

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

Type of Grant Request:



Operating



Capital

Legal Name of Requesting Organization or Individual: Db:

Hāmākua Youth Foundation, Inc.

Hāmākua Youth Center

Amount of State Funds Requested: \$ 20,000.00

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

The Hāmākua Youth Foundation (HYF) is requesting \$20,000.00 to support the continuation of its three core programs: (1) afterschool care, (2) cultural programs, and (3) intermittent food assistance. In recent years, HYF has expanded its focus to address the complex issues facing today's youth, including the effects of brain drain, environmental degradation, and cultural scarcity. We believe that multidimensional solutions lie within Native Hawaiian knowledge systems. We are passionate about actualizing our mission to open doorways to the world by sharing life skills rooted in the tenets of kuleana, aloha, laulima, and mahalo.

*Total amount of State Grants Received in the Past 5 Fiscal Years (see asterisk below): Some years back, HYF purchased the lot next to the youth center (i.e., the old Okada hospital) to serve as a permanent home for our programs. Unfortunately, post-purchase environmental testing revealed that the lot is unsafe due to the presence of toxins. We had been renovating the space during the time leading up to that discovery, but we have now determined that retaining the space is financially unviable. The amount cited below includes state funding that we had received toward renovations.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 35,000.00 (pending requests for applicable FY)

Private/Other: \$ 422,00.00 (committed & pending sources;
includes program fees and projected fundraiser earnings)

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

\$ 172,746.47*

Unrestricted Assets:

\$ 208,226.52

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:

PO Box 381

City: Honokaa

State: HI

Zip: 96727

Contact Person for Matters Involving this Application

Name:
Monica Szczupider

Title:
Grant Development

Email:
development@hamakuayouthcenter.net

Phone:
808-219-2593

Teresa R Sugg
Authorized Signature

Teresa R Sugg, President
Name and Title

1/11/25
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](#))
 - N/A d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- ☒ 7) Experience and Capability
- ☒ 8) Personnel: Project Organization and Staffing

Teresa R Sugg Teresa R Sugg, President 1/11/25
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: Hamakua Youth Foundation, Inc.

DBA/Trade Name: Hamakua Youth Center

Issue Date: 01/09/2025

Status: Compliant

Hawaii Tax#: 30828114-01

New Hawaii Tax#: GE-1038340096-01

FEIN/SSN#: XX-XXX0125

UI#: No record

DCCA FILE#:

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 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.

Hāmākua Youth Foundation, Inc.

(Typed Name of Individual or Organization)

Teresa R Sugg
(Signature)

1/11/25
(Date)

Teresa R. Sugg
(Typed Name)

HYF Board President
(Title)

Hāmākua Youth Foundation
P.O. Box 381
Honoka‘a, Hawai‘i, 96727



1/10/2025

State of Hawai‘i
Office of Community Services
Grants-in-Aid
830 Punchbowl St
Honolulu, HI 96813

Dear State of Hawai‘i’s Office of Community Services,

I would like to affirm that any funds awarded to the Hāmākua Youth Foundation (also known as the Hāmākua Youth Center, EIN: 80-0410125) through the State of Hawai‘i’s Office of Community Services’ 2025 Grants-in-Aid program will be used for a public purpose pursuant to Section 42F-102, Hawai‘i Revised Statutes.

Thank you,

Teresa R. Sugg
Board President
Hāmākua Youth Foundation, Inc.

1. Hāmākua Youth Foundation Background and Summary

1a. Background

In 1946, a massive tsunami struck Hawai‘i Island, precipitating the collapse of Hāmākua’s sugar industry and ushering the region into a prolonged period of economic uncertainty. In the years leading up to the last sugar harvest in 1994, Hāmākua residents increasingly began looking outside the region to work. The Hāmākua Youth Foundation (HYF) was formed in 1996 as a community response to a need to keep youth safe during out-of-school hours. Operating first with support from the YWCA before incorporating as a 501(c)(3) in 2009, HYF provides a safe space, place-based curricula, and hands-on learning experiences to low-income, at-risk, and latchkey youth. In recent years, we have expanded our focus to address the complex issues facing today’s youth, including the effects of brain drain, environmental degradation, and cultural scarcity. We believe that multidimensional solutions lie in Native Hawaiian knowledge systems. Our curricula cultivate affinity for land and community, improve mental health outcomes through outdoor immersion, and introduce innovative experiences that elicit inspiration and curiosity about the future. Our mission is to open doorways to the world by sharing life skills rooted in the tenets of *kuleana*, *aloha*, *laulima*, and *mahalo*.

1b. Population Served and Geographic Coverage

Hāmākua youth are at-risk due to socioeconomic insecurity. Our region’s median income is \$69,500. 60% of students qualify for free or reduced school lunches, 40% of Hawai‘i Island households regularly experience food insecurity, 48% of households qualify as ALICE, and 83.3% of workers travel outside Hāmākua to work. Research shows that low-income, food insecure youth are at risk of impeded mental health and social-emotional learning outcomes, potentially having long-term consequences for academic achievement, emotional and stress regulation, and socioeconomic status. Complicating matters, genuine cultural practices are scarce in Hāmākua, which itself can erode resilience in youth. With the local A+ program frequently cited as cost-prohibitive, HYF is often the only option for out-of-school programming for Hāmākua’s working families. Self-reporting from recent program data indicates 86% of HYF youth identify as Native Hawaiian, 5% as Filipino, 5% as Caucasian, and 4% as Hispanic or other Pacific Islander. We primarily serve youth between the ages of 5-12 but aspire to expand our teen programs with additional staffing and funding. The majority of our participants live in or around Honoka‘a and attend Honoka‘a Elementary School, but throughout our tenure, we have proudly served families from Waimea to Laupāhoehoe.

1c. Need, Opportunity, and Goals

We have identified the following factors as potential roadblocks to area youth: (1) Hāmākua is a rural area and opportunities for innovative learning experiences are scarce, (2) Hawaiian culture is vulnerable to commodification, making genuine cultural experiences scarce, which may in turn compromise youth resilience, and (3) food-insecure and low-income youth are vulnerable to impediments in mental health and social-emotional learning outcomes, potentially having long-term knockdown effects. As such, we pursue the following goals in all of our programming:

- *Help youth improve indicators of social-emotional development in order to improve academic achievement as well as to optimize stress and emotional regulation*
- *Help youth feel secure and supported during out-of-school hours*
- *Encourage connections between participants, place, culture, and community*
- *Increase food security amongst youth*

We are requesting \$20,000.00 to support HYF’s general operating costs. We are a small team, with each member bringing a unique skillset and passion to her role. If awarded, State GIA funds would support our program goals by supporting organizational operations.

2. Service Summary and Outcomes

2a. Scope of Work

HYF offers three vital, low-cost (\$50 per child per month) programs to the Hāmākua community.

- *Afterschool Care* serves 40-45 youth, incorporates Hawaiian pedagogical methods, offers social-emotional and academic support, and prioritizes outdoor time for enriched mental health.
- *Cultural Connections* serve 20-35 youth, incorporate Hawaiian pedagogical methods, highlight environmental kinship, offer hands-on learning experiences, and include trips to places of cultural and environmental significance.
- *Community Well-Being* (i.e., food assistance) serves ~300 ‘ohana annually, offsets barriers associated with food insecurity, and encourages conversations about food sovereignty.

This year, with partners at the Honoka‘a Business Association, we hope to expand services to teens by introducing an apprenticeship program aimed at addressing challenges associated with rural living and socioeconomic insecurity. We currently have few options for teens: HYF program tutorships and a handful of small, multi-use scholarships (both contingent upon funding). The apprenticeship program would likewise be contingent upon funding and staffing, so we refrain from listing it as a certainty, but it is an aspiration.

All HYF programs seek to broaden the personal, academic, and (eventual) professional horizons of youth. We follow the principle of *he ali‘i ka ‘āina, he kauwā ke kanaka* (the land is chief and man is its steward). We promote Hawaiian practices such as *kilo* (observation of and connection to the natural world and ancestors) and *oli welina*, blend scientific inquiry with *mele* and *oli*, and prominently incorporate ‘*ōlelo Hawai‘i* into curricula. We collaborate with area farmers to highlight Hawaiian food-growing techniques, *ahupua‘a* education, and food sovereignty outreach. We partner with Hawai‘i Science and Technology Museum to organize field trips, develop HYF’s Laulima robotics team, and expose youth to interactive science lessons. The Honoka‘a Hongwanji Buddhist Temple has been a partner on projects like youth-focused cultural events (e.g., Makahiki Games) and food distribution. In 2022-2023, we were proud to have been recognized as a torchbearer of Hawaiian culture and knowledge through funding from the Office of Hawaiian Affairs.

2b. Outcomes

We aim to meet the following outcomes this year:

- *Afterschool care*
Enroll 40-45 youth
Complete 3-4 Hawaiian cultural/multicultural learning units
- *Cultural Connections*
Enroll 25-35 youth
Complete 3-4 field trips
- *Food Assistance*
Provide intermittent food assistance to all enrolled families
- *Teen Programs*
Launch apprenticeship program (contingent on staffing and funding)

2c. Timeline

Programs run concurrent to the academic year and generally adhere to the following timeline:

August	Enrollment for afterschool program
September	Afterschool program begins
September-October	Hawaiian/multicultural unit #1
November-January	Hawaiian/multicultural unit #2
December	Food Bag distribution #1 (contingent on funding)
January	Qualitative staff assessment #1
February-March	Hawaiian/multicultural unit #3
March	Food bag distribution # 2 (contingent on funding)
April-May	Hawaiian/multicultural unit #4
May	Qualitative staff assessment #2
May	Enrollment for summer program
June-July	Summer program begins, includes 3-4 field trips
July	Qualitative staff assessment #3

2d. Evaluation

We utilize two assessment tools to track youths' social-emotional learning: the KALM assessment and SEL Self-Inventory. KALM was developed in-house and relies on four tenets of Hawaiian philosophy (*kuleana*, *aloha*, *laulima*, and *mahalo*) to encourage prosocial behaviors in youth. KALM guides HYF staff to model prosocial behaviors and evaluate the progress of these behaviors in students. We also use the SEL (Social and Emotional Learning) Self-Inventory, which collects self-reflected data from students in order to track their social-emotional learning. We have only recently implemented a quantitative means of assessment in AY24-25, but informal, qualitative analyses tell us that student generally show improvement in KALM and SEL scores upon completion of programs. We will report on KALM scores to the State agency.

3. Financials

3a. Budgets

Please see relevant budgets attached.

3b. Anticipated Quarterly Funding for FY 2026

In 2024, we made the decision to bring on a dedicated grant writer rather than continuing to split the task amongst existing team members. The following list has been compiled from previous funders, known foundations, and newly researched funding opportunities. While we do not expect a 100% success rate, we have found that prioritizing grant-seeking has freed us to seek funds throughout the year and in turn expand our network of potential funders, a strategy that has strengthened our financial stability.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
COH Waiwai Grant Program, \$20,000.00	THINK Fund, \$50,000.00	McInerny Foundation, \$30,000.00	Cooke Foundation, Ltd., \$20,000.00	\$457,000.00 (total includes program fees and projected fundraiser earnings)
COH Research & Development, Community Well-Being Program, \$15,000.00	HCF Equitable Access Arts and Culture, \$27,500.00	Central Pacific Bank Foundation, \$10,000.00	Atherton Foundation, \$10,000.00	
Bank of Hawai‘i Foundation, \$5,000.00	Annual Fundraiser Earnings, \$30,000.00	Friends of Hawai‘i Charities, \$20,000.00	Alexander and Baldwin, \$20,000.00	
Charles LaFitte Foundation, \$20,000.00	Clementine Fund, \$10,000.00	Hawai‘i Council for the Humanities, \$10,000.00	Okumura Fund, \$12,500.00	
LLH/LHM Foundation, \$25,000.00	Steven B. Hard Foundation, \$5,000.00	Hawai‘i Council for the Humanities, \$10,000.00	Ama OluKai Foundation, \$20,000.00	
Lithia4Kids, \$10,000.00	Laura Jane Musser Fund, \$12,000.00	Roy A. Hunt Foundation, \$10,000.00	Clarence Ching Foundation, \$20,000.00	
		Program Fees, \$25,000.00	Kūki‘o Ho‘omana Fund, \$20,000.00	

3c. Other Sources of Funding to be Sought in FY 2026

In addition to the aforementioned sources, we are also exploring partnerships with the following youth-focused or Native Hawaiian-focused organizations.

Afterschool Alliance
21st Century Community Learning Centers

Office of Hawaiian Affairs
Queen Lili‘uokalani Trust
The Doris Duke Foundation
Hawai‘i People’s Fund
Kosasa Foundation
Joseph and Vera Long Foundation
HEI Charitable Foundation
HMSA Foundation
Andrew and Jaime Sullivan Family Foundation
New Earth Foundation
Lisle International

3d. State and Federal Tax Credits, Last Three Years

In the last year, HYF has turned over nearly its entire staff. As far as the current staff is aware, HYF has not received any state or federal tax credits over the last three years.

3e. Federal, State, and County Government Contracts, Grants, and Grants-in-Aid from Last Three Years and FY 2026

HYF’s FY runs from January to December. We have included state and county funding received during HYF’s FY 2022 since it overlaps in part with the State’s FY 2023.

HYF FY 2022

County of Hawai‘i, General	\$3,350.00
County of Hawai‘i, Garden Fund	\$2,700.00
County of Hawai‘i, MAP Fund	\$3,350.00
County of Hawai‘i, Teen Fund	\$2,700.00
County of Hawai‘i, Kimball Fund	\$5,000.00
County of Hawai‘i, Kimball Fund	\$200.00
*Okada Funds (State)	\$2513.09
*Okada Funds (State)	\$33,357.00
Office of Hawaiian Affairs	\$25,000.00

HYF FY 2023

County of Hawai‘i Waiwai Grant Program	\$20,000.00
Office of Hawaiian Affairs	\$23,533.38
County of Hawai‘i, Kimball Fund	\$5,000.00
*Okada Funds (State)	\$30,679.22

HYF FY 2024

County of Hawai‘i, Kimball Fund	\$5,000.00
County of Hawai‘i Waiwai Grant Program	\$20,000.00

HYF FY 2025

None yet confirmed

HYF FY 2026

None yet confirmed

*Some years back, HYF purchased the lot adjacent to the youth center, which had previously been the site of the historic Okada hospital. The property was intended to serve as a permanent home for HYF programs, but subsequent environmental testing revealed toxins in the lot that make the site unsuitable for occupation. Prior to learning of the toxins, we had received state funding in support of the property, but as of 2024, we have decided it is no longer economically viable to retain the property.

3f. Unrestricted Current Assets

Please see balance sheet attached.

4. Experience and Capability

4a. Necessary Skills and Experience

We currently have a small team: one Program Director (FT), one Organizational Director (FT), one Activities Specialist (PT), and one Grant Writer (PT). (We also rely on the services of a trusted bookkeeper, but she holds a contracted position with HYF.)

Program Director Māhealani Maiku‘i is a lifelong resident of Hāmākua and has been with HYF since 2011. Māhealani is our *‘umeke kā‘eo*. She is responsible for designing program curricula, supervising program staff, cultivating partnerships, and overseeing the youth center’s day-to-day activities. Activities Specialist Allison Loando brings passion, commitment, and experience to her role as program staff support. Organizational Director Gigi Davidson has spent the last 23 years directing two nonprofits, both of which had a focus on supporting at-risk youth. She brings a wealth of experience and knowledge to her role of overseeing administrative activity at HYF. Monica Szczupider brings resourcefulness and versatility to her role as HYF’s Grant Writer. Since starting in May 2024, she has been successful in earning some \$230,000.00 in funding for HYF.

4b. Facilities

HYF currently rents a storefront on Main Street in Honoka‘a town to host all onsite activities. We are able to host up to 45 keiki at a time at our current facility. We also utilize the adjacent lawn to conduct outdoor activities or free play sessions.

5. Personnel: Project Organization and Staffing

5a. Proposed Staffing, Staff Qualifications, Supervision and Training

We do not adhere to a conventional hierarchical structure as we believe that each team member brings her own unique passions and expertise to fulfilling HYF’s mission. We follow an egalitarian management style that prioritizes collaboration, empowerment, and individual strengths. We foster an open, inclusive environment and encourage staff to take initiative and lead projects that align with their passions and expertise. Regular team meetings ensure transparent communication and collective decision-making, allowing us to adapt and grow together. By promoting a culture of trust and mutual respect, we empower each staff member to excel in their roles, driving both personal and organizational success.

5b. Organization Chart

As aforementioned, we do not adhere to a conventional hierarchical structure. Employees work together as a team.

5c. Compensation

Organizational Director	\$76,355.96
Program Director	\$72,800.10
Program Specialist	\$32,216.08

6. Other

6a. Litigation

There is no pending litigation to which HYF is a party.

6b. Licensure or Accreditation

HYF possesses no special qualifications or licensure that are relevant to this request.

6c. Private Educational Institutions

No funds awarded by the State of Hawai‘i Grants-in-Aid program will be used to support or benefit a sectarian or non-sectarian private educational institution.

6d. Future Sustainability Plan

HYF will continue to prioritize introspection and improvement to better meet the needs of our community. In doing so, we will continue to seek out and cultivate partnerships with charitable foundations, business/individual donors, and government agencies with similar outlooks and priorities. We will moreover continue to strengthen our community bonds so that future fundraisers will be as successful as (if not more successful than) 2024’s fundraiser.

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, 2024.

2. Declaration Statement

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

3. Public Purpose

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

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

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;
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

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](#))
 - N/A d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant

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

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

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.

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.

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.

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.

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.

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.

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.

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.

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:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hāmākua Youth Foundation, Inc. (Please note highlights have been added for further clarification.)

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	8,727	0	14,827	164,168
2. Payroll Taxes & Assessments	1,540	0	2,617	17,188
3. Fringe Benefits	0	0	0	11,496
4. Other Payroll (work comp, payroll managem	0	0	0	13,190
TOTAL PERSONNEL COST	10,265	0	17,444	206,042
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance (Liability, Property, and Auto)	5,435	0	0	2,214
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	9,984	0
5. Staff Training	0	0	0	0
6. Supplies (incl. office supplies)	0	0	7,572	0
7. Telecommunication	0	0	0	4,008
8. Utilities	0	0	0	2,028
9 Other - contract labor	4,300	0	0	0
10 Real Property Taxes	0	0	0	500
11 Other operating (legal, bookkeeping, accou	0	0	0	14,356
12 Depreciation Expense	0	0	0	1,452
13 Scholarship Fund	0	0	0	1,000
14 Building Repair and Maintenance	0	0	0	2,400
15 Vehicle Maintenance and Expense	0	0	0	360
16 Food and Beverage	0	0	0	1,008
17 Program Travel	0	0	0	300
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	9,735	0	17,556	29,626
C. EQUIPMENT PURCHASES	0	0	0	0
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	20,000	0	35,000	235,688
SOURCES OF FUNDING		Budget Prepared By: Monica Szczupider 808-219-2593		
(a) Total State Funds Requested	20,000	Name (Please type or print) Phone Teresa R Sugg 1/14/2025		
(b) Total Federal Funds Requested	0	Signature of Authorized Official Date		
(c) Total County Funds Requested	35,000	Teresa R Sugg Name and Title (Please type or print) HYF Board President		
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	290,668			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hāmākua Youth Foundation, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Organizational Director	1	\$76,355.96	13.44%	\$ 10,265.00
Program Director	1	\$72,800.10	0.00%	\$ -
Program Specialist	0.5	\$32,216.08	0.00%	\$ -
Activities Specialist	0.5	\$26,808.70	0.00%	\$ -
Grant Writer	0.5	\$25,570.22	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				10,265.00
JUSTIFICATION/COMMENTS: Since the State of Hawaii GIA grant program funds general operating costs, we opted to put any awarded monies toward our Organizational Director's salary. She is responsible for overseeing administrative activity at HYF. 90% of her salary falls under operating costs, while 10% falls under program costs. All other salaries are funded by our program budget.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hāmākua Youth Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Insurance - liability and property			\$ 5,435.00	5435
Contract labor - website maintenance and fundraising coordinator			\$ 4,300.00	4300
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	9,735

JUSTIFICATION/COMMENTS:

While not equipment, we are including the other expenses which GIA funds would cover here as this form appears to be the most relevant one for justifying those expenses. Liability and property insurance expenses are listed on our operating budget, so any GIA funds awarded would cover those expenses since GIA funds general operating costs (we also pay for auto insurance, but that is a program expense). Contract labor covers our website maintenance person as well as our fundraising coordinator, also both general operating expenses.

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

JUSTIFICATION/COMMENTS:

n/a

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hāmākua Youth Foundation - N/A

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: <div style="text-align: center; padding-top: 10px;">n/a</div>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

Hāmākua Youth Foundation, Inc.

Contracts Total:

217,383

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County of Hawaii Waiwai Grant	application pending	Waiwai	COH	20,000
2	County of Hawaii Department of Research and Development Community Well-Being Grant	application pending	Department of Research and Development	COH	15,000
4	County of Hawaii, General	HYF FY 2022		COH	3,350
5	County of Hawaii, Garden Fund	HYF FY 2022		COH	2,700
6	County of Hawaii, MAP Fund	HYF FY 2022		COH	3,350
7	County of Hawaii, Teen Fund	HYF FY 2022		COH	2,700
8	County of Hawaii, Kimball Fund	HYF FY 2022		COH	5,000
9	County of Hawaii, Kimball Fund	HYF FY 2022		COH	200
10	Okada Funds (State)	HYF FY 2022		State	2,513
11	Okada Funds (State)	HYF FY 2022		State	33,357
12	Office of Hawaiian Affairs	HYF FY 2022		State	25,000
13	County of Hawaii, Waiwai	HYF FY 2023		COH	20,000
14	County of Hawaii, Kimball Fund	HYF FY 2023		COH	5,000
15	Okada Funds (State)	HYF FY 2023		State	30,679
16	Office of Hawaiian Affairs	HYF FY 2023		State	23,533
17	County of Hawaii, Waiwai	HYF FY 2024		COH	20,000
18	County of Hawaii, Kimball Fund	HYF FY 2024		COH	5,000
15					
16					
17					
18					
19					
20					
21					

Balance Sheet

As of December 31, 2024

Dec 31, 24**ASSETS****Current Assets****Checking/Savings**

HFS Savings 200.13

BOH - Checking 183,557.86

BOH - Savings "BDSF" 1,596.81

Petty Cash 102.68

Scholarship Funds**Investment Bond - Edward Jones**

Bond-Brock TWP 5,248.55

EJ-Bonds - KY Asset 5,206.45

EJ Bonds - Pitts 6,182.90

Investment bond - Minnesota 5,186.90

Invest Bond-Ed Jones-Cincinnati 5,345.40

Investment Bond - Edward Jones - Other (3,778.40)

Total Investment Bond - Edward Jones 23,391.80**Scholarship Funds - Other** (442.76)**Total Scholarship Funds** 22,949.04**Total Checking/Savings** 208,406.52**Accounts Receivable****Accounts Receivable-Other** (180.00)**Total Accounts Receivable** (180.00)**Total Current Assets** 208,226.52**Fixed Assets****Fixed Assets****Okada Building****Okada construction**

Drainage Plan 2,513.09

Blueprints 930.45

Consulation 97,239.86

Architects 12,363.11

Engineering 24,582.60

Mold, Asbestos and Lead Paint 69,229.92

Total Okada construction 206,859.03**Okada Building - Other** 188,262.59**Total Okada Building** 395,121.62**Land** 298,832.61**Total Fixed Assets** 693,954.23**Accumulated Depreciation** (14,472.00)**Equipment Purchased** 25,200.00**Total Fixed Assets** 704,682.23**TOTAL ASSETS** #####**LIABILITIES & EQUITY**

Balance Sheet

As of December 31, 2024

Dec 31, 24**Liabilities****Long Term Liabilities****Note Payable-SBA Okada Bldg**

476,317.25

Total Long Term Liabilities

476,317.25

Total Liabilities

476,317.25

Equity**Temp Restricted Net Assets**

127,077.69

Retained Earnings

43,987.09

Unrestricted Net Assets

221,032.02

Net Income

44,494.70

Total Equity

436,591.50

TOTAL LIABILITIES & EQUITY#####

Teresa R. Sugg, Board President