

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

Kevin K. Matsunaga, Director

PRINT NAME AND TITLE

1/22/26

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: HAWAII CREATIVE MEDIA FOUNDATION

Issue Date: 01/20/2026

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#:

No record

DCCA FILE#:

295897

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Hawaii Creative Media Foundation

(Typed Name of Individual or Organization)


(Signature)

1/22/2026

(Date)

Kevin K. Matsunaga

(Typed Name)

Director

(Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

2. Declaration Statement

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

Hawaii Creative Media Foundation (HCMF) is in full compliance with Section 42F-103, Hawaii Revised Statutes. See attached.

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](#).

This grant will be used for a public purpose as defined in Section 42F-102, Hawaii Revised Statutes. Shoots Summit Hawai'i is a community based educational event that supports workforce development in media, creative technology, and entrepreneurship. The event is open to students and educators from public, charter, and private schools statewide and is offered as a public educational program.

Grant funds will be used solely for public programming costs, including venue, equipment, and instructional expenses, that benefit individual participants rather than any school or institution. No grant funds will be provided directly or indirectly to any private or sectarian educational institution. The program increases skills, career awareness, and access to industry professionals and produces measurable outcomes through attendance, training hours delivered, and participant feedback.

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;

Hawai'i Creative Media Foundation (HCMF) is a local, non-profit organization created by media teachers in Hawai'i. HCMF was incorporated as a non-profit (domestic) in February 2019 in order to support the charitable and educational purpose and nature of ongoing programs. Our mission is to provide students and teachers in the State of Hawaii and beyond with the educational support, workforce development and training opportunities necessary for success as individuals and as contributors to the larger community and society.

The HCMF team has worked together since 2007 to deliver media production workshops for elementary, middle, and high school students. These early programs focused on building practical skills that prepared students for the school year and for participation in state and national media competitions. In 2010, HCMF partnered with PBS Hawai'i to support the HIKI NŌ program by designing and facilitating student and teacher workshops across the state. The team traveled to O'ahu, Maui, Kaua'i, and Hawai'i Island to conduct intensive four day summer workshops that strengthened storytelling, production, and media literacy skills. Most recently, HCMF led a media workshop for Kaua'i educators in the summer of 2025, continuing its long term commitment to professional learning and creative media education in Hawaii schools.

For the last four years, the HCMF team has planned and coordinated an annual digital media conference for students and teachers in Hawaii called the Shoots Summit Hawai'i. With the increased interest in creative media across the state, there has been a significant growth in the number of participants each year:

Year	Number of Participants
2023	331
2024	540
2025	687
2026	920

2. The goals and objectives related to the request;

The primary goal of this request is to expand the capacity of the Shoots Summit Hawai'i to meet increasing demand and to evolve the summit from a single standalone event into a multi phase educational program. Funding will allow HCMF to secure a larger venue and additional resources as the summit continues to grow into a statewide gathering focused on creative media, storytelling, and creative technology. This expansion will ensure that any school that wishes to attend can participate without space or resource limitations.

A second goal is to create a year round learning pathway that leads to the Shoots Summit Hawai'i as a culminating experience. HCMF will reinstate and expand summer and fall media workshops for students and teachers that take place in the months leading up to the summit. These workshops will provide hands-on skill development, professional growth, and preparation for summit participation.

Objective	Outcome
Year-Round Skill Building	HCMF will offer free summer and fall workshops for students and teachers. These workshops will provide hands-on creative media training and prepare participants for summit competitions and activities. Workshops will be offered at beginner and intermediate levels. Shorter one or two day fall workshops will further prepare students and teachers for the Shoots Summit Hawai'i.
Increase Student Participation and Accessibility	By increasing physical capacity and resources, HCMF will eliminate waitlists and provide more equitable access for students and teachers statewide.
Enhance Professional Workforce Development	Expanded space and programming will allow HCMF to engage a broader range of industry professionals across film, broadcast, graphic design, and social media. Students will receive hands-on mentorship that connects classroom learning to career ready skills in Hawaii's creative industries.
Expand College Workforce Pathways	HCMF will expand its paid internship program to provide college students with real world roles such as tech support, social media management, photography, and documentation. These internships provide practical experience while supporting program delivery.
Scale Competition and Exhibition Programming	HCMF will add competition categories modeled after real world industry standards. Students will showcase work, receive professional feedback, and elevate the quality of student creative media statewide.
Operational Capacity and Cost Efficiency	As the program grows, HCMF must secure dedicated storage for event equipment currently stored by staff. Funding will also support the purchase of equipment used for opening and closing sessions and live streaming. Purchasing equipment

	will reduce long term costs by spreading use over multiple years and reduce the amount we spend on rental gear.
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3. The public purpose and need to be served;

Shoots Summit Hawai'i serves a clear public purpose by providing students and teachers with an intensive, three day educational experience that develops workforce ready skills in creative media, storytelling, and creative technology. The summit functions as an authentic, performance based assessment where students apply classroom learning in real world conditions. Students participate in on site competitions, attend breakout sessions led by industry professionals, and receive direct feedback on their work from practitioners in the field.

Breakout sessions expose students to current technology, industry workflows, and career pathways that are not consistently available in traditional classroom settings. These sessions provide access to professionals who offer practical instruction and insight into Hawaii's creative industries, helping students connect education to future employment opportunities.

On-site competitions require students to respond to a prompt provided the day of the event and complete their project within a limited time frame without teacher assistance. Students must collaborate, research, plan, produce, and edit their work under deadline pressure. This format builds critical skills valued by employers, including creativity, communication, problem solving, time management, and effective use of technology. These transferable skills benefit students regardless of their future career path.

Demand for Shoots Summit Hawai'i continues to grow. In the most recent summit, opening and closing ceremonies exceeded the capacity of the Moanalua High School Performing Arts Center and were relocated to the school gymnasium to accommodate participating schools. Based on current growth trends, HCMF anticipates that existing facilities will no longer meet capacity needs beyond 2027. Larger venues must be secured well in advance due to long booking timelines. Without expanded space and resources, student participation will be limited, reducing equitable access to this public educational opportunity.

4. Describe the target population to be served; and

Shoots Summit Hawai'i serves students in grades 3 through 12 because creative media skills build best when introduced early and reinforced over time. Grade 3 is a critical starting point as students begin to develop stronger reading, writing, and problem solving skills, along with increased curiosity about how media is created. Early exposure supports visual literacy, responsible media use, and foundational storytelling skills.

As students progress through upper elementary, middle, and high school, the summit supports deeper skill development in video production, design, audio, and digital communication. These skills align with classroom learning across subjects and support

career exploration, particularly for students who may not engage through traditional academic pathways. Creative media projects require collaboration, communication, and reflection, which also support social and emotional development. Students practice working in teams, giving and receiving feedback, managing deadlines, and expressing ideas in constructive ways.

By serving a wide grade range, the summit creates a continuous learning pipeline. Students revisit creative media concepts at increasing levels of complexity, build confidence, develop a sense of belonging, and gain skills that support both academic growth and future pathways into high school programs, postsecondary education, and creative careers.

5. Describe the geographic coverage.

The Shoots Summit Hawaii primarily serves schools across the State of Hawaii, ensuring that local students have access to high quality creative media education and industry exposure without the need to travel to the mainland. This focus addresses the geographic isolation of Hawaii schools and the limited opportunities for students to engage with large scale media conferences and competitions. Expanding participation to mainland schools strengthens the event by raising the level of competition, encouraging peer learning, and exposing Hawaii students to broader perspectives. At the same time, visiting schools experience Hawaii's unique culture, values, and creative voice, creating meaningful cultural exchange. This approach supports educational equity for Hawaii students while also contributing to the state's creative economy and tourism by positioning Hawaii as a destination for youth media, innovation, and learning.

III. Service Summary and Outcomes

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

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

The Shoots Summit Hawaii is planned and executed by a six person leadership team over a twelve month period. The team includes four full time HIDOE teachers, one HIDOE educational specialist, and one recently retired HIDOE educator who now works full time for a Kaua'i based nonprofit. The team meets weekly throughout the year to manage all aspects of the summit, including outreach to industry professionals, speaker and judge recruitment, program design, scheduling, logistics, venue coordination, and participant support. All planning and execution tasks, aside from the contests, are completed by this team outside of regular work hours, after each member fulfills their full time professional responsibilities.

To ensure fairness and maintain the integrity of student competitions, the summit contracts an independent contest coordinator who oversees all on site contests. This role is intentionally separate from the core planning team because several team

members are active classroom teachers whose students participate in the competitions. This structure allows the summit to maintain transparent, unbiased contest operations while relying on a small, highly committed team that donates significant personal time to deliver a statewide and multi state educational event.

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

February/ March	<ul style="list-style-type: none"> -Debrief previous summit and identify areas for improvement -Review student and teacher survey data -Develop solutions based on feedback -Update website with ceremony videos and contest winners -Finalize and sign venue contracts for the following year
April/May	<ul style="list-style-type: none"> -Review contest participation data and survey results -Determine contests to add, revise, or remove -Identify new contest topics aligned with industry changes -Update all contest rules, rubrics, and documentation -Determine date and location for summer workshops -Advertise the summer workshops and begin registration
June/July	<ul style="list-style-type: none"> -Develop new summit theme and logo -Update website and all registration materials -Finalize registration deadlines and data requirements -Invite returning partners and recruit new partners -Identify and confirm keynote speaker -Secure hotel room blocks -Recruit industry professionals to judge and present -Design event t-shirts and lanyards -Host summer workshops
August/ September	<ul style="list-style-type: none"> -Finalize registration materials and due dates -Launch registration statewide through HIDOE and partner channels -Confirm judges and speakers -Order lanyards and awards -Create all event graphics and signage -Determine date and location for fall workshop(s) -Advertise the fall workshop and begin registration
October	<ul style="list-style-type: none"> -Monitor registrations for schools, students, judges, and speakers -Respond to registration and contest inquiries -Send registration deadline reminders -Confirm speaker participation -Host fall workshop(s)

November	<ul style="list-style-type: none"> -Close registration -Order t-shirts -Send invoices to participating schools -Confirm speakers and judges
December	<ul style="list-style-type: none"> -Finalize contest lists and consolidate low participation contests -Notify schools of any contest adjustments -Select student interns -Print award sheets and prepare awards -Send speakers final schedules, room assignments, and site maps
January	<ul style="list-style-type: none"> -Assemble materials for schools including lanyards and shirts -Print nametags and event signage -Publish final session schedule on the website and print schedule lists for classroom doors -Order meals for staff, speakers, and volunteers -Execute the Shoots Summit Hawaii event

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

Quality assurance and evaluation are built into every phase of the Shoots Summit Hawaii. At the conclusion of the summit, all participating students, teachers, and speakers are asked to complete an online survey focused on program quality, relevance of content, logistics, and overall impact. The survey collects both quantitative ratings and open ended feedback to capture specific strengths and areas for improvement.

The planning team reviews survey results in detail during post event debrief meetings. Feedback is analyzed to identify patterns, gaps, and opportunities for improvement related to sessions, contests, scheduling, and participant experience. These findings directly inform decisions for the following year, including changes to programming, contest offerings, speaker selection, and event operations. By using structured feedback and a formal review process, the summit ensures continuous improvement and accountability while remaining responsive to student, educator, and industry needs.

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.

Measures of effectiveness will include:

- Number of participating schools, reported by island and grade level
- Number of participating students and teachers
- Percentage of participants from Hawaii public schools
- Number of industry professionals serving as speakers or judges
- Number and diversity of contests offered
- Contest participation rates by category
- Student and teacher satisfaction scores collected through post summit surveys
- Percentage of survey respondents reporting increased knowledge of creative media skills
- Percentage of teachers reporting intent to apply learned skills or resources in their classrooms
- Event completion within projected timeline and budget
- Number of college interns hired and hours of workforce training delivered
- Intern retention rate or placement into industry jobs

HCMF contracts a program coordinator to oversee the event and ensure that the identified activities are progressing on time and that objectives of this project are met. The program coordinator will also work closely with the HCMF team to monitor progress of all identified activities and suggest necessary changes, if any, to obtain the goal and objectives of this grant.

These measures provide objective data that the program coordinator can review to assess quality and impact. If funding levels change, participation targets and output measures such as number of students served, contests offered, or speakers engaged can be scaled accordingly and updated with HCMF.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
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\$124,600.00	\$80,000.00	\$72,500.00	\$37,500.00	\$314,600.00
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3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

Our main source of funding comes from participant registration fees. We are also working to continue in-kind and monetary support from the Audio Visual Company, Christie Digital Systems, DataVideo, Pro Camera Hawaii, and Tamron.

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.

None.

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.

None.

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

The balance of the applicant’s unrestricted current assets as of December 31, 2025 is \$32,062.48.

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.

Combined, our team has over 100+ years of teaching digital media to the students of Hawaii. Two of our members have been recognized as complex teachers of the year, and two of our members have been recognized as "20 for the Next 20" which is an annual selection of 20 people to watch for in the next 20 years by Hawaii Business Magazine. Combined our students have won numerous state and national awards for their video work. One of our members served on the board for the Student Television Network for 9 years, and currently serves on the board for PBS Hawaii and the Kaua'i Historical Society. We have worked closely with PBS Hawaii since 2010 and have

successfully run five statewide student summits. Hawaii Creative Media Foundation is a trusted organization committed to empowering the youth of Hawaii.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

We currently are using the facilities at Moanalua High School and have had to move our opening and closing ceremonies to the gymnasium as we outgrew their performing arts center due to the seating capacity there. Moving our event to the gym incurred additional costs to set up the staging, curtains, video screens, projectors, sound system, and all of the tables and chairs we required to properly set up. Due to our increased enrollment we were able to cover these costs but if we continue to grow as we have, we will need to look elsewhere for a larger facility. By 2028 we will have to move the event or limit the participation and so we need to begin looking for another site now. A good portion of the grant will go towards the costs associated with renting out not only the space, but also all of the ala carte items needed to fill the space like tables, chairs, screens, projectors, sound systems, etc. We anticipate our costs tripling once we move to another location.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The current team includes four HIDOE media teachers, one state educational specialist, and one recently retired HIDOE media teacher who now works full time for a nonprofit organization. The retired educator will serve as the lead for event operations, supported by the other five team members. Together, this team has successfully planned and delivered five previous Shoots Summit events.

The team brings a proven track record of collaboration and execution through longstanding partnerships with PBS Hawaii, 'Olelo Community Media, and the Hawaii State Department of Education. These organizations continue to support the summit and its mission. Letters of support from two of the three three entities are included with this application, demonstrating broad institutional confidence in the team's capacity to deliver a high quality statewide educational event.

Our contest coordinator is a separate contractor that we hire each year to specifically run all of our contests. This keeps the integrity of our contests safe because four of our members who run this event also have students participating.

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.

Our program coordinator takes the lead on running this event with assistance from the other 5 members of our team and the separate contest coordinator. Each member of our 6 person team has various roles and responsibilities for our event.

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.

Contest Coordinator
Annual compensation: \$8,000

Program Coordinator
Annual compensation: \$3,000

Website and Graphics Support
Annual compensation: \$3,000

Clarifying note:

All positions listed are currently compensated as independent contractors using non grant funds. Compensation reflects part time and project based work. Grant funding is requested to increase compensation to better align with industry standards and to support a significant increase in hours and responsibilities. Additional time will be required to plan, deliver, and support the proposed student and teacher workshops leading up to the Shoots Summit Hawai'i. If funding is awarded, annual compensation for these positions is expected to increase to a range of \$12,000 to \$36,000 depending on duties and hours worked.

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.

All 6 members of the team are licensed to teach in Hawaii with the HTSB.

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 a sectarian or non sectarian private educational institution. Grant funds will be used solely for public programming costs associated with Shoots Summit Hawai'i and related workshops. While private school students and educators may be invited to attend, no grant funds will be provided directly or indirectly to any private educational institution, and no funds will be used for tuition, fees, or institution specific support.

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

Grant funding will be used to transition Shoots Summit Hawai'i from a single annual event into a multi phase educational program that includes student and teacher workshops leading up to the summit. During the grant period, HCMF will build operational capacity, refine program delivery, and document outcomes to support future fundraising. The grant will allow the summit to move to a larger venue, expand participation, and maintain affordable registration costs while demand grows. Following fiscal year 2027, HCMF will pursue a combination of sponsorships, partnerships, earned revenue, and other grants to sustain the expanded program model.

- (b) Not received by the applicant thereafter.

If GIA funding is not awarded, HCMF will continue Shoots Summit Hawai'i at a reduced scale using available resources and alternative funding sources. The event would likely remain at its current location with limited registration to control costs. Registration fees may need to increase to maintain basic operations, and the proposed summer and fall workshops would not be offered. Program growth and statewide access would be delayed until sustainable funding is secured.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

App Hawaii Creative Media Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Operating Costs	3,500			1,000
2. Insurance				300
3. Lease/Rental of Equipment	20,200			9,800
4. Lease/Rental of Space				3,000
5. Conference Supplies	30,000			15,900
6. Conference Expenses	22,300			10,000
7. Contracted Services	150,000			35,000
8. Storage Rental	3,600			
9. Summer Training Workshop	20,000			
10. Shoots Summit Leadership Mtg	15,000			
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	264,600			75,000
C. EQUIPMENT PURCHASES	50,000			
D. MOTOR VEHICLE PURCHASES	0			

E. CAPITAL	0			
TOTAL (A+B+C+D+E)	314,600			75,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	314,600	Kevin Matsunaga	808-645-0019	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0			1/22/2026
(d) Total Private/Other Funds Requested	75,000	Signature of Authorized Official	Date	
TOTAL BUDGET	389,600	Kevin Matsunaga, Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaii Creative Media Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
NA				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

TOTAL:					
JUSTIFICATION/COMMENTS:					

Applicant: Hawaii Creative Media Foundation

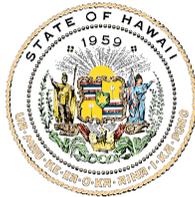
DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Sony PXW-Z200 4K 1" CMOS Sensor XDCAM Camcorder	1.00	\$4,678.00	\$ 4,678.00	
PTZOptics Producer-4K Camera & Controller Bundle (Gray)	1	\$7,923.00	\$ 7,923.00	
Shure SLXD24D+/58 Dual-Channel Digital Wireless Handheld Microp	1	\$1,649.00	\$ 1,649.00	
OSEE 22" Mega 22S Production Monitor with V-Mount Kit	1	\$1,339.00	\$ 1,339.00	
Allen & Heath Qu-5 36-Channel / 12-Bus Digital Mixer with 16+1 Moto	1	\$1,999.99	\$ 1,999.99	
Blackmagic Design ATEM Mini Extreme ISO G2 Switcher	1	\$2,195.00	\$ 2,195.00	
Blackmagic Design Micro Converter SDI to HDMI 3G (with Power Sup	4	\$79.00	\$ 316.00	
Blackmagic Design Mini Converter Optical Fiber 12G-SDI	2	\$199.00	\$ 398.00	
Blackmagic Design Micro Converter Bidirectional SDI/HDMI 3G (with	2	\$89.00	\$ 178.00	
Kondor Blue D-Tap Power Cable to Sony L-Series Dummy Battery	5	\$39.99	\$ 199.95	
Hollyland Pyro S 4K HDMI/SDI Wireless Video Transmission System	5	\$449.00	\$ 2,245.00	
Kondor Blue SPARK 150 D-Tap to AC Power Inverter Wall Plug	2	\$49.99	\$ 99.98	
Kondor Blue Male D-Tap to 4-Port Female D-Tap Splitter Hub with Vol	1	\$29.99	\$ 29.99	
			\$ -	
Core SWX Battery Plate for Sony PXW-FX9 (Gold Mount)	2	\$474.00	\$ 948.00	
Hollyland Solidcom SE Pro 6S 6-Person Full-Duplex Single-Ear Head	1	\$1,029.00	\$ 1,029.00	
Kopul Premium 12G-SDI Cable with Neutrik Connectors (3')	2	\$29.95	\$ 59.90	
Kopul Premium 12G-SDI Cable with Neutrik Connectors (1.5')	2	\$26.95	\$ 53.90	
Pearstone High-Speed HDMI Cable with Ethernet (Black, 6')	4	\$5.99	\$ 23.96	
Pearstone High-Speed HDMI Cable with Ethernet (Black, 3')	4	\$4.99	\$ 19.96	
Pearstone High-Speed HDMI Cable with Ethernet (Black, 1.5')	4	\$4.49	\$ 17.96	

Axler Portable Medium Duty Shooting Riser (4 x 4')	4	\$699.00	\$ 2,796.00	
Sony a7 V Mirrorless Camera	3	\$2,898.00	\$ 8,694.00	
Sony FE 70-200mm f/2.8 GM OSS II Lens	1	\$2,948.00	\$ 2,948.00	
Sony FE 24-105mm f/4 G OSS Lens	2	\$1,398.00	\$ 2,796.00	
SmallRig 240W 4-Port USB-C AC Power Adapter	3	\$109.99	\$ 329.97	
RODE VideoMic NTG Hybrid Analog/USB Camera-Mount Shotgun Mi	3	\$228.00	\$ 684.00	
Tamron 28-75mm f/2.8 Di III VXD G2 Lens (Sony E)	2	\$699.00	\$ 1,398.00	
Zhiyun CRANE 4 3-Axis Handheld Gimbal Stabilizer	1	\$529.00	\$ 529.00	
DJI Mic 3 2-Person Compact Wireless Microphone System/Recorder	2	\$259.00	\$ 518.00	
Hawaii General Excise Tax	1	\$2,237.32	\$ 2,237.32	
Shipping	1	\$1,666.12	\$ 1,666.12	
TOTAL:	69		\$ 50,000.00	

JUSTIFICATION/COMMENTS:

Items are needed for the livestreaming of our event throughout the weekend. This also saves us in rental costs.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	



STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

January 21, 2026

Re: Letter of Support for the Hawaii Creative Media's Shoots Summit Hawaii 2027

To Whom It May Concern:

As Superintendent of the Hawaii State Department of Education (Department), I am pleased to express my support for Hawaii Creative Media's Shoots Summit Hawaii 2027. This remarkable digital media conference is an outstanding opportunity for students across our state, from grades 3 to 12, to develop essential skills and explore pathways into the creative arts industry.

The Hawaii Creative Media has been a trusted partner of the Department for many years, providing impactful workshops for both students and teachers. Through these programs, students have gained hands-on experience in digital storytelling, and educators have been equipped with innovative tools and strategies to inspire creativity in their classrooms. The collaborative efforts of Hawaii Creative Media and the Department have significantly contributed to the growth of digital media education across Hawaii.

Shoots Summit Hawaii 2027 represents an exciting next step in this ongoing effort. By offering on-site competitions, students are challenged to think critically, solve problems, collaborate effectively, and manage their time efficiently, which are all vital skills for success in the 21st century. The inclusion of breakout sessions led by industry professionals adds another layer of enrichment, providing students with real-world insights into the creative arts and sparking interest in future careers.

We are proud to support Hawaii Creative Media in its mission to empower the next generation of storytellers and creators. Shoots Summit Hawaii 2027 will undoubtedly leave a lasting positive impact on our students and the future of digital media education in Hawaii.

Sincerely,

Keith T. Hayashi
Superintendent

KTH:cm

January 22, 2026

To Whom It May Concern,

On behalf of PBS Hawai'i, we are pleased to express our strong support for Hawai'i Creative Media and its continued leadership of Shoots Summit Hawai'i, building on the success of Shoots Summit Hawai'i 2026 and in anticipation of Shoots Summit Hawai'i 2027.

Shoots Summit Hawai'i 2026 was an innovative digital media conference that provided meaningful, hands-on learning opportunities for students across the state. Through on-site competitions and educational programming, the summit engaged students in grades 3–12 in experiences that strengthened creative thinking, problem-solving, collaboration, and time management—skills that are increasingly essential across creative and media-based fields.

Hawai'i Creative Media has been a valued partner of PBS Hawai'i for many years through its work supporting HIKI NŌ workshops and student media education. Together, we have supported students from diverse communities and island schools in developing storytelling, technical, and media literacy skills while amplifying local voices and perspectives. This shared commitment to access, equity, and youth development is central to both of our missions.

Shoots Summit Hawai'i 2026 reflected these values by creating an inclusive, statewide platform where students could learn directly from industry professionals, gain exposure to creative career pathways, and apply their skills in real-world production environments. Breakout sessions and mentorship opportunities helped students better understand the range of possibilities within the creative industries.

As a public media organization dedicated to serving Hawai'i's communities through education and storytelling, PBS Hawai'i recognizes the importance of programs that expand opportunity, inspire innovation, and invest in Hawai'i's future talent. Shoots Summit Hawai'i aligns closely with this mission by empowering young people to tell their stories and build skills that will serve them well beyond the classroom.

We are excited to continue our support of Hawai'i Creative Media as they build on the momentum of the 2026 summit and prepare for Shoots Summit Hawai'i 2027. We are confident that the 2027 summit will further strengthen student engagement, creative skill development, and community impact statewide.

If you have any questions or require additional information, please feel free to contact us at 808-462-5000 or bkeane@pbshawaii.org



Sincerely,
Brent Keane
Director of Learning Initiatives
PBS Hawai'i