

## 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.*

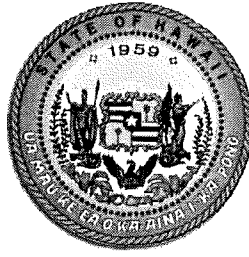
- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - a) Budget request by source of funds ([Link](#))
  - b) Personnel 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

Schel Leatherman Board Secretary  
PRINT NAME AND TITLE

1/9/2024  
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:** INNOVATIONS PUBLIC CHARTER SCHOOL FOUNDATION

**Issue Date:** 01/18/2024

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: XX-XXX8474

UI#: No record

DCCA FILE#: 206444

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:

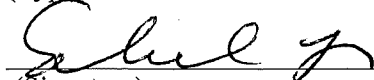
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

Innovations Public Charter School Foundation

(Typed Name of Individual or Organization)



(Signature)

1/09/2024

(Date)

Schel Leatherman

(Typed Name)

Rev 8/30/23

Foundation Board Secretary

(Title)

## **Statement of Public Purpose**

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

Innovations Public Charter School Foundation (IPCSF) shall use the grant for a public purpose pursuant to Section 42F-102. Specifically, directing these funds towards the acquisition of furniture tailored to support diverse educational methodologies for public charter school students not only aligns with the Foundation's mission but also serves as a strategic investment in the broader community. This initiative transcends the mere procurement of furniture; it signifies a commitment to advancing education and fostering community welfare. By creating versatile learning environments that cater to various teaching approaches, IPCSF aims to elevate academic excellence, promote inclusivity, and enhance the overall well-being of students, thereby contributing to a more enriching and sustainable educational landscape for the community at large.

## 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.

See attached Compliance Express Certificate.

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

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

See attached Declaration Statement signed by Foundation Secretary.

#### **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.

See attached Statement of Public Purpose.

### **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;**

Innovations Public Charter School Foundation (IPCSF) is dedicated to the advancement of Innovations Public Charter School. Our mission encompasses the provision of cutting-edge facilities, the orchestration of impactful capital campaigns to secure essential funding, and the cultivation of a robust endowment for the sustained excellence of Innovations Public Charter School. In addition, IPCSF actively fosters positive community relations, extending a warm invitation to the community to engage in meaningful partnerships through various

school community initiatives. Together, we shape a future where education thrives and community bonds flourish.

2. The goals and objectives related to the request;

The goals of this request are to:

- **Enhance Learning Environments:** Well-designed furniture fosters a positive and adaptable learning environment. This can positively impact students' engagement, focus, and overall academic performance.
- **Support for Diverse Teaching Methods:** Furniture that supports various educational methodologies enables teachers to implement innovative and effective teaching strategies. It accommodates project-based learning, outdoor activities, STEM projects, and cultural-based learning, providing educators with the tools to enhance the learning experience.
- **Promote Collaboration and Teamwork:** Collaborative furniture fosters teamwork and communication skills, preparing students for real-world scenarios where collaboration is crucial. This aligns with the development of essential interpersonal skills needed for success in future careers.
- **Foster Inclusivity and Cultural Representation:** Furniture that reflects and respects cultural diversity contributes to an inclusive learning environment. It recognizes and values the cultural backgrounds of students, promoting a sense of belonging and cultural pride.
- **Create Community Engagement and Pride:** Investing in furniture that supports diverse learning methodologies demonstrates a commitment to the community's educational needs. It can enhance community pride and engagement by providing students with an enriched learning experience.
- **Prepare for Technological Advancements:** Furniture that accommodates technology supports the integration of digital tools and resources in education. This prepares students for the technologically advanced demands of the modern workforce.
- **Enable Flexibility for Evolving Educational Approaches:** As educational methodologies evolve, flexible furniture allows schools to adapt to new trends and approaches without the need for frequent and extensive renovations. This flexibility supports the long-term sustainability of educational spaces.

- **Ensure Overall Student Well-being:** Investing in ergonomically designed furniture contributes to the overall well-being of students. Comfortable learning environments positively impacts students' physical health and well-being.

The objectives of this request are to:

- **Procure New Furniture:** Secure funding to purchase and install a range of ergonomic, multifunctional furniture pieces suitable for different educational activities and classroom layouts.
- **Enhance Collaboration Spaces:** Designate specific areas with collaborative furniture to encourage teamwork, group discussions, and project-based learning initiatives.
- **Integrate Nature-Inspired Elements:** Incorporate furniture designs that connect students with nature, promoting a holistic and environmentally conscious approach to education.
- **Support STEM Education:** Acquire furniture conducive to hands-on STEM activities, providing students with the necessary tools and spaces to explore and engage in science, technology, engineering, and mathematics.
- **Celebrate Cultural Diversity:** Integrate culturally relevant furniture elements that honor and celebrate the diverse backgrounds of students, creating a more inclusive and culturally sensitive educational environment.
- **Ensure Durability and Longevity:** Select furniture with a focus on durability, ensuring a long lifespan to maximize the investment and minimize future replacement costs.
- **Involve Stakeholders:** Engage parents, teachers, and students in the selection process to gather input and preferences, fostering a sense of ownership and community involvement in the improvement of learning spaces.



3. The public purpose and need to be served;

The public service facilitated by the furniture request is grounded in the overarching commitment to fostering community well-being and educational advancement. The upgraded furniture is designed to serve the diverse needs of West Hawaii, transcending the confines of traditional academic settings. The facility's capacity and flexibility are strategically leveraged to benefit various community groups, such as scouts, sports teams, and organizations. This inclusivity extends to afterschool and weekend activities, as well as healthy cooking classes and meals, offering a holistic approach to community engagement.

Beyond the immediate community, the furniture request is tailored to meet the unique challenges faced by Innovations, a Title I school. With over 55% of its students qualifying for free and reduced lunch, the services provided aim to bridge educational disparities and promote equity. The furniture becomes a catalyst for inclusive learning environments, creating spaces that cater to the diverse needs of students from different socioeconomic backgrounds. This initiative aligns with a broader public need for educational opportunities that go beyond the traditional classroom, ensuring that the benefits extend to every segment of the community, particularly those facing economic challenges.

Furthermore, the furniture request embodies a forward-looking vision, recognizing the long-term impact it can have on the community. The estimated useful life of 15 years for the furniture underscores a commitment to sustained public service, eliminating the need for frequent requests and ensuring a lasting positive effect. By addressing both immediate and future needs, this initiative contributes to the establishment of a thriving and interconnected educational environment, fostering community.

4. Describe the target population to be served; and

The upgraded furniture will cater to the diverse needs of the entire West Hawaii community. The facility is designed with the capacity and flexibility to accommodate various community groups, including scouts, sports teams, and organizations. In addition to serving the general community, Innovations' students and families will have access to numerous afterschool and weekend activities. It's essential to note that Innovations is a Title I school, with over 55% of its students qualifying for free and reduced lunch, emphasizing the inclusive nature of these services and highlighting a commitment to addressing the needs of students from diverse socioeconomic backgrounds.

5. Describe the geographic coverage.

IPCSF is in the heart of Kailua-Kona. Innovations' students come from all over West Hawaii as far south as Ocean View and as far north as Waikoloa.

### **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 scope of work for executing the furniture purchase for Innovations Public Charter School Foundation involves various tasks and responsibilities. The following is a comprehensive breakdown:

- Needs Assessment:
  - Conduct a thorough assessment of the current furniture inventory
  - Collaborate with educators, administrators, and other stakeholders to identify specific furniture needs based on educational methodologies, subject areas and student requirements
- Budget Development:
  - Work closely with the finance team to develop a detailed budget for the furniture purchase.
  - Research and obtain quotes from reputable furniture suppliers, considering quality, durability and cost-effectiveness.
- Vendor Selection and Contract Negotiation:
  - Evaluate potential furniture vendors based on their product offerings, reputation, and ability to meet the school's specific requirements.
  - Secure contracts with selected vendors, addressing pricing, delivery, schedules, and warranty terms.
- Stakeholder Engagement:
  - Engage stakeholders, including teacher, students, and parents, in the selection process to gather input on preferred furniture designs and styles.
  - Communicate project updates and involve the school community in the decision making process.
- Logistics and Delivery Planning:
  - Coordinate logistics for the delivery and installation of the new furniture.
  - Ensure a seamless transition by developing a delivery schedule that minimizes the disruption to ongoing school activities.
- Quality Assurance:
  - Implement a quality assurance process to inspect and verify the received furniture for compliance with specifications and standards.

- Address any issues or defects promptly, coordinating with vendors to resolve concerns.
  - Ensure a seamless transition by developing a delivery schedule that minimizes the disruption to ongoing school activities.
  - Installation and Setup:
    - Oversee the installation of the new furniture, working with a professional installation team if required.
    - Ensure that classrooms, collaborate spaces, and other designated areas are set up according to the approved layout.
    - minimizes the disruption to ongoing school activities.
  - Training and Documentation:
    - Provide training sessions for educators and staff on the proper use and maintenance of the new furniture.
    - Develop documentation, including user manuals or guidelines, to support ongoing care and management.
  - Feedback and Evaluation:
    - Solicit feedback from teachers and students regarding the functionality and comfort of the new furniture.
    - Conduct a post-implementation evaluation to assess the impact of the furniture purchase on the learning environment.
  - Project Reporting:
    - Prepare comprehensive reports detailing the progress, expenditures, and outcomes of the furniture purchase project.
    - Share project updates with key stakeholders, the school board, and any granting organizations involved.
    - Conduct a post-implementation evaluation to assess the impact of the furniture purchase on the learning environment.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The following is a projected timeline:

- Needs Assessment – Completed August 2023
- Budget Development – Completed October 2023
- Grant Application – Completed January 2024
- Secure Funding – June 2024
- State Holder Engagement – July1, 2024 – June 30, 2024
- Vendor Selection – August 2024
- Logistics and Delivery Planning - October 2024
- Delivery and Quality Assurance – January 2024
- Training and Documentation – February 2025
- Feedback and Evaluation – April 2025
- Project Reporting – May 2025

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

**Quality Assurance Plan includes the following:**

Delivery Inspection:

- Conduct a thorough inspection of each item to ensure they meet the specified quality standards including design, materials and workmanship.

Vendor Accountability:

- Establish clear quality standards in contracts with furniture vendors.
- Hold vendors accountable for delivering furniture that adheres to agreed-upon specifications.

Feedback Mechanism:

- Implement a feedback mechanism where teachers and staff can report any issues or concerns regarding the quality of the delivered furniture.

Post-Delivery Audit:

- Conduct a post-delivery audit to verify that all delivered furniture items match the order and meet the approved quality criteria.

Durability Testing:

- Subject furniture items to durability testing to assess their resilience and longevity under normal usage conditions.

**Evaluation Plan includes the following:**

User Feedback Sessions:

- Organize regular feedback sessions with teachers and students to gather insights on the functionality, comfort and overall satisfaction with the new furniture.

Surveys and Questionnaires:

- Distribute surveys and questionnaires to stakeholders to assess their experiences with the furniture and identify any areas for improvement.

Usage Analysis:

- Analyze the patterns of furniture usage in different spaces, including classrooms, collaborative areas, and common spaces, to ensure they are meeting intended purposes.

#### Maintenance Reports:

- Monitor and analyze maintenance reports to identify any recurring issues or areas where furniture may need adjustments or repairs.

#### Comparison with Initial Goals:

- Compare the actual outcomes with the initial goals and objectives outlined in the furniture request to measure the project's success in enhance learning environments.

#### **Continuous Improvement includes the following:**

##### Iterative Feedback Implementation:

- Implement and iterative feedback loop, incorporating suggestions and concerns from stakeholder to make ongoing improvements to furniture and its usage.

##### Adaptive Changes:

- Be adaptive to changing needs and emerging trends in educational furniture by continuously exploring innovative solutions and incorporating them into future purchases.

##### Regular Reviews:

- Conduct regular reviews of the furniture's performance and its impact on the learning environment, making data-driven decisions for improvements.

##### Benchmarking:

- Benchmark the furniture against industry standards and best practices to identify areas where the school can surpass expectations and set new benchmarks for quality.

By incorporating these quality assurance and evaluation measures, Innovations Public Charter School Foundation can proactively monitor the effectiveness of the furniture purchase, address any challenges, and continuously enhance the learning environment for students.

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 effectiveness of the furniture grant will be assessed through several key measures to provide a comprehensive and objective evaluation for the State agency. These measures include:

- Utilization Rates: IPCSF will track the utilization rates of the upgraded furniture with the school and community spaces. This measure will assess how frequently and effectively the furniture is being utilized for various educational, community, and extra-curricular activities.
- Long Term Value and Benefits: IPCSF will examine the long-term benefits to students of this initial investment in infrastructure via surveys. To do this, we will create and administer a survey to collect feedback from teacher perceptions and student experiences about changes to the learning environment after facility and equipment upgrades.
- School Quality Survey Results: IPCSF will use School Quality Survey (SQS) parent section to collect data about parents' perceptions of safety and student engagement at the school to examine the benefit and impact of facility improvements. The Hawaii Department of Education annually administers the SQS to capture the voices of the school personnel, students, and parents/guardians in public DOE and Charter Schools.
- Attendance Rates: Use IPCS attendance rates to examine student academic improvements and engagement in school.
- Panorama Surveys: Use results of the Panorama surveys to examine student learning experience. The Panorama survey measures student sense of belonging, engagement and overall learning environment.
- Equity and Inclusivity Indicators: Assessing the inclusivity of the program by examining the participation rates of students from diverse socioeconomic backgrounds, especially those eligible for free and reduced lunch. This measure aims to ensure that the benefits of the upgraded furniture are reaching all segments of the student population equitably.
- Community Engagement Metrics: Monitoring the engagement of community groups, including scouts, sports teams, and organizations, in utilizing the facility.

Metrics will include the number and diversity of community groups participating in activities facilitated by the upgraded furniture.

These measures will be regularly reported, offering a standardized and objective framework for assessing the achievement and overall success of the program. In the event of any changes in the level of appropriation, the measures of effectiveness will be promptly updated and communicated to the expending agency to ensure ongoing transparency and accountability.

#### **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](#))

See all forms attached to this application.

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
100,000	100,000	50,000		250,000

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

Innovations' Foundation has a successful history of fund development. The foundation has purchased 9.298 acres and constructed over 30,000 sq. ft. of classroom and community use space.

We have been fortunate to be funded by Cooke Foundation, Atherton Foundation, Bill Healy Foundation and Change Happens Foundation. If a recipient of this grant-in-aid, we will leverage the award by expanding our community outreach activities which will lead to an increase in the overall sustainability of our programs.

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.

No other funds have been secured for this project

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

The balance of unrestricted net assets at December 31, 2023 is \$3,667,061.

## **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 IPCSF Board is composed of 50% real estate and financial experienced professionals including certified public accountant, real estate developers and business owners,

The IPCSF Board secured and purchased 9.298 fee simple ocean view acres in Kailua Kona. The board has previously built and/or retrofitted over 30,000 square feet of classroom and administrative space for the school and community. In 2023, the board completed the construction of a 3,000 sq. ft. community recreational pavilion that is being funded by a State of Hawaii GIA. The foundation is currently working to install a solar electricity system to provide clean energy which is also through a State of Hawaii GIA. We have had no issues and have met all state GIA contract requirements.

### **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.

Currently, IPCSF owns a 9.298-acre fee simple campus with over 30,000 sq. ft. of buildings. All buildings are ADA compliant and comply with all state, county and school building codes. This project will comprehensively replace all existing furniture on this



campus, ensuring a complete and effective upgrade. This investment signifies a self-contained project, with no additional funding required in subsequent years.

## **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.

The project will be under the direct supervision of the Innovations Public Charter School Facilities Management Committee, which is led by Lee Nelson, Foundation Volunteer Business Manager.

Lee Nelson has an extensive financial background which includes several construction industry projects. She has been managing Innovations' campus growth and expansion for the last fifteen years. She was integral in the financing and solicitation of funds for the 30,000 sq. ft. Innovations' Elementary Campus.

William Wong, CPA, is part of this committee. He has served on the Innovations' Foundation Board for thirteen years. He has been involved in several community and development projects and will be in charge of financial oversight for the project.

Ed Rapoza, is also on the facility committee. He has served on the Innovations Foundation board for eighteen years. Ed Rapoza is a commercial real estate development specialist. Ed will be responsible for ensuring timelines are met, overseeing quality of purchases and interfacing with business manager on budgets.

IPCSF has no employees. There will be a competitive bid process for the construction phase following the IPCSF and State of Hawaii procurement requirements. The IPCSF board shall oversee the process.

### **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 project shall be directly managed by the board and volunteers as there are no staff in the organization. All board members and volunteer business manager shall provide input. Board members and volunteer bios are as follows:

Kiley Nakagawa, Board Chair - Kiley has over 15 years of experience in the food and beverage industry. He also has five years of real estate, mortgage and financial experience. He was born and raised in Kona and has a passion for giving back to the community.

William Wong, Board Treasurer - William L. Wong CPA, PFS, CVA, Mr. Wong graduated from the University of Hawaii with a degree in Finance with emphasis in Business Economics and attended the UH Graduate School of Business. He was honored and named the National winner of the U.S. Small Business Administration's Accountant Advocate of the Year in 1999. He has served as the Taxation Chair of the Governor's Task Force on Regulatory Relief and as a member of the Taxation Working Group of the Economic Revitalization Task Force for the State of Hawaii. He is a Certified Public Accountant, Personal Financial Specialist, Certified Valuation Analyst, and a Registered Investment Advisor.

Schel Leatherman, Secretary - Schel graduated from Stanford University with a BS in Biology. She has extensive experience with multiple school districts and educational philosophies. She is currently owner and operator of Kona Wine Market.

Kimberly Yamasaki, Board Member - Kimberly graduated from Chaminade University with a degree in business. She works as the office and accounting manager for Wes Thomas Associates.

Ed Rapoza, Board Member - Owner of Island Land Company Inc. Mr. Rapoza has extensive experience with residential and commercial real estate development. His skills include project marketing, sales, management, and operations. He brings to the board expertise in the logistics of working with various governmental agencies, developers, and the business community.

Rebecca Morton, Board Member - Rebecca trained at Lines Institute of Choreography and the San Francisco Ballet before moving to Kona in 1996 to teach at West Hawaii Dance Academy. She has been a real estate broker since 2001. She is currently a broker for Coldwell Banker Real Estate.

Christina Collins, Board Member - Christina Collins is a physician in Kailua-Kona. She graduated from Dartmouth College in 1991. She brings both health and business expertise to the board.

Lee Nelson, Volunteer-Business Manager, Lee Nelson graduated from the University of California at Santa Barbara with a degree in Business Economics. She worked as a certified public accountant for Deloitte specializing in hi-tech companies for five years. She owned her own accounting and financial management services practice in Southern California servicing start up internet companies until 2004. In 2006, she joined the Innovations Public Charter School in the role of Business Manager.

### **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.

No officers or directors are compensated. There are no employees for the organization. The organization is operated by volunteers.

## **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 - The applicant does not have any pending litigation or any outstanding judgments.

### **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.

The applicant is 501 (c) 3 charitable organization.

### **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.

Securing the requested funds will empower Innovations' Foundation to comprehensively

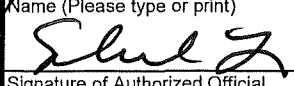
replace all existing furniture, ensuring a complete and effective upgrade. This investment signifies a self-contained project, with no additional funding required in subsequent years.

Beyond the immediate benefits, these upgrades are poised to exert a lasting positive impact on the long-term sustainability of our educational and outreach programs, which play a vital role in serving and enriching the West Hawaii Community. This forward-looking approach not only enhances the immediate learning environment but also positions our programs for enduring success, aligning with our commitment to fostering educational excellence and community well-being.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Innovations Public Charter School Foundation

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES	250,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>250,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Julie "Lee" Nelson <span style="float: right;">808-756-5492</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>250,000</b>	Schel Leatherman Foundation Board Secretary Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2024 to June 30, 2025

Applicant: Innovations Public Charter School Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
Innovations Public Charter School Foundation has no paid employees. The Foundation is managed by the board and utilizes volunteers to manage all programs.				\$ -
				\$ -
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<b>TOTAL:</b>				\$ -
<b>JUSTIFICATION/COMMENTS:</b> Innovations Foundation has no paid employees. The Foundation is managed by the board and utilizes volunteers to manage all programs.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Innovations Public Charter School Four

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Tables Designed for PBL - Collaborative Learning	42.00	\$1,200.00	\$50,400.00	\$50,400.00
Heavy Duty Student Chairs	243	\$200.00	\$48,600.00	\$48,600.00
Science Lab Tables	6	\$1,500.00	\$9,000.00	\$9,000.00
Classroom Storage Cabinets	15	\$2,000.00	\$30,000.00	\$30,000.00
Student Lunch / Lounge Seating - Elementary and Middle	3	\$10,000.00	\$30,000.00	\$30,000.00
Teacher Desks	15	\$1,500.00	\$22,500.00	\$22,500.00
Teacher Chairs	15	\$300.00	\$4,500.00	\$4,500.00
Elementary Playground Equipment	5	\$5,000.00	\$25,000.00	\$25,000.00
Bleacher Event Seating	2	\$10,000.00	\$20,000.00	\$20,000.00
Maker Space Tools and Equipment	5	\$2,000.00	\$10,000.00	\$10,000.00
<b>TOTAL:</b>	<b>351</b>		<b>\$ 250,000.00</b>	<b>\$ 250,000.00</b>

**JUSTIFICATION/COMMENTS:**

The right furniture is a critical component in creating learning environments that support diverse educational methodologies. Whether it's promoting collaboration, connecting with nature, facilitating hands-on STEM activities, or honoring cultural traditions, well-designed furniture enhances the overall educational experience for students. Innovations' furniture is over 20 years old and in need of replacement.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A - No motor vehicles Requested				
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

N/A

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Innovations Public Charter School Foundation

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			250000			
<b>TOTAL:</b>			<b>250,000</b>			
<b>JUSTIFICATION/COMMENTS:</b>						
<p>Investing in furniture for public charter school students, tailored to diverse educational methodologies, signifies a strategic commitment to advancing education and community welfare. This initiative, promoting excellence and inclusivity, prepares students for future challenges, creating a positive ripple effect in the community. This one-time purchase ensures a lasting impact, with the furniture having an estimated useful life of 15 years, eliminating the need for future requests.</p>						



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

Applicant: Innovations Public Charter School Foundation

Contracts Total: 310,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Purchase of two 15 passenger vans	Awarded 23-24 GIA	State of Hawaii GIA - Office of Community Services	State of Hawaii	100,000
2	Solar electricity system and re-roofing of administrative building and adjacent afterschool community use / kindergarten building.	4/1/2023 - 3/31/2024	State of Hawaii GIA - Office of Community Services	State of Hawaii	200,000
3	Student Wellness Program	7/01/2023-6/30/2024	County of Hawaii - GIA	Hawaii County	10,000
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