were first founded in Australia in 1997 to address the health issues of older men. There are now more than 1000 Sheds in Australia and 2000 worldwide. In 2015, Glenn Sears learned of these Sheds and determined there should be one in Honolulu. He gathered some others to join his mission and established the Honolulu Men's Shed as a 501(c) 3 non-profit in 2016, and **the very first Men's Shed in the United States**. Through donations and community support, the Honolulu Men's Shed grew from a small workshop with member equipment to a large warehouse space with a wide array of major equipment.

In November 2022, the Honolulu Men's Shed became the **Honolulu Kupuna Shed**, recognizing the goal to invite and include more women in its mission. The Honolulu Kupuna Shed is 100% volunteer operated with a volunteer board guiding and managing the organization. There are currently more than 100 members, each paying a modest annual membership fee. Funding for ongoing

operations comes from membership fees; donations of cash, materials, in-kind support, and community largesse; project sales; and grants.

We currently operate out of a **7,000+sf warehouse in Kaka'ako** with a large Woodworking area, Bicycle refurbishment shop, and Hawaiian Koa Canoe restoration area. **Woodworking classes, equipment skills training, and building projects** that are donated to area schools and organizations are opportunities available to members.

2. The goals and objectives related to the request;

The Honolulu Kupuna Shed would like to reach more of our Kupuna and help more members of our community lead active happy lives in their later years. The grant will enable us to hire a newly created **Program Manager** who will work full-time to create programming, classes and provide outreach for the **Honolulu Kupuna Shed Active Aging Program**. We are also very excited about developing classes for our newly acquired **Laser Engraving machine** and **CNC machine** to provide opportunities for members who may be intimidated by the large woodworking equipment.

3. The public purpose and need to be served;

The Honolulu Kupuna Shed continues to deliver on its mission of providing an environment for Kupuna to socialize and improve their health and well-being in a community workshop. Many Kupuna would like to use their skills to help the community, but they need a place and the equipment to do so. With many living in condos, and/or without the means to invest in an extensive workshop, the Honolulu Kupuna Shed unlocks their potential. At the same time, Kupuna can socialize and realize their ongoing relevance—making for a happier and healthier chapter of life.

4. Describe the target population to be served; and

The target group will be seniors of Oahu who are at risk of loneliness and depression due to isolation.

5. Describe the geographic coverage.

Our focus is currently on Seniors living on Oahu. There is a possibility of expanding our coverage using video conferencing to offer workshops and classes to senior on the neighbor islands or those that may not be able to come to our facilities.

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;

This grant funding will help us create the Honolulu Kupuna Shed Active Aging Program. A full-time Program Manager will be hired to run the program including creating of programs and classes, and provide outreach to to develop relationships and collaboration with other service providers focused on our Kupuna. Classes will be held at least monthly once they have been developed.

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

- Q1** - Hire a full-time Program Manager and begin outreach to determine community needs and areas of focus
- Q2** - Begin program and class development and integrate currently existing classes in to the program. Begin outreach to other service providers that are also focused on Kupuna services
- Q3** - Begin offering classes, and workshops
- Q4** - Continue offering classes and evaluate programming effectiveness and make adjustments as necessary. Develop an annual survey to members.

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

At the conclusion of each class a short survey will be given to the participants to measure quality and effectiveness of the class. An **annual survey** of all members will be conducted to measure member satisfaction and gather feedback of the Shed and it's effect on the physical and mental well-being of our members.

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.

- I. At least 12 classes in the year
- II. A steady increase in the number of members
- III. Positive reviews from the Annual Surveys
- IV. At least 4 classes held by Partnering Organizations in the year

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 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$30,000	\$30,000	\$30,000	\$120,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
 - a. Atherton Foundation - \$20,000 for service project materials costs

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.

N/A

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.

N/A

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

\$57,000

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 Honolulu Kupuna Shed (previously Honolulu Men's Shed) has been operating since 2016. We have been holding classes for a variety of skills such as wood turning, cutting board making, decorative box making, Koa canoe restoration, as well as equipment and safety training.

We've also make numerous items that were donated to local schools and other organizations as projects for our members to collaborate on including over 30 picnic tables for area schools. Our items have also been sold at the Mayor's Craft Show and the Downtown Art Center to raise funds for the organization.

Our members have decades of woodworking experience as well as management, education, non-profit and business experience.

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.

We currently operate out of a 7000+sf warehouse in Kaka'ako located at 330 Cooke St. The facility has a large central woodworking area and many demised areas for different woodworking disciplines. Tool are professional grade varying from wood lathes to band saws to a laser engraver and a CNC machine. We have a dedicated learning study room for independent study as well as a larger training room to hold workshops and classes.

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.

We currently do not have any employees and will hire a Program Manager. The Program Manager will report directly to the Board of Directors and will be responsible for running the **Honolulu Kupuna Shed Active Aging Program**. The Program Manager will oversee training, education and outreach programs. Program not be responsible for teaching all of the classes and will rely on other trainers and service provider partners that may have more experience with the articular subject matter.

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.

The Program Manager will report directly to the Board of Directors

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.

The Program Manager is the only paid employee of the organization. The directors are not paid. Program Manager annual salary is expected to be \$50,000-\$80,000.

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.

N/A

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.

N/A

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.

N/A

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:

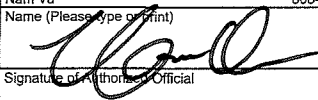
- (a) Received by the applicant for fiscal year 2024-25, but**
- (b) Not received by the applicant thereafter.**

It is our intent to continue offering the Honolulu Kupuna Shed Active Aging Program for years to come. Once the program has demonstrated its positive outcomes and effects we will look to raise funds through grants from city, state and federal agencies as well as raising funds from private foundations and philanthropy. We have also begun a program when our members can make items on a voluntary basis that can be sold to benefit the organization. Additionally, we currently receive donated bicycles, repair them and sell them which is currently our primary source of income.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Honolulu Men's Shed

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	80,000			
2. Payroll Taxes & Assessments	16,000			
3. Fringe Benefits				
TOTAL PERSONNEL COST	96,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	24,000			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	24,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	120,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	120,000	Nam Vu 808-277-2555		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorizing Official 1/18/2024		
		Date		
TOTAL BUDGET	120,000	Nam Vu, Treasurer		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES Period: July 1, 2024 to June 30, 2025

Applicant: Honolulu Men's Shed

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2024 to June 30, 2025

Applicant: Honolulu Men's Shed

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	N/A					
LAND ACQUISITION	N/A					
DESIGN	N/A					
CONSTRUCTION	N/A					
EQUIPMENT	N/A					
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Men's Shed

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	N/A				
2					
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