

**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:

Epilepsy Foundation of Hawaii

Amount of State Funds Requested: \$50,000

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

The Epilepsy Foundation of Hawaii (EFH) is requesting \$50,000 to expand its capacity to provide critical epilepsy education, advocacy, and support services across the entire state. As Hawaii's only organization exclusively dedicated to serving individuals with epilepsy, EFH receives no financial support from the national Epilepsy Foundation. This funding will enable EFH to hire an outreach coordinator to conduct in-person visits to all islands, deliver seizure recognition and first aid training, and distribute updated educational materials to schools, healthcare facilities, and community centers. With this support, EFH can ensure equitable access to life-changing programs for individuals and families living with epilepsy throughout Hawaii.

Amount of Other Funds Available:

State: \$ 50,000

Federal: \$ 0

County: \$ 0

Private/Other: \$ 0

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

\$ 47,580

Unrestricted Assets:

\$ 148,600

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:

200 N. Vineyard Blvd., Ste. B-259

City:

Honolulu

State:

HI

Zip:

96817

Contact Person for Matters Involving this Application FEDERAL TAX ID: 23-7216782
STATE TAX ID#: W-40081330-01

Name:
Toni Muranaka

Title:
Executive Director

Email:
Toni@EpilepsyHawaii.org

Phone:
(808) 528-3058



Authorized Signature

Toni Muranaka, Executive Director

Name and Title

1-16-25

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



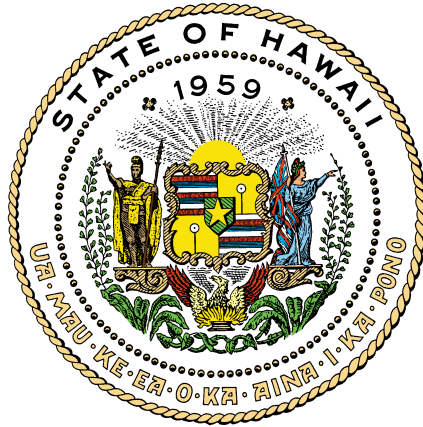
AUTHORIZED SIGNATURE

Toni Muranaka, Executive Director

PRINT NAME AND TITLE

January 16, 2025

DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

EPILEPSY FOUNDATION OF HAWAII, INC.

was incorporated under the laws of Hawaii on 01/04/1972 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 16, 2025

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

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

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

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

(Typed Name of Individual or Organization)


(Signature)

(Date)

(Typed Name)

(Title)

Application for Grants

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, 2024.

SEE ATTACHED CERTIFICATE OF GOOD STANDING DATED 1-16-25

2. Declaration Statement

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

SEE ATTACHED DECLARATION STATEMENT AFFIRMING 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.

(1) The name of requesting organization or individual:

Epilepsy Foundation of Hawaii

(2) The public purpose for the grant:

The public purpose for this grant is to enhance statewide epilepsy education, awareness, and support by increasing capacity through the addition of an outreach coordinator. This role will enable the Epilepsy Foundation of Hawaii to expand its reach, deliver seizure detection and first aid training, and provide critical services to individuals living with epilepsy and their communities across the state. By investing in this position, the grant will empower us to address the growing need for accessible resources,

education, and advocacy, ensuring safer, more inclusive environments for all Hawaii residents.

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

The grant will support the continued expansion of public outreach and seizure recognition and first aid training across Hawaii. These efforts will target school personnel at public, private, and charter schools, as well as businesses, families, caregivers, and the broader community.

Additionally, the Epilepsy Foundation of Hawaii (EFH) will update and distribute seizure education materials to schools, neurology offices, community health centers, and hospitals statewide. These materials will ensure that individuals and organizations are equipped with accurate, accessible, and up-to-date information to foster safer, more informed environments for individuals living with epilepsy.

(4) The target group:

All ages.

(5) The cost of the grant and the budget: \$50,000 to help support a \$200,000 operating budget.

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 applicants background:

Our mission: EFH leads the fight to overcome the challenges of living with epilepsy, accelerate therapies to stop seizures, and save lives.

Established in 1972, the Epilepsy Foundation of Hawaii (EFH) is a 501(c)(3) nonprofit organization dedicated to improving the lives of individuals affected by epilepsy across the state. EFH is the only organization in Hawaii exclusively focused on providing education, advocacy, and support for individuals with epilepsy, their families, and the communities in which they live. Importantly, EFH operates independently and is **not financially supported by the Epilepsy Foundation's national office**, ensuring that all programs and services are locally developed and tailored to meet Hawaii's unique needs.

According to [Charity Navigator](#), EFH serves approximately **14,000 residents living with active epilepsy—including 2,000 children**. EFH offers programs such as seizure recognition and first aid training, public awareness campaigns, and support services to foster a more inclusive and informed community.

Services Provided by EFH

EFH provides a wide range of impactful programs and services designed to educate, support, and empower those affected by epilepsy:

- Seizure Recognition and First Aid Certification Training
- Annual Hawaii Consumer Education Conference
- Talk Story Educational Seminars
- Monthly Support Groups
- Teens Speak Up, National Epilepsy Advocacy (Local Teen Sophia Owen has been selected out of 90 candidates to fly to Washington DC in March 2025)
- Linkage to Specialized Epilepsy Care
- Employment Advocacy
- School Advocacy
- School Personnel Training
- Curriculum-Based School Training
- Therapeutic Arts Program

Through these programs, EFH continues to address the critical needs of individuals living with epilepsy while promoting awareness, reducing stigma, and creating a safer and more inclusive Hawaii.

2. The goals and objectives related to the request:

The overall goal of this request is to increase targeted community seizure education and outreach. With only an executive director currently managing all operations and schools now requiring stricter eligibility guidelines for interns, this funding will enable the Epilepsy Foundation of Hawaii (EFH) to hire a contractor to expand outreach and program delivery.

Goal 1: Expand Seizure Education and First Aid Certification

Target: Formally educate and certify 300 individuals in FY 2025 through the Epilepsy Foundation's instructor-led Seizure Recognition and First Aid Certification course.

Objective:

- Participants will be able to:
 - Define seizures and epilepsy.

- Identify correct and incorrect steps for helping a person experiencing a seizure.
- Determine when it is necessary to call emergency personnel (911).

Purpose: Increase knowledge, skills, and confidence in applying seizure first aid across Hawaii's communities.

Goal 2: Strengthen Workforce Development Through Leadership Training

Target: Facilitate EFH staff and board participation in the annual Epilepsy Foundation Leadership Conference.

Objective:

- Create opportunities for staff and board members to:
 - Enhance connections with national partners.
 - Share tools and strategies for implementing community-based programs.
 - Strengthen EFH's ability to deliver essential services to people living with epilepsy.

Goal 3: Develop and Distribute Epilepsy Education Materials

Target: Create and disseminate epilepsy education support and resource packages to key healthcare providers, including:

- Kapi'olani Medical Center for Women and Children (Pediatric Neurology Offices).
- Comprehensive Epilepsy Centers at Queen's Medical Center and Hawaii Pacific Neuroscience.

Objective:

- Provide recipients with:
 - Accurate educational information.
 - Local resources to better support individuals with epilepsy.
 - A sense of hope and connection for patients and their families.

Goal 4: Increase Participation in the Hawaii Epilepsy Education Conference

Target: Sustain a 20% increase in participation in the Hawaii Epilepsy Education (Consumer) Conference.

Objective:

- Enhance accessibility and engagement by:
 - Expanding outreach efforts to underserved communities.
 - Incorporating hybrid (in-person and virtual) platforms to reach a broader audience.

3. The public purpose and need to be served:

Epilepsy is a neurological disorder characterized by recurrent seizures, which are caused by sudden surges of electrical activity in the brain. While 1 in 10 people will experience a seizure during their lifetime, epilepsy is diagnosed when an individual has two or more unprovoked seizures. Nationally, 1 in 26 people will develop epilepsy at some point in their lives.

Epilepsy in Hawaii

In Hawaii, approximately **14,000 residents** live with active epilepsy, including **2,000 children**, with approximately **700 new cases** diagnosed annually. Despite the prevalence of epilepsy, Hawaii faces significant challenges:

- Hawaii received a **“C” grade** among all states for the ratio of new Anti-Epilepsy Drug (AED) use and an **“F” grade** for access to neurology specialists.
- Many individuals with epilepsy experience delays in diagnosis and treatment due to limited access to specialists and long wait times.

Improving access to newer AEDs, increasing the availability of neurology specialists, and ensuring insurance coverage for epilepsy-related treatments are critical steps to improving care and outcomes for epilepsy patients in Hawaii.

National Data and Barriers to Care

The Centers for Disease Control and Prevention (CDC) reports that epilepsy patients often face significant barriers to care, such as unaffordable medications, limited access to specialists, and transportation challenges. These barriers contribute to higher rates of uncontrolled seizures and negative health outcomes.

In its report, **"Suicide Among People with Epilepsy: A Population-Based Analysis of Data from the U.S. National Violent Death Reporting System, 17 States, 2003–2011,"** the CDC highlighted alarming statistics:

- The suicide rate among individuals with epilepsy aged 10 years and older is **22% higher** than the general population.
- Public health interventions are urgently needed to address the mental health challenges associated with epilepsy.

The **CDC's Healthy People 2020 objectives** further emphasize the importance of increasing the proportion of individuals with epilepsy and uncontrolled seizures who receive timely and appropriate medical care.

Collaboration for Improved Seizure Control

The Epilepsy Foundation's national center, in collaboration with UCB, conducted a study published in *Epilepsy & Behavior* examining factors related to improved seizure control and reduced hospitalizations. Key findings included:

- The use of newer AEDs was associated with better outcomes.
- Access to specialized epilepsy care significantly reduced emergency visits and hospital stays.

The Role of the Epilepsy Foundation of Hawaii (EFH)

As the only organization in Hawaii exclusively dedicated to supporting individuals with epilepsy, EFH provides critical education, advocacy, and support services. These include:

- **Seizure Recognition and First Aid Certification Training.**
- **Annual Hawaii Consumer Education Conference.**
- **Monthly Support Groups** for individuals and families.
- **School Advocacy and Training** to equip educators with the tools needed to support students with epilepsy.
- **Distribution of Educational Materials** to neurology offices, schools, and hospitals to ensure patients and caregivers have access to accurate and up-to-date resources.

EFH currently operates with just one executive director, underscoring the need for funding to hire an outreach coordinator to expand its reach and impact across the state.

Conclusion

Epilepsy is the fourth most common neurological disorder in the United States, yet it remains among the least understood and most stigmatized. In Hawaii, significant gaps in care and access to resources further exacerbate the challenges faced by individuals and families living with epilepsy.

By supporting the Epilepsy Foundation of Hawaii through the State Grant-In-Aid (GIA) program, the state will help ensure that individuals with epilepsy receive the education, resources, and specialized care they need. Expanding access to newer AEDs, improving outreach, and enhancing public awareness will create a safer, more inclusive, and supportive environment for all Hawaii residents.

4. Describe the target population to be served:

Target Population

1. Teachers and School Personnel

Young people spend approximately six hours a day in school for 180 days a year, making schools uniquely positioned to support the health and safety of children with epilepsy. This grant will enable the Epilepsy Foundation of Hawaii (EFH) to provide professional development and training to teachers and school personnel. These sessions equip educators with the knowledge and tools necessary to create safe and inclusive environments for students living with epilepsy and seizure disorders, ensuring they can thrive academically and socially.

2. Community Members

Seizures can happen to anyone, at any time, and it is essential for the broader community to know how to recognize seizures and respond safely and appropriately. This grant will support EFH's efforts to educate community members, including businesses, caregivers, and the general public, through seizure recognition and first aid training, fostering a safer and more inclusive society.

3. Adults Living with Epilepsy

Adults living with epilepsy face unique challenges, and EFH's longstanding education, outreach, and support services are designed to address their needs.

This includes access to:

- **Monthly support groups** to find connection and comfort with others navigating similar experiences.
- **Talk Story webinars** and the **Annual Consumer Conference**, which provide opportunities to increase knowledge of epilepsy, stay informed about current treatments and trends, and access resources for managing their condition.

By targeting these key populations, EFH aims to create a safer, more inclusive, and better-informed community across Hawaii, ensuring that individuals living with epilepsy and those who interact with them are equipped to handle challenges with confidence and compassion.

5. Describe the geographic coverage:

Geographical Coverage

The Epilepsy Foundation of Hawaii (EFH) serves the entire state, providing education, advocacy, and support services to individuals and communities on all islands. While our physical office is located at the Aloha United Way Building at 200 N. Vineyard Blvd., Suite B-259, in Honolulu, the need for in-person outreach across the islands is critical.

To achieve this, EFH plans to hire an outreach coordinator who will visit communities on all islands, ensuring equitable access to our programs and services. This requires funding to cover travel costs, including airfare, accommodations, and car rentals. By having a dedicated outreach coordinator, EFH can expand its reach and deliver vital seizure recognition training, education, and resources to underserved and remote areas across Hawaii.

For communities in hard-to-reach locations, EFH will also utilize virtual connectivity to ensure that no one is left without access to epilepsy education and support. This hybrid approach allows us to maximize the impact of our services while addressing the unique geographical challenges of our state.

III. Service Summary and Outcomes

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

1. Describe the scope of work, tasks and responsibilities:

The Epilepsy Foundation of Hawaii (EFH) aims to expand its capacity to serve individuals with epilepsy and their communities statewide. This request seeks funding to hire an outreach coordinator who will strengthen EFH's ability to deliver critical education, advocacy, and support services across all islands. The outreach coordinator will be instrumental in increasing accessibility to EFH's programs by conducting in-person visits, facilitating training, and distributing educational resources to underserved and remote areas. Virtual platforms will complement in-person efforts to ensure outreach to even the hardest-to-reach locations.

Scope of Work, Tasks, and Responsibilities

1. Outreach Coordinator

- Conduct in-person visits to all islands, including schools, healthcare facilities, businesses, and community centers.
- Facilitate Seizure Recognition and First Aid Certification Training and other educational workshops.
- Distribute updated educational materials to neurology offices, schools, and hospitals statewide.
- Build partnerships with local organizations to expand EFH's presence and services.

2. Program Delivery

- Host monthly support groups for individuals and families affected by epilepsy.
- Conduct virtual and in-person educational seminars on topics such as new treatments, advocacy, and mental wellness.
- Organize the Hawaii Epilepsy Education Conference, transitioning it to a hybrid model for greater accessibility.

3. Data Collection and Reporting

- Track participation and geographic reach of all programs and events.
- Evaluate program effectiveness through surveys and feedback.
- Provide comprehensive reports to stakeholders and funders detailing outcomes and progress.

Conclusion

This funding will empower EFH to strengthen its statewide impact by addressing the critical need for epilepsy education, support, and advocacy. Through the addition of an outreach coordinator and a hybrid delivery model, EFH will reach more individuals, reduce stigma, and improve the quality of life for people living with epilepsy across Hawaii.

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

Q1: July – September

Planning and Setup

- Hire and onboard the outreach coordinator.
- Develop an outreach schedule for in-person visits to all islands.

- Update and print educational materials for distribution to schools, healthcare facilities, and community centers.
- Begin planning for the hybrid Hawaii Epilepsy Education Conference, including securing speakers and venues.

Program Delivery

- Conduct 2–3 Seizure Recognition and First Aid Certification Training sessions.
- Host 1 Talk Story webinar and 3 monthly support groups.
- Initiate outreach to underserved communities, focusing on rural and neighbor islands.

Evaluation

- Collect feedback from initial training sessions and support groups to refine delivery methods.
-

Q2: October – December

Outreach Expansion

- Begin in-person outreach visits to neighbor islands, including schools, businesses, and community organizations.
- Distribute updated educational materials to 20+ facilities, including neurology offices and hospitals.

Program Delivery

- Host the **Hawaii Epilepsy Education Conference** in November with hybrid in-person and virtual options.
- Conduct 4–5 Seizure Recognition and First Aid Certification Training sessions.
- Host 1–2 Talk Story webinars and 3 monthly support groups.

Evaluation

- Measure conference participation, including geographic and demographic data.
 - Conduct post-conference surveys to assess satisfaction and knowledge gains.
-

Q3: January – March

Community Engagement

- Continue in-person outreach visits, ensuring all islands have been covered at least once.
- Distribute educational materials to an additional 15 facilities.

Program Delivery

- Conduct 3–4 Seizure Recognition and First Aid Certification Training sessions.
- Host 1 Talk Story webinar and 3 monthly support groups.

Evaluation

- Collect data on the geographic reach and demographic diversity of participants.
 - Analyze program effectiveness based on surveys and feedback from participants.
-

Q4: April – June

Wrap-Up and Planning for Next Year

- Complete any remaining outreach visits and material distribution.
- Conduct a year-end review of outcomes, including the number of individuals trained and the geographic reach of services.
- Identify key areas for improvement and develop a plan for the next fiscal year.

Program Delivery

- Host 1 Talk Story webinar and 3 monthly support groups.
- Conduct 2–3 additional Seizure Recognition and First Aid Certification Training sessions, focusing on underserved areas.

Evaluation and Reporting

- Finalize and submit a comprehensive impact report to stakeholders and funders.
 - Review feedback from participants and stakeholders to refine program offerings for the next year.
-

Key Milestones

- **300 Individuals Trained:** Seizure Recognition and First Aid Certification completed statewide.
- **Hybrid Conference Successfully Hosted:** Increased participation by 20%.
- **50+ Facilities Reached:** Educational materials distributed to schools, healthcare providers, and community centers.

Results and Outcomes

The requested funding will enable EFH to achieve the following measurable outcomes:

1. **Train 300 individuals** statewide in Seizure Recognition and First Aid Certification, equipping them with the skills and confidence to respond to seizure emergencies.
2. **Increase community engagement** by hosting in-person and virtual educational seminars, support groups, and outreach events, ensuring that at least 20% of participants are from underserved communities.
3. **Develop and distribute updated epilepsy education packages** to 50+ healthcare facilities, schools, and community centers, fostering awareness and improving resources for individuals with epilepsy.
4. **Enhance statewide participation** in the Hawaii Epilepsy Education Conference, with a goal of increasing attendance by 20%.

Measures of Effectiveness

EFH will evaluate the effectiveness of its programs and services through the following metrics:

- **Training Evaluation Surveys:** Assess participant knowledge gain and confidence improvement after attending seizure recognition and first aid courses.
- **Participation Data:** Track demographic and geographic data for all events, ensuring diverse representation across the islands.
- **Feedback Mechanisms:** Collect testimonials and evaluations from healthcare providers, teachers, and community members receiving educational materials.
- **Conference Attendance:** Measure year-over-year growth in conference participation, with a focus on engagement from rural and underserved areas.

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

Quality Assurance and Evaluation Plans: Monitoring and Evaluation Framework

The Epilepsy Foundation of Hawaii (EFH) will implement a robust quality assurance and evaluation plan to ensure the effectiveness and impact of all programs and services supported by the grant. The plan includes ongoing monitoring, feedback collection, and data analysis to assess progress toward achieving the outlined goals and objectives.

Key Monitoring Activities

1. Data Collection

- Track participation in all programs, including Seizure Recognition and First Aid Certification Training, Talk Story webinars, monthly support groups, and the Hawaii Epilepsy Education Conference.
- Collect demographic and geographic data to ensure equitable access to services across all islands.

2. Participant Feedback

- Distribute pre- and post-training surveys to measure knowledge gain, confidence improvement, and skill development among participants.
- Gather feedback from attendees at events and webinars to assess content relevance and quality.

3. Service Delivery Metrics

- Monitor the number of individuals trained, facilities reached, and educational materials distributed.
- Track the outreach coordinator's progress in visiting all islands and engaging underserved communities.

Evaluation Plan

Performance Indicators

- **Seizure First Aid Training:** At least 300 individuals statewide will complete certification, with 90% demonstrating improved knowledge and confidence in responding to seizures.
- **Educational Material Distribution:** 50+ facilities, including neurology offices, schools, and community centers, will receive updated materials.

- **Conference Participation:** Achieve a 20% increase in attendance at the Hawaii Epilepsy Education Conference, with representation from underserved areas.

Evaluation Methods

1. Quantitative Analysis

- Analyze survey data to determine knowledge improvement and satisfaction rates.
- Track geographic distribution of participants to evaluate the program's reach.

2. Qualitative Feedback

- Conduct focus groups with key stakeholders, including participants, educators, and healthcare providers, to gather insights on program effectiveness and areas for improvement.

3. Annual Review

- Conduct an internal review of program outcomes, comparing results to initial objectives.
- Identify gaps and develop strategies for improvement in future program cycles.

Continuous Improvement

EFH is committed to using evaluation results to refine and enhance its programs:

- **Adjust Training Content:** Use feedback to tailor seizure first aid training and webinars to better meet the needs of participants.
- **Expand Outreach:** Identify underserved areas or populations requiring additional attention and focus efforts accordingly.
- **Optimize Delivery Methods:** Leverage data to improve the balance of in-person and virtual program delivery, ensuring accessibility and efficiency.
- **Stakeholder Engagement:** Maintain open communication with participants, partners, and funders to align services with community needs.

By implementing these quality assurance and evaluation plans, EFH will ensure the highest standards of program delivery, maximize impact, and create a safer and more inclusive environment for individuals with epilepsy across Hawaii.

4. List the measures of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measures 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 amounts included in the application that the measures of effectiveness will need to be updated and transmitted to the expending agency.

Measures of Effectiveness

The Epilepsy Foundation of Hawaii (EFH) will utilize clear, objective, and measurable indicators to assess the success of the programs and services supported by the State Grant-In-Aid (GIA). These measures will provide the expending agency with a reliable framework to evaluate the achievement of grant objectives.

Key Performance Indicators (KPIs)

1. Seizure Recognition and First Aid Certification Training

- **Target:** Certify at least 300 individuals statewide in FY 2025.
- **Effectiveness Measures:**
 - Percentage of participants demonstrating knowledge improvement, as measured by pre- and post-training surveys (target: 90% improvement).
 - Geographic reach of participants, ensuring representation from all islands.
 - Participant feedback on training relevance and delivery (target: 85% satisfaction rate).

2. Educational Material Distribution

- **Target:** Distribute updated epilepsy education and resource materials to 50+ facilities, including schools, hospitals, and neurology offices.
- **Effectiveness Measures:**
 - Number of facilities receiving materials.
 - Feedback from facilities on the usefulness and accessibility of distributed materials.

3. Hawaii Epilepsy Education Conference

- **Target:** Increase attendance by 20% through a hybrid in-person and virtual platform.
- **Effectiveness Measures:**
 - Total attendance numbers, with a focus on participation from underserved and rural communities.

- Percentage of attendees reporting increased knowledge or awareness after the conference (target: 90%).
- Participant feedback on conference topics, format, and accessibility.

4. Outreach Efforts

- **Target:** Conduct in-person outreach visits to all islands, ensuring equitable access to services.
- **Effectiveness Measures:**
 - Number of in-person visits conducted by the outreach coordinator.
 - Demographic and geographic data of individuals reached during outreach.
 - Feedback from communities and organizations on the impact of outreach efforts.

5. Support Groups and Webinars

- **Target:** Host monthly support groups and quarterly Talk Story webinars.
- **Effectiveness Measures:**
 - Number of participants in each session.
 - Participant feedback on the relevance and impact of the support groups and webinars.
 - Percentage of participants reporting improved understanding of epilepsy and reduced feelings of isolation (target: 85%).

Adjustment Based on Appropriation Levels

If the level of appropriation differs from the requested amount, EFH will adjust the scope of activities while maintaining the integrity of the program's goals. Updated measures of effectiveness reflecting these adjustments will be communicated promptly to the expending agency.

Reporting to the Expending Agency

EFH will submit regular reports to the expending agency, detailing:

- Progress toward achieving KPIs.
- Evaluation results from surveys, feedback, and data collection.
- Adjustments made to program implementation based on funding levels.
- Success stories and qualitative examples illustrating the program's impact.

By implementing these measures of effectiveness, EFH ensures accountability and provides the state with a clear and objective assessment of the program's accomplishments.

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. Personal salaries and wages ([link](#))
 - c. Equipment and motor vehicles – N/A
 - d. Capital project details - N/A
 - e. Government contracts, grants, and grant in aid - N/A

2. The application shall provide its anticipated quarterly funding requests for fiscal year 2026:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

HMSA Foundation, Kaiser Foundation, Hawaii Hotel & Lodging Association Charity Walk, Friends of Hawaii Charities, Aloha United Way, individual donations, epilepsy industry sponsorship/grants, and EFH fundraising events.

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 2026 for program funding.

\$40,000 has been awarded in aid but not yet received.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

The balance of unrestricted current assets as of December 31, 2024 is
\$148,601.04

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 Epilepsy Foundation of Hawaii (EFH) has a proven track record of providing essential education, advocacy, and support services to individuals living with epilepsy and their families across the state. As the only organization in Hawaii exclusively dedicated to addressing the needs of the epilepsy community, EFH is uniquely qualified to execute the services proposed in this application.

Skills and Abilities

EFH's core competencies include:

1. **Seizure Education and First Aid Training:**
 - Over the past three years, EFH has successfully trained nearly 3,000 individuals statewide, including educators, caregivers, healthcare professionals, and community members.
2. **Outreach and Advocacy:**
 - EFH regularly collaborates with local schools, businesses, and community organizations to deliver epilepsy education and raise awareness.
3. **Program Development and Delivery:**
 - EFH designs and implements diverse programs tailored to Hawaii's unique cultural and geographic landscape, ensuring accessibility and inclusivity.

Knowledge and Expertise

EFH's expertise is rooted in over 50 years of service as a 501(c)(3) nonprofit organization in Hawaii. The organization is well-versed in:

- Current epilepsy treatment advancements, including the use of newer anti-epilepsy drugs (AEDs) and seizure management strategies.
- Advocacy for policies that improve access to epilepsy care and reduce stigma.
- Leveraging virtual platforms to deliver programs and services to hard-to-reach areas.

Recent Relevant Projects and Contracts

- 1. Seizure Recognition and First Aid Certification Training (2020–Present):**
 - Trained educators, healthcare workers, and community members on all major islands.
 - Outcomes: Increased participants' confidence in responding to seizures, with over 90% reporting improved knowledge through post-training surveys.
- 2. Hawaii Epilepsy Education Conference (Annual):**
 - Successfully transitioned the conference to a hybrid format in response to the COVID-19 pandemic.
 - Outcomes: Increased statewide participation, including rural areas, with a 15% attendance growth in the past year.
- 3. Talk Story Educational Seminars (2020–Present):**
 - Delivered quarterly webinars on topics such as epilepsy devices, advocacy, and mental health, reaching an average of 75 participants per session.
 - Outcomes: Provided valuable resources and information to families and individuals navigating epilepsy management.
- 4. Support Groups (Ongoing):**
 - Hosted monthly support groups to connect individuals with epilepsy and their families, fostering a sense of community and shared learning.

Conclusion

With decades of experience, a deep understanding of Hawaii's unique needs, and a history of successful program delivery, EFH is well-equipped to execute the proposed services in this application. The organization's established track record demonstrates its ability to achieve measurable outcomes, foster meaningful connections, and provide critical support to individuals living with epilepsy statewide.

The Epilepsy Foundation of Hawaii (EFH), a 501(c)(3) nonprofit with over 50 years of experience, seeks grant funding. EFH provides education, advocacy, and support to Hawaii's epilepsy community. Their core competencies include seizure education/first aid training (training nearly 3,000 individuals), outreach/advocacy (collaborating with schools and community organizations), and program development/delivery (tailored programs for Hawaii's unique context). EFH has expertise in current epilepsy treatments, policy advocacy, and virtual program delivery. Recent projects include Seizure Recognition/First Aid training (increasing participant knowledge), the Hawaii Epilepsy Education Conference (transitioned to hybrid format, increasing participation), Talk Story educational seminars (quarterly webinars), and ongoing support groups. EFH has a proven track record of achieving measurable outcomes and providing critical support.

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.

Facilities Description

The Epilepsy Foundation of Hawaii (EFH) operates from its main office located at the Aloha United Way Building, 200 N. Vineyard Blvd., Suite B-259, in Honolulu. This central hub supports our administrative operations, program development, and statewide resource distribution.

To enhance our operational capacity, EFH is establishing a partnership with **Hawaiian Hope**, a Honolulu-based 501(c)(3) nonprofit organization dedicated to providing technology resources and support to the community. Hawaiian Hope has generously offered to donate a desk and office chair to EFH, facilitating the setup of our new Outreach Coordinator. Additionally, they will provide essential IT services, including the setup and maintenance of computer systems, ensuring that our technological infrastructure remains robust and efficient. Their services cost as listed in the proposed budget #7 IT equipment/service.

This collaboration not only equips our Outreach Coordinator with the necessary tools to perform effectively but also strengthens our community ties, fostering a supportive network among local nonprofits. By leveraging Hawaiian Hope's expertise in technology and resource provision, EFH can focus more on its core mission of serving individuals with epilepsy across Hawaii.

Furthermore, as part of our outreach strategy, EFH plans to partner with other nonprofits on neighboring islands to share space. These collaborations will provide the Outreach Coordinator with designated locations to operate from during island visits, facilitating the storage and distribution of printed educational materials and serving as a base for local engagements.

Through these strategic partnerships, EFH ensures that its facilities and resources are utilized effectively, supporting the successful implementation of the proposed services and extending our reach to communities throughout the state.

Future Plans

When funded, EFH will formalize these partnerships to secure reliable, shared spaces on each island. These partnerships will be vital for storing materials, coordinating logistics, and serving as accessible points of contact for local communities. This approach is cost-effective, maximizes resources, and strengthens collaboration within Hawaii's nonprofit sector.

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.

Staffing Pattern and Service Capacity

The Epilepsy Foundation of Hawaii (EFH) currently operates with one full-time staff member, the Executive Director, who manages all aspects of the organization's operations, programs, and outreach. This request includes funding to hire an outreach coordinator to enhance EFH's service capacity by expanding statewide outreach, delivering educational programs, and engaging underserved communities across Hawaii.

With the additional outreach coordinator, EFH will significantly increase its capacity to conduct in-person visits to all islands, provide Seizure Recognition and First Aid Certification Training, and distribute epilepsy education materials to schools, healthcare facilities, and community centers.

Staff Qualifications

Toni Muranaka, Executive Director

With over 20 years of experience in the nonprofit sector, including 15 years in executive leadership, Toni Muranaka brings extensive expertise in program management, fundraising, and operational excellence. Her career highlights include:

- **Senior Director** at the American Heart Association, overseeing Jump Rope for Heart and the Heart Ball campaigns.
- **State Director** at Mothers Against Drunk Driving (MADD).
- **Annual Gifts Officer** at Make-A-Wish Foundation.
- **Donor Relations Consultant** at Hawaii Meals on Wheels.
- **Executive Director** at Aloha Medical Mission.

Toni's strong operational background, coupled with her ability to cultivate meaningful initiatives through creative marketing strategies, has driven the success of several nonprofit organizations. Recently, she completed the Online Success Academy's six-month course, further enhancing her skills in modern fundraising, digital engagement, and operational efficiency.

Proposed Outreach Coordinator

The outreach coordinator position will be filled by a candidate with experience in community outreach, program delivery, and relationship building. EFH will seek an individual who demonstrates:

- Strong communication and organizational skills.
- Experience in public health, nonprofit services, and education.
- A commitment to serving diverse populations across Hawaii.

Supervision and Training

- **Supervision:** The Executive Director will provide direct supervision to the outreach coordinator, including ongoing guidance and support to ensure alignment with EFH's mission and objectives.
- **Training:** The outreach coordinator will receive:
 - Comprehensive onboarding, including an overview of epilepsy education and EFH programs.
 - Seizure Recognition and First Aid Certification training to effectively deliver programs and support the community.

- Ongoing professional development opportunities, such as webinars, workshops, and access to EFH's resources and partnerships.
-

Administrative Direction

The Executive Director will oversee all administrative functions related to this request, including:

- Tracking program outcomes and ensuring compliance with grant requirements.
- Managing budgets, reporting, and communication with stakeholders.
- Providing strategic direction to scale and improve outreach efforts.

EFH's proven leadership and the addition of a skilled outreach coordinator will enable the organization to achieve its goals effectively, ensuring a meaningful impact for individuals living with epilepsy and their communities across Hawaii.

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 Epilepsy Foundation of Hawaii (EFH) is a small, mission-focused organization currently operated by one staff member, the Executive Director, Toni Muranaka. As the sole employee, the Executive Director oversees all aspects of EFH's operations, including program management, outreach, fundraising, and administrative tasks.

This grant request includes funding to hire an outreach coordinator, who will report directly to the Executive Director. Given the simplicity of EFH's current structure, an organizational chart is not necessary, as all responsibilities and oversight fall under the Executive Director's leadership.

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: \$55,000 - \$75,000

Part-time Outreach Coordinator: \$15,000 - \$25,000

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 nonsectarian 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 2026 the activity funded by the grant if the grant of this application is:

The Epilepsy Foundation of Hawaii (EFH) is committed to ensuring the sustainability of the programs and services funded by this grant, even if funding is not received beyond fiscal year 2026. Our plan includes leveraging our active and engaged board of directors, diversifying our funding sources, and maximizing community partnerships.

Active Board of Directors

EFH benefits from a dedicated board of directors whose fundraising efforts and invaluable insight provide crucial support to the organization. The board plays an active role in cultivating relationships with donors, organizing fundraising events, and identifying new funding opportunities. Their leadership will be instrumental in maintaining the momentum of the activities initiated through this grant.

Private Donations and Local Support

EFH relies entirely on private donations and receives no financial backing from the national Epilepsy Foundation. To sustain our activities, we will:

- **Expand Individual Giving Campaigns:** Increase donor engagement through targeted appeals, storytelling campaigns, and personalized outreach.
- **Corporate Sponsorships and Grants:** Strengthen relationships with corporate sponsors and seek additional local and national grants to support our programs.
- **Community Fundraising Events:** Organize events such as walks, galas, and community fundraisers to generate additional revenue and raise awareness.

Program Cost Efficiency and Partnerships

EFH will implement cost-efficient measures to ensure continued delivery of services, including:

- Collaborating with local nonprofits to share resources, such as office space and event venues, especially on neighbor islands.
- Leveraging virtual platforms to reduce travel expenses while maintaining accessibility for hard-to-reach communities.
- Streamlining program delivery to focus on the most impactful services, ensuring maximum benefit to individuals living with epilepsy.

Sustainability Through Impact and Reputation

EFH's established reputation as Hawaii's only organization dedicated to epilepsy education and advocacy positions us as a trusted partner for funders and the community. By demonstrating the measurable outcomes and successes achieved through this grant, EFH will continue to build credibility and attract ongoing support.

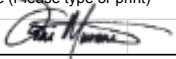
Conclusion

EFH is confident that through the combined efforts of our board of directors, private donors, and strategic partnerships, we can sustain the critical activities funded by this grant. Our focus on community-driven fundraising and operational efficiency ensures that we can continue to serve individuals and families living with epilepsy across Hawaii, regardless of future funding challenges.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Epilepsy Foundation of Hawaii

B U D G E T		Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
C A T E G O R I E S					
A.	PERSONNEL COST				
	1. Salaries	\$41,250.00			
	2. Payroll Taxes & Assessments				
	3. Fringe Benefits				
	TOTAL PERSONNEL COST				
B.	OTHER CURRENT EXPENSES				
	1. Airfare, Inter-Island	\$3,000.00			
	2. Insurance				
	3. Lease/Rental of Equipment				
	4. Lease/Rental of Space	\$2,000.00			
	5. Staff Training				
	6. Supplies	\$750.00			
	7. IT equipment/service	\$1,000.00			
	8. Annual Epilepsy Conference	\$2,000.00			
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	10				
	11				
	12				
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	16				
	17				
	18				
	19				
	20				
	TOTAL OTHER CURRENT EXPENSES	\$0.00			
C.	EQUIPMENT PURCHASES	\$0.00			
D.	MOTOR VEHICLE PURCHASES	\$0.00			
E.	CAPITAL	\$0.00			
TOTAL (A+B+C+D+E)		\$50,000.00			
SOURCES OF FUNDING			Budget Prepared By:		
	(a) Total State Funds Requested	\$0.00	Toni Muranaka		808-528-3058
	(b) Total Federal Funds Requested	\$0.00	Name (Please type or print)		Phone
	(c) Total County Funds Requested	\$0.00			1-16-25
	(d) Total Private/Other Funds Requested	\$0.00	Signature of Authorized Official		Date
			Executive Director		
TOTAL BUDGET			Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Epilepsy Foundatio					

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	65,000	25%	\$16,250.00
Outreach Coordinator			25,000	100%	\$25,000.00
TOTAL:					\$41,250.00

JUSTIFICATION/COMMENTS:	
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[illegible]

Applicant: Epilepsy Foundation of I							
FUNDING AMOUNT REQUESTED							
		ALL SOURCES OF FUNDS		STATE FUNDS	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN	
TOTAL PROJECT COST		RECEIVED IN PRIOR YEARS		REQUESTED		SUCCEEDING YEARS	
		FY:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS		N/A	N/A	N/A	N/A	N/A	N/A
LAND ACQUISITION		N/A	N/A	N/A	N/A	N/A	N/A
DESIGN		N/A	N/A	N/A	N/A	N/A	N/A
CONSTRUCTION		N/A	N/A	N/A	N/A	N/A	N/A
EQUIPMENT		N/A	N/A	N/A	N/A	N/A	N/A
	TOTAL:						
JUSTIFICATION/COMMENTS:							

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID				
Applicant: Epilepsy Foundation of H			Contracts Total:	0
CONTRACT DESCRIPTIVE DATA	AGENCY	GOVERNMENT ENTITY S./State/Hawaii/ Honolulu/ Kau Maui County)	CONTRACT VALUE	
1	Approved for State GIA in 2024-25 but have not been funded yet.		\$40,000	
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Board of Directors

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Robert Silva Automotive Instructor Honolulu Community College	Radiant Cordero City Council Member - District 7 City and County of Honolulu	Jenna K. Young Territory Manager Livanna - Medical Devices for Head and Heart	Jodie Gerson, Psy.D Postdoc Fellow/Clinical Lead - Department of Health (DOH) Family Court Liaison Branch
	Associate Editor Fil-Am Courier		Executive Director - Hawai'i Pro Bono Mental Health Center

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Dr. Ryan Lee, MD Pediatric Neurologist, Shriners and DOH Developmental Disabilities Division	Miki Wong, RD Registered Dietician, Shriners and Na Puhawai	Wendy Gibson, RN