

Application Submittal Checklist

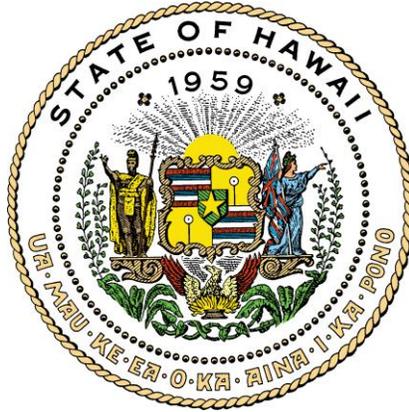
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 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 fund (2026 GIA Page6)
 - b) Personnel salaries and wages (2026 GIA Page7)
 - c) Equipment and motor vehicles (2026 GIA Page8)
 - d) Capital project details (2026 GIA Page9)
 - e) Government contracts, grants, and grants in aid (2026 GIA Page10)
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

Joan Kamila Lewis, President
PRINT NAME AND TITLE

1/14/26
DATE



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HAWAII EDUCATION ASSOCIATION (HEA)

was incorporated under the laws of Hawaii on 12/16/1955 ; 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 06, 2026

Director of Commerce and Consumer Affairs

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

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

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

Joan Kamila Lewis, President Hawaii Education Association
(Typed Name of Individual or Organization)

 1/14/26
(Signature) (Date)

Joan Kamila Lewis President
(Typed Name) (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)

A copy of the HEA Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025, is inserted immediately after the Cover Page as requested.

2. Declaration Statement

The HEA declares that it is in compliance with Section 42F-103, Hawaii Revised Statutes, and that it:

- (1) Is not required to be licensed or accredited to conduct the activities or provide the services for which a grant is awarded;
- (2) 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;
- (3) Agrees not to use state funds for entertainment or lobbying activities; and
- (4) 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.

(b) In addition, that the HEA:

- (1) Is:
 - (A) Incorporated under the laws of the State;
 - (B) Spends at least ninety per cent of its operating budget in the State; and
 - (C) Is registered with the department of commerce and consumer affairs and in possession of a valid certificate of vendor compliance issued by the State that documents the organization's compliance and good standing with the United States Internal Revenue Service, department of taxation, department of labor and industrial relations, and department of commerce and consumer affairs; and

- (2) **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.**
- (c) **Further, that the HEA is a nonprofit organization:**
 - (1) **It has been determined and designated to be a nonprofit organization by the Internal Revenue Service; and**
 - (2) **The HEA has a governing board whose members have no material conflict of interest and serve without compensation.**
- (d) **The HEA will not use any part of this grant to acquire land.**

3. Public Purpose

The HEA will use funds from this grant solely to:

- **Support activities that encourage aspiring high and middle school students in new and existing Teaching as a Career (TAAC) Clubs, Career and Technical Education (CTE) Pathway and Education Academy classes at Hawaii public Department of Education and Hawaii Public Charter Schools to become prospective public-school educators;**
- **Support pre-service educators enrolled in University of Hawaii System Educator Preparation Programs as they complete coursework to become licensed teachers;**
- **Support in-service public-school educators enrolled in professional development or learning that enhances their work with students;**
- **Support two symposia:**
 - **For teachers supporting high school TAAC Clubs, CTE or Education Pathways;**
 - **For state leaders and stakeholders to collaborate on best practices to advance Hawaii public education.**

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;

The HEA was formed in 1921 to help Hawaii educators in their fight for better pay and work conditions. Since its founding, the HEA has been dedicated to affirming the professionalism of all of Hawaii's teachers, administrators, and higher education faculty.

HEA was the original advocacy organization and for nearly 50 years represented the education community before the Territorial and State Legislatures. During the State Constitutional Convention of 1968, HEA was the first to testify in support of public collective bargaining. HEA played a major role in the establishment of the Hawaii State Teachers Association (HSTA), the Hawaii Government Employee Association (HGEA) Unit 6, and the University of Hawaii Professional Assembly (UHPA). With the formation of the unions, HEA shifted its focus to promoting educator excellence and professional development.

HEA continues its mission by supporting the Teaching as a Career (TAAC) program and professional development opportunities and scholarships for Hawaii educators through its Excellence in Teaching and Learning initiatives.

2. The goals and objectives related to the request;

The HEA gratefully accepted the Legislature's Grant in Aid for the 2024-2025 school year to support its work with high school clubs, pathways, and academies and the development of aspiring educators.

Through a range of innovative activities designed to engage Hawaii public school aspiring high school educators, pre-service teacher candidates enrolled in University of Hawai'i System Educator Preparation Programs, in-service teachers in Department of Education schools, and Teaching as a Career (TAAC) high school clubs, the Hawai'i Education Association awarded over \$37,000 in grants, including:

- **Six awards to Hawai'i high school students to represent the state at national education conferences and competitions**

- **Six awards** to teachers leading Hawai‘i Teaching as a Career (TAAC) clubs to support curriculum development and club activities
- **Three special awards** to TAAC clubs to facilitate early classroom observation experiences for aspiring teachers
- **Sixteen awards** to teacher candidates enrolled in the University of Hawai‘i System to support participation in licensure programs
- **Six awards** to in-service public-school teachers to advance their education or engage in professional development to strengthen instructional practice

In addition to the above awards, HEA supported aspiring high school educators through several statewide initiatives designed to promote awareness of and interest in the teaching profession, including:

- **Serving as the primary sponsor of *Dive into Education 3.0***, a statewide convening that brought students and their teachers together to network and learn more about the teaching profession
- **Convening Teaching as a Career (TAAC) educators** for professional learning with the nation’s leading expert in educator ethics, focused on the latest edition of the *Model Code of Ethics for Educators*
- **Engaging aspiring high school students in a content competition** to develop student-friendly brochures aimed at generating interest in teaching among middle and high school audiences

HEA wishes to build on the momentum generously funded by the Legislature and ask you to help us continue to support a dedicated pipeline of Hawaii teachers for Hawaii students.

- **To provide a vehicle for addressing the critical shortage of teachers in Hawaii by promoting the profession of teaching by supporting and enhancing existing Teaching as a Career (TAAC) clubs, CTE Education Pathways, and Education Academies in Hawaii public DOE and Charter high schools, including direct support to teachers of these courses and activities to work with their students.**
- **To motivate and encourage Hawaii high school students to pursue a career in teaching in Hawaii public schools by supporting their participation in local and national education organization activities that inspire them to become Hawaii public school educators.**
- **To support students in the University of Hawaii system enrolled in coursework and programs that prepare them for a position in Hawaii public schools as licensed teachers;**
- **To provide awards to Hawaii public school in-service teachers to expand their expertise to work with students in their teaching area.**

- **To involve Hawaii community stakeholders to support and participate in a symposium to highlight the importance of quality teaching and bring awareness to the need for local, “home grown” teachers to serve their communities.**
3. The public purpose and need to be served;

One of the most pressing and critical continuing needs of the State, the teacher shortage, will be addressed by:

- 1. Supporting clubs, pathways, and academies in Hawaii public DOE and Charter School high schools that encourage high school students aspiring to become teachers;**
- 2. Creating networks of support for the teachers of these students for recruitment and retention of aspiring teachers, in guiding them through the high school clubs and pathways to connect seamlessly with Hawaii Educator Preparation Programs to become licensed teachers in their communities.**
- 3. Supporting pre- and in-service teachers in their studies to become licensed teachers and to expand their teaching expertise.**
- 4. Convening statewide stakeholders to dialogue to create a community of support for Hawaii public school teachers and students.**

More than 50% of new teachers leave the DOE within the first five years of their employment. No enterprise can survive this rate of turnover. The community must come to grips with the fact that the shortage of public-school teachers is a community crisis, and it is going to take the community to end it. (Hawaii Education Association Accent Hawaii, April - June 2017, Joan Husted).

4. Describe the target population to be served; and

Direct recipients of this grant are Hawaii DOE and Charter School high school students and teacher sponsors in education clubs, academies, and pathways, as well as individuals enrolled in University of Hawaii system Educator Preparation Programs working to become licensed public-school teachers. However, all Hawaii schools and communities will be served by increasing and retaining qualified Hawaii “home grown” teachers.

5. Describe the geographic coverage.

Hawaii public Department of Education and Charter School high school students and teachers participating in education clubs, academies, and pathways, and teacher candidates enrolled in University of Hawaii System Educator Preparation Programs on all islands will be eligible to participate.

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;

Under the leadership of the HEA Board of Directors, the Hawai'i Education Association will use these funds to support Hawai'i high school students aspiring to become educators; pre-service teacher candidates enrolled in University of Hawai'i state approved Educator Preparation Programs that lead to teacher licensure; and in-service teachers serving in Hawai'i public schools. Through targeted activities and convenings, HEA will advance teacher recruitment, retention, and capacity building statewide, including support for two symposia that bring together high school educators and key stakeholders to collaborate on moving Hawai'i public schools forward.

Proposed activities include:

- **Providing financial and leadership support** for new and existing Hawai'i Department of Education and public charter school Teaching as a Career (TAAC) clubs, CTE Education Pathways, and Education Academies on public high school campuses, including the statewide *Dive into Education* convening of students and teachers
- **Awarding grants to Hawai'i public high school students** participating in TAAC clubs, academies, and pathways to support activities that strengthen their interest in becoming teachers and their intent to enroll in Hawai'i educator preparation programs
- **Conducting a statewide TAAC Teacher Symposium** to support high school educators who serve as leaders in identifying, mentoring, and preparing future Hawai'i teachers
- **Providing scholarships for coursework or professional development** to students enrolled in Hawai'i state-approved educator preparation programs; to in-service teachers employed in Hawai'i public schools; and to public high school students participating in TAAC clubs, CTE Education Pathways, or Education Academies who intend to pursue teaching careers

- **Administering a statewide essay contest for Hawai‘i public high school students** to reflect on their aspirations to become educators and to articulate how their personal experiences, cultural values, and community connections have shaped their desire to serve in Hawai‘i’s public schools, elevating student voice and inspiring others to consider teaching as a profession
- **Convening a statewide education symposium** to build collective support for students, educators, and schools and to foster collaboration among stakeholders across Hawai‘i
- **Covering associated administrative costs** necessary to implement and manage the grant-funded activities

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

School Year 2026-2027

- **August 2026- June 2027** - Provide scholarships and awards to:
 - High school students and teachers in AAC/CTE/Education Academies to support their activities;
 - Teacher candidates enrolled in University of Hawaii System Teacher Preparation Programs to complete their licensure programs;
 - In-service Department of Education and Charter School teachers
- **November 2026** (date flexible to accommodate teachers’ schedules) Conduct TAAC Teacher Symposium for TAAC clubs and high schools with Education Pathway or Academy programs of study and support the Dive into Education Convening for high school students and teachers
- **January 2027** – Conduct the Stakeholder Symposium to bring together all facets of Hawaii public education to work toward enhancing our public schools.
- **February 2027** - Hold the essay contest for Hawaii high school students to inspire their peers to become Hawaii public school educators.

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

The HEA will evaluate and monitor quality assurance by:

- **Surveying TAAC club, Education Pathway and Education Academy teachers and advisors who receive grants and reviewing and evaluating data for future program improvement.**
- **Confirming scholarship and tuition support recipients are employed or on track to becoming educators in Hawaii public schools.**
- **Surveying Symposia attendees to strengthen the connection between Hawaii educators and stakeholders who benefit from a quality public education system.**

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.

HEA will report the following:

- **The number and details of Teaching as a Career (TAAC) Clubs, CTE Education Pathways, and Education Academy students and teachers receiving support.**
- **The number and details of aspiring, pre- and in-service teachers who receive support for their licensure preparation or professional development.**
- **A report featuring details of the two annual Symposia.**

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 ([2026 GIA Page6](#))
 - b. Personnel salaries and wages ([2026 GIA Page7](#))
 - c. Equipment and motor vehicles ([2026 GIA Page8](#))
 - d. Capital project details ([2026 GIA Page9](#))
 - e. Government contracts, grants, and grants in aid ([2026 GIA Page10](#))

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
\$25,000	\$25,000	0	0	\$50,000

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

The HEA has annual income from membership dues and scholarship donations. It is also currently seeking donations from foundations and vendors.

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.

NA

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.

NA

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

\$2,826,374.04

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

The HEA Board of Directors, members, and staff are long-standing educators with experience in P-12, higher education, and educator preparation. As the oldest professional organization for educators in the state, the HEA continues to provide quality professional development, scholarships, and support for aspiring teachers to fill the critical vacancies in Hawaii public schools.

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.

The HEA maintains an administrative office at 1953 South Beretania Street, Suite 5C, Honolulu, Hawaii, 96826. However, grant activities are focused on support and activities for Hawaii public high schools, University of Hawaii System Educator Preparation Programs, in-service teachers, or online submission of scholarship requests, not at its office 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 real strength of the HEA is in its leadership, which includes individuals who have dedicated their careers and lives to supporting a robust Hawaii public education system.

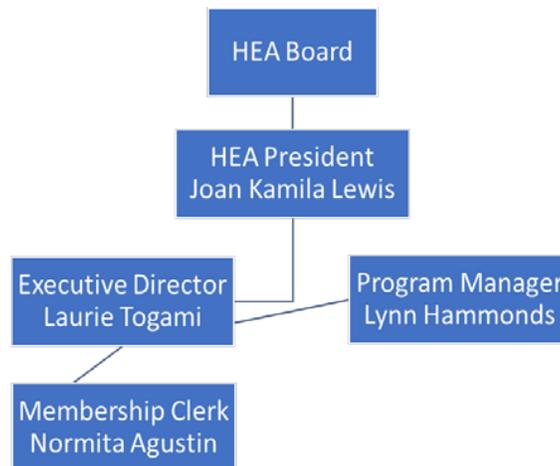
Current Board members include those who have served as presidents and executive directors of the Hawaii State Teachers Association and the National Education Association; and nationally recognized teachers, school principals, and higher education faculty.

The HEA is currently a lean organization with respect to staffing. Three full-time employees support the organizational and programmatic work of the association:

- **The Executive Director has supported the association for over thirty years and has responsibility for all administrative and operational duties of the HEA office and supports the Board of Directors.**
- **The Program Manager has responsibility for developing quality professional development and training for Hawaii educators. This staff person has a doctorate in education and decades of experience working with educator preparation, licensure, professional development, and teacher apprenticeship, both in Hawaii and on a national level.**
- **The Clerk/Receptionist has responsibility for clerical duties as well as website and social media account maintenance.**

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.

Executive Director: \$60,000 - \$85,000

Program Manager: \$60,000 - \$85,000

Clerk/Receptionist: \$30,000 - \$45,000

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.

NA

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.

NA

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.

This grant request is solely focused on Hawaii public schools, teachers, and students.

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.

The HEA will continue to seek funding from increased membership, foundations, and stakeholders

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaii Education Association

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Awards to aspiring, pre- and in-service Hawaii public school educators	28,000			
10. Symposium for TAAC/CTE/Education Academy Teachers	5,000			
11. Symposium for Statewide Stakeholders	10,000			
12. Dive into Education 4.0	5,000			
13. Essay Contest	2,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	50,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested		Signature of Authorized Official _____ Date _____		
(c) Total County Funds Requested		Name and Title (Please type or print) _____		
(d) Total Private/Other Funds Requested				
TOTAL BUDGET				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaii Education Association

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Hawaii Education Association

Not Applicable

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Education Association

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not applicable				
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