

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



Toni Muranaka

1-22-26

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

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

The undersigned authorized representative of the applicant certifies the following:

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

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

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge(Typed Name of Individual or Organization)

Epilepsy Foundation of Hawaii


(Signature)

1-9-26

(Date)

Toni Muranaka
(Typed Name)

CEO
(Title)

Hawaii Compliance Express (HCE) – IRS Clearance Narrative

Organization: Epilepsy Foundation of Hawaii, Inc.

EIN: 23-7216782

HCE Account Email: toni@epilepsyhawaii.org

Date: January 2026

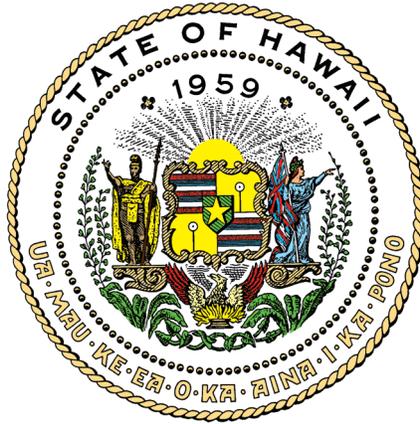
At this time, our Hawaii Compliance Express (HCE) record shows the Internal Revenue Service (IRS) clearance status as “Not Compliant / No Report.” We are actively working to resolve this prior to award processing; however, the timing falls immediately before the State GIA application deadline.

We attempted to satisfy the IRS clearance requirement through the options referenced by HCE (IRS Tax Compliance Report (TCR), IRS Letter of Determination, or a DoTax waiver). HCE indicates that applicants may upload a TCR, a Letter of Determination, or request an IRS Compliance Waiver from the Hawaii Department of Taxation if the TCR/letter cannot be obtained in time.

Determination Letter upload constraint: Our IRS determination letter is two pages, and the HCE upload process is prompting that the document must be uploaded as a single page, which is preventing successful upload at this time. We are seeking guidance/technical assistance on how HCE would like a multi-page IRS determination letter handled for compliance purposes.

TCR timing constraint: We initiated the IRS Tax Compliance Report (TCR) process; however, obtaining a compliant/updated TCR is not immediate in all situations. The IRS notes that items may take time to post before they appear as compliant (for example, payments can take up to ~2 weeks to post and tax returns can take ~4–6 weeks to post, depending on what was recently filed/processed). Given the State GIA deadline, we may not receive an updated TCR in time for upload.

We have also requested/are requesting an IRS Compliance Waiver (DoTax waiver) to upload to HCE as an interim solution while this is being resolved. As soon as the waiver is issued and/or the determination letter upload issue is corrected, we will immediately update our HCE record.



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 17, 2026

Director of Commerce and Consumer Affairs

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, 2025.
See above HCE narrative..

2. Declaration Statement

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

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](#).

The public purpose of this request is to improve statewide public health and safety by expanding epilepsy education, seizure recognition, and seizure first aid readiness across Hawai'i. This \$60,000 operating request supports community-facing training and outreach that helps schools, caregivers, and the general public respond appropriately to seizures and improves access to education and support resources for individuals living with epilepsy. Seizures are **one of the top three medical emergencies in schools**, and increased awareness and training reduces preventable harm, strengthens emergency preparedness, and supports safer, more inclusive environments for students and community members across all islands.

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;
Seizures are **one of the top three medical emergencies in schools**, and the Epilepsy Foundation of Hawai'i (EFH) has been at the center of improving seizure readiness and response statewide since 1972. EFH is a Hawai'i-based 501(c)(3) nonprofit and the state's only organization exclusively focused on

epilepsy education, advocacy, and support services. EFH delivers seizure recognition and seizure first aid education through schools and community partners across Hawai'i, and now also supports the national seizure helpline through a Hawai'i-based team—expanding EFH's service capacity and strengthening EFH's role in providing timely information and support to individuals and families impacted by seizures.

2. The goals and objectives related to the request;
EFH is requesting \$60,000 in operating support to expand statewide epilepsy education and seizure first aid readiness across Hawai'i. The goals of this request are to increase the number of seizure recognition and first aid trainings delivered, strengthen outreach and engagement on neighboring islands through inter-island travel, and improve public access to accurate epilepsy education resources (primarily digital, with minimal printing as needed). EFH will also distribute practical education tools during training to reinforce learning and promote safer responses to seizures in community settings. This request further supports EFH's growing capacity as an organization, including its participation in the national seizure helpline through a Hawai'i-based team—demonstrating expanded service reach and responsiveness at both the community and broader public level.
3. The public purpose and need to be served;
EFH is requesting \$60,000 in operating support to expand statewide epilepsy education and seizure first aid readiness across Hawai'i. The goals of this request are to increase the number of seizure recognition and first aid training delivered, strengthen outreach and engagement on neighboring islands through inter-island travel, and improve public access to accurate epilepsy education resources (primarily digital, with minimal printing as needed). EFH will also distribute practical education tools during training to reinforce learning and promote safer responses to seizures in community settings. This request further supports EFH's growing capacity as an organization, including its participation in the national seizure helpline through a Hawai'i-based team—demonstrating expanded service reach and responsiveness at both the community and broader public level.
4. Describe the target population to be served; and
EFH will serve individuals of all ages across Hawai'i, with priority focus on (1) school personnel and youth-serving organizations, (2) families, caregivers, and community members, and (3) community partners such as businesses and nonprofits seeking seizure first aid training. EFH also serves individuals living with epilepsy and their families by providing education, support, and connections to community resources.
5. Describe the geographic coverage.
EFH provides services statewide, including O'ahu and the neighbor islands. While EFH is based on O'ahu, this request supports inter-island outreach to

increase access to seizure recognition and first aid training and education for communities across all islands, including underserved and rural areas, using a hybrid approach of in-person engagement and virtual education.

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;
EFH will expand statewide epilepsy education, seizure recognition, and seizure first aid readiness across Hawai'i through a coordinated outreach and training strategy. Key tasks include:
 - (a) plan and deliver Seizure Recognition and First Aid trainings for schools, youth-serving organizations, businesses, and community partners;
 - (b) coordinate outreach activities and inter-island engagement to increase access on neighboring islands;
 - (c) maintain and distribute accurate education resources (primarily digital, with minimal printing as needed) and participant learning tools during trainings.
 - (d) respond to community requests and collaborate with local partners to schedule trainings and education sessions; and
 - (e) provide program oversight, tracking, and reporting to ensure deliverables are met and funds are used appropriately.

EFH's Hawai'i-based team also supports the national seizure helpline, strengthening EFH's capacity to respond to seizure-related information needs and connect individuals and families to resources.

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

July–September 2026: Finalize annual outreach plan and target list (schools/community partners statewide); schedule trainings and neighbor island visits; update digital education materials and participant learning tools; begin training delivery and outreach.

October–December 2026: Continue statewide trainings and outreach; conduct additional inter-island trainings and partner engagements; track outputs (trainings delivered, participants reached, organizations served); adjust outreach strategy based on community demand.

January–March 2027: Continue training and outreach; prioritize underserved areas and high-need partners; refresh education materials as needed; complete mid-year review of performance measures and corrective actions if

needed.

April–June 2027: Complete final cycle of trainings and outreach; ensure all required documentation is complete for reimbursement; compile year-end performance outcomes and submit required final reporting/closeout materials to the State.

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

EFH will use standardized tracking and documentation tools to ensure services are delivered consistently, on time, and with measurable outcomes. EFH will manage program workflow using Trello to track outreach requests, training schedules, deliverables, assigned responsibilities, deadlines, and follow-up actions, ensuring clear internal accountability and timely completion of program activities. EFH will monitor outputs such as trainings delivered, participants trained, organizations served, and neighbor island engagements using centralized logs and routine internal reviews. EFH will incorporate participant feedback and partner input (as applicable) to evaluate training usefulness, clarity, and confidence in seizure response, and will make improvements to training content and delivery methods (in-person vs. virtual) as needed. In addition, EFH will engage the epilepsy community through a secure, branded community app (powered by Create Community) that provides a safe space for individuals and families affected by epilepsy to access resources, receive updates, and connect to support; EFH will monitor engagement and feedback through the platform to strengthen program responsiveness and continuous improvement.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

- 5.

EFH will report objective measures including:

- Number of seizure recognition and first aid trainings delivered (in-person and virtual)
- Number of participants trained
- Number of schools and community organizations served statewide
- Number of neighbor island outreach/training engagements completed (as applicable)
- Education resources distributed (digital dissemination and minimal print materials, as applicable)
- Summary of participant evaluation results and partner feedback (as available)
- Community engagement through EFH's branded app (powered by Create Community): number of users enrolled, resource views/downloads, announcements distributed, and engagement/feedback indicators as available

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](#)) PDF Attached
 - b. Personnel salaries and wages ([Link](#)) PDF Attached
 - c. Equipment and motor vehicles ([Link](#)) PDF Attached
 - d. Capital project details ([Link](#)) PDF Attached
 - e. Government contracts, grants, and grants in aid ([Link](#)) PDF Attached

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$15,000	\$15,000	\$15,000	\$15,000	\$60,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

- HMSA Foundation
- Kaiser Foundation
- Hawai'i Hotel & Lodging Association Charity Walk
- Friends of Hawai'i Charities
- Aloha United Way
- Individual donations
- Epilepsy industry sponsorships and grants
- EFH fundraising events
- State DOH DDD mini-grant opportunity (pending/anticipated)

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. (EFH has not been granted state or federal tax credits within the prior three years and is not applying for tax credits related to a capital project.)

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 2027 for program funding.

Not applicable. EFH is not receiving federal, state, or county government contracts/grants for fiscal year 2027 for program funding at this time.

For reference, EFH previously reported being approved for a State GIA award (FY 2023–2024) that had not yet been fully funded/received at the time of reporting (\$40,000).

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

The balance of EFH’s unrestricted current assets as of December 31, 2025 is:

\$100,436.39 (balance sheet available upon request).

**** ALL BUDGET ATTACHMENTS WILL BE AT THE END OF DOCUMENT ****

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

EFH has the necessary skills, experience, and statewide relationships to deliver the services proposed in this request. As Hawai'i's only statewide nonprofit dedicated exclusively to epilepsy, EFH provides seizure education, seizure first aid training, resource navigation, and community outreach designed to improve safety and reduce stigma for individuals and families living with epilepsy. This work requires specialized knowledge of seizure recognition and response, the ability to deliver training across diverse settings (schools, community organizations, providers, and public audiences), and the operational capacity to document activities and outcomes for reporting. EFH uses consistent internal workflows and tracking tools to manage outreach, scheduling, follow-up, and service documentation, ensuring quality control and continuity across the islands.

EFH's capacity has expanded through a Hawai'i-based team supporting the national Seizure Helpline—an important milestone and the first time EFH has been positioned to support community needs at larger scale through a coordinated helpline model. This complements EFH's local education and outreach by strengthening real-time support, referral pathways, and service tracking. EFH's leadership brings additional experience building sustainable, high-impact programs, including prior executive leadership of Aloha Medical Mission, where long-term partnerships and operational systems expanded services. EFH delivers statewide, including Neighbor Islands, through outreach travel, partner coordination, and a community approach that prioritizes accessible education and practical seizure safety preparedness.

Verifiable experience (past three years) pertinent to this request includes:

1. **State of Hawai'i Legislature – Grants-in-Aid (GIA):** Delivery of statewide epilepsy education, outreach, and seizure preparedness activities supported through state GIA funding (multi-year service delivery and reporting).
2. **Statewide Seizure Education & Seizure First Aid Training (Schools and Community):** Ongoing training and public education efforts focused on seizure recognition and response, including school-centered readiness messaging that emphasizes seizures as **one of the top three medical emergencies in schools.**
3. **Hawai'i Department of Health – Developmental Disabilities Division (DDD) outreach collaboration:** Participation in education/outreach efforts aimed at reaching individuals with disabilities and their caregivers, strengthening statewide seizure education access through public-facing sessions.
4. **Neighbor Island Outreach and Training (Hawai'i Island focus):** Community outreach, partner engagement, and training activities delivered on Hawai'i Island (Kona, Kohala, Hilo) through an outreach coordinator model designed to expand statewide reach.
5. **Statewide Education Convenings and Resource Engagement:** Planning and delivery of educational programming and resource engagement events to connect families, advocates, and providers with epilepsy education and support services.
6. **National Seizure Helpline – Hawai'i-based support team (EFH participation):** Establishment of a Hawai'i-based team contributing to helpline support and community resource navigation, expanding EFH's capacity to serve residents through direct support and referral pathways.

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.

EFH maintains the facilities and operational infrastructure necessary to deliver the services proposed in this request. EFH operates from office space at the Aloha United Way building in Honolulu, which serves as the administrative hub for statewide program coordination, scheduling, documentation, and community support. The office provides secure workspace for staff and contractors, equipment and storage for educational materials and outreach supplies, and the capacity to support day-to-day communications, reporting, and grant compliance activities. EFH has also completed the necessary Bureau of Conveyances filings to ensure proper documentation for our facility arrangement and to avoid unnecessary property tax-related fees.

Service delivery is primarily community-based and statewide, with trainings and outreach conducted at partner locations such as schools, community centers,

healthcare and nonprofit partner sites, and public meeting spaces across O‘ahu and the Neighbor Islands. EFH has the logistical capability to transport materials and supplies for trainings and outreach, and maintains systems for virtual meetings, online education, and community engagement to ensure statewide access regardless of geography. In addition, EFH utilizes established workflow and tracking tools to manage outreach requests, scheduling, follow-up, and quality assurance, and leverages a branded community engagement app (powered by Create Community) to support ongoing connection with individuals and families living with epilepsy in a safe and supportive environment. EFH’s facilities and hybrid service-delivery model are adequate to support the requested expansion of statewide education, outreach, and community support services during the grant period.

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.

EFH will implement this request using a structured staffing pattern led by the CEO/Executive Director, with program delivery supported by an Outreach Specialist and Outreach Coordinator, dedicated Helpline contractors/volunteers, and trained community volunteers. This staffing model is appropriate to the scale and viability of the request because it supports statewide training delivery, consistent scheduling and documentation, and reliable community responsiveness across O‘ahu and Neighbor Islands.

Staffing pattern and roles (service capacity):

- **CEO/Executive Director (ED) – Program Oversight and Administrative Direction:** Provides overall leadership and accountability for the request, including program planning, partner engagement, scheduling oversight, fiscal and documentation compliance, deliverable tracking, and required reporting/closeout. The ED supervises the Outreach Specialist, monitors program performance, and ensures services remain aligned with the grant scope and public purpose.
- **Outreach Specialist (OS) – Lead Trainer / Program Delivery Supervisor:** Serves as the lead trainer for seizure recognition and first aid education and oversees program delivery quality and consistency. The OS coordinates training content, presents trainings, supports partner relationships, and supervises the Outreach Coordinator for training logistics and follow-up.
- **Outreach Coordinator (OC) – Program Administration and Training Logistics:** Provides administrative and logistical support to the Outreach

Specialist, including coordinating schedules, confirmations, materials, tracking attendance and outcomes, and ensuring documentation is complete for reporting. The OC accompanies the Outreach Specialist during trainings as needed and supports follow-up and resource distribution.

- **Seizure Helpline Team – Direct Support and Resource Navigation:** EFH supports the national Seizure Helpline through a Hawai'i-based team consisting of **two dedicated contractors and two volunteers**. This team provides information support, resource navigation, and referrals, strengthening EFH's ability to respond to community needs at scale and connect individuals and families to appropriate resources.
- **Community-Based Volunteers – North Shore O'ahu Program Support:** EFH also utilizes **two trained volunteers** to support program delivery on the North Shore of O'ahu, extending community access to education, outreach engagement, and resource connection in a high-need geographic area.

Qualifications and experience:

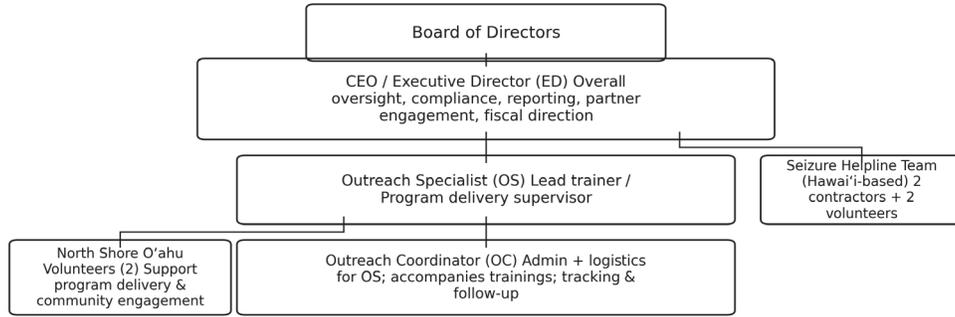
EFH personnel and contractors bring relevant experience in community outreach, training delivery, coordination, and communications. The Outreach Specialist is qualified to provide seizure recognition and first aid training and to ensure accurate content and consistent delivery across sites. The Outreach Coordinator supports operational reliability, follow-through, and outcome tracking. Helpline contractors and volunteers are trained to provide resource navigation, appropriate referral support, and consistent documentation and communications.

Supervision, training, and administrative direction:

The CEO/Executive Director provides overall supervision and administrative direction, with direct supervision of the Outreach Specialist and oversight of program operations and compliance. The Outreach Specialist supervises and directs the Outreach Coordinator for training preparation, logistics, and follow-up. EFH uses standardized workflows and tracking tools (including Trello) to manage outreach requests, scheduling, responsibilities, deadlines, and follow-up actions. EFH provides training, orientation, and ongoing guidance to contractors and volunteers to ensure consistent messaging, accurate seizure education content, appropriate resource sharing, and documentation standards. EFH incorporates feedback from training participants and partners (as available) to improve training effectiveness and outreach outcomes throughout the grant period.

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.



Note: Program delivery occurs statewide (O'ahu + Neighbor Islands) through partner-host sites (schools, community organizations, public venues) with centralized coordination from EFH's office at Aloha United Way.

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.

EFH operates with a lean staffing structure; board officers/directors are not compensated. The applicant provides the following **annual compensation ranges** for the three highest compensated positions supporting EFH operations (by position title, not employee name). Where roles are contracted/part-time, ranges reflect annualized equivalents.

- **CEO/Executive Director:** \$60,000 – \$70,000
- **Outreach Coordinator (part-time/contract equivalent):** \$28,000 – \$35,000
- **Education Outreach & Communications Support (part-time/contract equivalent):** \$8,000 – \$12,000

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.

The Epilepsy Foundation of Hawaii, Inc. has no pending litigation, claims, or legal proceedings to disclose, and there are no outstanding judgments against the organization.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

The Epilepsy Foundation of Hawaii, Inc. is a federally recognized 501(c)(3) nonprofit organization and an Epilepsy Foundation affiliate. EFH's Outreach Specialist (OS) and Outreach Coordinator (OC) are certified to deliver epilepsy education and Seizure First Aid training using nationally recognized Seizure First Aid protocols and materials. These certifications support EFH's ability to provide consistent, evidence-informed instruction to schools, families, caregivers, and community partners statewide as part of 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.

The grant will **not** be used to support or benefit any **sectarian** private educational institution. EFH's epilepsy education and Seizure First Aid trainings are provided as **public health and safety** services and may be offered to schools and youth-serving organizations upon request, regardless of affiliation, but funds are not awarded to or used for the benefit of any private educational institution. All services are delivered as community-facing trainings and materials intended to improve seizure response readiness and safety for Hawai'i residents.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

EFH has a sustainability plan to continue the activities supported by this grant beyond fiscal year 2027, even if State GIA funding is not received thereafter. If funding is awarded for FY27, EFH will use the grant period to strengthen systems, partnerships, and diversified revenue streams that allow epilepsy education, Seizure First Aid training, and community outreach to continue through a blended funding model.

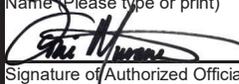
EFH will sustain these activities by: (1) expanding private foundation support and corporate sponsorships tied to statewide public health and safety education; (2) increasing individual giving through targeted donor outreach and recurring monthly gifts; (3) leveraging community fundraising events and earned revenue opportunities to support core operating costs; and (4) strengthening collaborative partnerships with schools, healthcare partners, and community organizations to co-host trainings and extend reach with reduced overhead. EFH will prioritize digital education and virtual training delivery when appropriate to maintain statewide access while controlling costs. EFH will also continue to build capacity through its Hawai'i-based participation in the national Seizure Helpline, which strengthens service reach and positions EFH to pursue additional support for helpline-related operations and community resource navigation.

If State GIA funds are not available after FY27, EFH will maintain core service delivery by focusing on high-impact training efforts, scheduling efficiency, volunteer engagement (including North Shore coverage), and continued partner-hosted training sites, while pursuing replacement funding through foundations, sponsorships, and community support. EFH's goal is to ensure that seizure education and readiness remain available statewide and that Hawai'i communities continue to benefit from consistent, evidence-informed seizure first aid training and resource connection.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Epilepsy Foundation of Hawaii, Inc.

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	16,250			
2. Payroll Taxes & Assessments	1,214			
3. Fringe Benefits	1,711			
TOTAL PERSONNEL COST	19,175			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island (transportation)	3,000			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	3,000			
5. Staff Training	0			
6. Supplies				
7. Telecommunication	1,000			
8. Utilities				
9. Contractual Services - Program Delivery	33,300			
10. Publication & Printing				
11. Program Activities	525			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	40,825			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	60,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Toni Muranaka	808-528-3058	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1-22-26	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET		CEO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Epilepsy Foundation of Hawaii, Inc.

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	\$65,000.00	25.00%	\$ 16,250.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				16,250.00
JUSTIFICATION/COMMENTS: Executive Director time is allocated to oversight and implementation of the statewide GIA-supported work, including coordination and supervision of outreach/program delivery, scheduling and partner engagement, inter-island outreach planning, tracking of deliverables, reimbursement documentation, reporting, and compliance required by the State.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Epilepsy Foundation of Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
			\$ -	0
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Epilepsy Foundation of Hawaii

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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS	0	0	0	0		0
LAND ACQUISITION	0	0	0	0	0	0
DESIGN	0	0	0	0	0	0
CONSTRUCTION	0	0	0	0		0
EQUIPMENT	0	0	0	0	0	0
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _

Epilepsy Foundation of Hawaii, Inc.

Contracts Total: zero

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	N/A	N/A	N/A	N/A	N/A
2					
3					
4					
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