

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



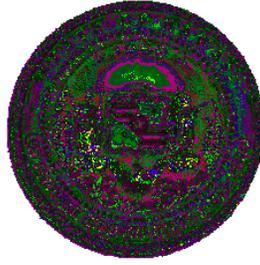
AUTHORIZED SIGNATURE

Derrick K Inouye, Business Manager

PRINT NAME AND TITLE

01/15/2026

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: HONPA HONGWANJI MISSION OF HAWAII

Issue Date: 01/15/2026

Status: **Compliant**

Hawaii Tax#:
New Hawaii Tax#:
FEIN/SSN#:
UI#: XXXXXX1079
DCCA FILE#: 662

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.

Honpa Hongwanji Mission of Hawaii
(Typed Name of Individual or Organization)


(Signature)

01/15/2026
(Date)

Derrick K Inouye
(Typed Name)

Business Manager
(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.

Attached

2. Declaration Statement

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

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](#).

Honpa Hongwanji Mission of Hawai'i - Project Dāna will use the grant for a public purpose—to provide social and support services to Hawai'i's kūpuna—pursuant to section 42F-102, Hawai'i Revised Statutes.

II. Background and Summary

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

1. A brief description of the applicant's background

Founded in 1989, Project Dāna is a community-based organization that provides compassionate, volunteer-driven support to Hawai'i's kūpuna and their caregivers. Guided by the Buddhist principle of dāna—selfless giving—Project Dāna translates compassion into action by extending practical support and human connection to elders and families across the islands, regardless of faith, ethnicity, or income.

Project Dāna was established by Buddhist clergy, community leaders, and health professionals who recognized that many kūpuna wished to remain in their own homes but lacked access to essential, affordable support. For more than three decades, the organization has built and sustained a trusted network of volunteers who provide non-medical services that make independent living possible, including transportation to medical appointments and errands, grocery shopping, light housekeeping and chores, respite for family caregivers, and friendly visits to reduce loneliness and isolation.

While Project Dāna is administratively housed within the Mō'ili'ili Hongwanji Mission, where it was founded, it operates as its own community organization with independent staff, programming, and funding under the group 501(c)(3) exemption of Honpa Hongwanji Mission of Hawai'i. Its staff, volunteers, and supporters reflect the full diversity of Hawai'i, and its services are open to all, regardless of faith or background.

Project Dāna currently provides services primarily on O'ahu, with growing activities on Hawai'i Island and expanding partnerships in Maui County and Kaua'i through temples, churches, healthcare providers, and community organizations. **One of the organization's core strategic priorities is to strengthen its statewide reach by recruiting, training, and coordinating volunteers on every major island, ensuring that support for kūpuna is available across both urban and rural communities.**

In 2024–2025, Project Dāna implemented the Mon Ami volunteer management platform, which was developed in Silicon Valley specifically for senior-serving institutions and is used in states throughout the U.S.—modernizing volunteer and kūpuna intake, scheduling, matching, and reporting. This investment created the digital infrastructure needed for coordinated, data-driven, statewide volunteer management—enabling faster matching, improved accountability, stronger quality control, and scalable growth.

Project Dāna's work is organized around two integrated program areas: (1) Kūpuna Social and Support Services, which mobilizes volunteers to provide direct, in-home and community-based support to elders, and (2) Caring for the Caregiver, which provides counseling, training, education, and peer support for family caregivers. Together, these programs fill a critical gap in Hawai'i's aging-services continuum by serving kūpuna who fall between eligibility for Medicaid-funded long-term care and the affordability of private home care.

This request is focused exclusively on Project Dāna's Kūpuna Social and Support Services program. The purpose of this Grants in Aid request is to build statewide volunteer recruitment and service delivery capacity for non-medical, volunteer-provided support that helps kūpuna age safely in place. GIA funds will be used only for: (1) contracting with a professional strategic communications

firm to design a statewide volunteer recruitment and awareness campaign, and (2) funding three Island Coordinator positions (Maui County, Kaua'i, and Hawai'i Island) to provide on-the-ground service coordination. All other personnel positions—including the Volunteer Coordinator, Communications & Marketing Coordinator, Executive Director, and Program Coordinator—are funded from non-GIA sources. No GIA funds will be used for Project Dāna's Caring for the Caregiver program.

By leveraging community participation as social capital, Project Dāna extends the reach of government and nonprofit systems while strengthening intergenerational relationships and community resilience. With its long track record, trusted reputation, and newly modernized systems, Project Dāna is now positioned to scale from a strong O'ahu-based program into a coordinated, statewide platform for volunteer-powered aging-in-place support.

2. The goals and objectives related to the request

The goal of this request is to build and operate a coordinated, highly visible, and sustainable statewide volunteer corps for Project Dāna's Kūpuna Social and Support Services program to meet rapidly growing demand for non-medical kūpuna support services across Hawai'i.

This project integrates two mutually reinforcing strategies:

1. A professional, statewide awareness and volunteer recruitment campaign to:
 - Increase public awareness of kūpuna needs and available services
 - Make volunteering simple, visible, and culturally resonant across all islands
 - Create a continuous recruitment pipeline through digital, media, community, faith, and employer channels
 - Convert interest into action through streamlined Mon Ami sign-up, onboarding, and training

2. Island-based coordination and service infrastructure through:
 - Three Island Coordinator positions (GIA-funded)
 - A Volunteer Coordinator and Communications & Marketing Coordinator (funded by other sources)
 - Stronger local partnerships, referral pipelines, and volunteer support on each island

Together, these strategies will create both the demand engine (awareness and recruitment) and the delivery system (local coordination and service execution) for a truly statewide volunteer corps.

3. The public purpose and need to be served

For the State, this is not only a human concern but a system-level challenge. Hawai'i's population is aging faster than almost any other state, and the number of kūpuna who wish to remain in their own homes is growing rapidly—especially among the “oldest-old,” who are most likely to experience disability, mobility limitations, and chronic health conditions. At the same time, Hawai'i faces a severe and worsening shortage of paid caregivers and home- and community-based service capacity, particularly on the neighbor islands and in rural communities.

This gap is being further widened by reductions and instability in federally supported aging, health, and volunteer programs, which are shrinking access to transportation, nutrition support, caregiver assistance, and community-based services. As a result, more kūpuna are left without help for basic daily needs—needs that, when unmet, often lead to preventable falls, health crises, hospitalizations, and premature institutionalization.

Hawai'i's formal aging and healthcare systems cannot meet this growing demand through paid services alone. Yet there is no coordinated, statewide infrastructure for mobilizing, training, and sustaining community volunteers at the scale needed to fill this gap.

Volunteer-based support is among the most cost-effective and high-impact public responses to this challenge. Trained community volunteers can provide practical, non-medical assistance—transportation, errands, light household help, social connection, and caregiver respite—that keeps kūpuna safe, connected, and stable in their homes while reducing pressure on hospitals, long-term care facilities, and emergency services.

However, volunteerism at this scale does not organize itself. It requires public-facing awareness, professional recruitment systems, training and screening infrastructure, local coordination, and continuous management. Without that infrastructure, volunteer supply remains fragmented, inconsistent, and insufficient to meet statewide needs.

This project serves a clear public purpose by building that missing infrastructure: a coordinated, statewide system for recruiting, organizing, and deploying community volunteers in support of aging in place. It strengthens Hawai'i's overall capacity to care for its aging population, complements state and county-funded services, and extends the reach of public investments through community participation and shared responsibility.

By investing in this system now, the State will:

- Increase access to essential supports for vulnerable kūpuna across all counties
- Reduce isolation, prevent avoidable crises, and stabilize aging in place
- Leverage community compassion as a force multiplier for public services
- Build durable, scalable capacity to meet Hawai'i's long-term demographic reality

In short, this request is not only about expanding a nonprofit program. It is about establishing a critical piece of Hawai'i's aging-services infrastructure: a statewide, volunteer-powered support system that helps ensure elders can live safely, with dignity, and in their own communities for as long as possible.

4. Describe the target population to be served

The primary beneficiaries of this project are Hawai'i's kūpuna (generally age 60 and older) who wish to remain living in their own homes and communities but lack access to affordable, reliable daily support. While family caregivers also benefit indirectly from these services, the focus of this project is on meeting the direct, everyday needs of kūpuna.

Hawai'i is aging faster than almost any other state. Nearly one in five residents is already over age 65, and this proportion continues to rise rapidly, especially among the "oldest-old" (age 85+), who are most likely to experience disability, mobility limitations, and chronic health conditions. At the same time, Hawai'i faces a severe shortage of paid caregivers and home- and community-based service capacity, particularly outside of urban Honolulu and in rural communities.

Project Dāna primarily serves the large and growing population of kūpuna who fall into a critical service gap: they do not qualify for Medicaid-funded long-term support, yet cannot afford private home care. For these elders, even modest needs—such as transportation to medical appointments, help with errands, light household tasks, or regular social contact—can become insurmountable barriers to staying safely at home.

A significant portion of the target population lives alone or has very limited informal support. In Honolulu County, nearly one in five kūpuna live alone, and this share is even higher among the oldest-old. On neighbor islands and in rural communities, distance from services, transportation barriers, and workforce shortages further compound isolation and risk.

Priority is given to:

- Low- and moderate-income kūpuna who lack access to affordable formal care
- Kūpuna who live alone or are socially isolated
- Kūpuna with mobility limitations or chronic health conditions

- Kūpuna in rural and neighbor island communities with limited service access

By mobilizing trained community volunteers to meet these everyday needs, Project Dāna directly serves some of Hawai'i's most vulnerable residents while also strengthening the informal care systems that allow elders to age safely, with dignity, and in place.

5. Describe the geographic coverage

This is a statewide initiative serving O'ahu, Hawai'i Island, Maui County (Maui, Moloka'i, and Lāna'i), and Kaua'i, with coordinated statewide recruitment and island-based implementation.

Hawai'i's geography creates fundamentally different access challenges for kūpuna depending on where they live. On O'ahu, which includes urban, suburban, and rural communities, many elders face isolation, mobility limitations, and transportation barriers that make it difficult to reach medical care, essential services, and social connections. On the neighbor islands, and especially in rural communities, kūpuna often face long distances to care, limited public transportation, and severe shortages of paid caregivers and home- and community-based services.

This project is designed to address both urban and rural access gaps by combining:

- A single, coordinated statewide awareness and volunteer recruitment system, and
- Dedicated island-based coordination capacity to ensure services are locally responsive and culturally and geographically appropriate.

Project Dāna will establish and maintain on-the-ground coordination through three new positions:

- Maui County Coordinator
- Kaua'i Coordinator
- Hawai'i Island Coordinator

These staff will build local partnerships, support kūpuna intake and referrals, recruit and support volunteers, and ensure consistent service quality within each county, while working in close coordination with the O'ahu-based core team.

This structure ensures that:

- Rural and neighbor island communities are not dependent on O'ahu-based capacity

- Services can be adapted to local conditions and needs
- Volunteer recruitment reflects each island's social, cultural, and geographic realities.

By integrating statewide infrastructure with island-based delivery, Project Dāna will ensure that compassionate, volunteer-powered support reaches kūpuna wherever they live—from the urban core and suburban neighborhoods of O'ahu to the most remote rural communities in the State.

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

Project Dāna will build and operate a statewide volunteer recruitment, engagement, and service delivery system for Kūpuna Social and Support Services with four integrated components:

A. Statewide awareness and recruitment campaign (Strategic Communications Firm–Led)

Project Dāna will contract with a professional strategic communications firm to design and launch a statewide, multi-channel awareness and volunteer recruitment campaign focused on Kūpuna Social and Support Services. The purpose of this campaign is to significantly increase public awareness of kūpuna needs, normalize and elevate volunteerism, and drive consistent, high-quality volunteer sign-ups through the Mon Ami platform.

- The strategic communications firm will be responsible for:
 - Campaign strategy and messaging framework
 - Creative concept development and visual identity
 - Media strategy and channel mix
 - Campaign content and creative assets
 - Launch strategy and performance optimization framework
- Campaign channels will include:
 - Digital and social media
 - Local radio and community media
 - Print and community-based distribution
 - Faith communities, employers, schools, and civic organizations
 - Storytelling featuring kūpuna and volunteers

The Communications & Marketing Coordinator (funded by non-GIA sources) will manage the relationship with the contracted firm and coordinate campaign implementation, partnerships, content deployment, and ongoing optimization in close collaboration with the Volunteer Coordinator and program staff.

The \$75,000 marketing allocation in this request is specifically for the contracted strategic communications firm.

B. Volunteer recruitment, onboarding, training, and engagement

- All volunteers enter through Mon Ami, which manages:
 - Registration
 - Screening and background checks
 - Matching and scheduling
 - Ongoing engagement and tracking
- Project Dāna will:
 - Provide standardized orientation and training
 - Continuously improve the recruitment and onboarding funnel
 - Reduce drop-off between initial interest and active service
 - Expand training capacity and support tools
 - Increase volunteer retention and repeat service
- The Volunteer Coordinator (funded by non-GIA sources) leads this system statewide.

C. Island-based coordination and service delivery

- Three positions provide local implementation capacity:
 - Maui County Coordinator
 - Kaua'i Coordinator
 - Hawai'i Island Coordinator
- These staff will:
 - Build and manage local partnerships and referral pipelines
 - Disseminate campaign materials and support local outreach
 - Coordinate kūpuna intake and referrals
 - Recruit, support, and supervise volunteers on their islands
 - Work with the central team to ensure consistent standards, data tracking, and service quality

D. Direct volunteer services

- Volunteers will provide non-medical, practical support services, including:
 - Transportation and assisted outings
 - Errands and shopping

- Meal delivery
- Light housekeeping
- Friendly visits

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

- *Months 1–3*
 - Procure and onboard strategic communications firm
 - Hire Island Coordinators
 - Finalize campaign strategy, messaging, and creative assets
 - Align systems, training, and intake workflows
 - Launch initial statewide recruitment campaign
- *Months 4–12*
 - Full statewide campaign in continuous operation
 - Rolling volunteer recruitment, onboarding, and matching
 - Continuous service delivery
 - Quarterly campaign performance reviews and optimization

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

Quality and performance will be managed through a combination of real-time data tracking, routine management review, and continuous improvement cycles, including:

- Mon Ami data tracking of:
 - Volunteer sign-ups
 - Matches and service encounters
 - Geographic distribution of services
- Operational oversight and performance management through:
 - Monthly management reviews by staff and Project Dāna Advisory Council
 - Monitoring of training completion and volunteer readiness
 - Campaign performance metrics (reach, engagement, conversion rates)
 - Feedback from kūpuna, caregivers, and volunteers
- Findings from these reviews will be used to make ongoing adjustments to campaign strategy, recruitment channels, training processes, and service delivery operations.

- 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.**

The State will receive regular reports on:

- Number of active volunteers per month, by island
- Number of kūpuna served per month
- Number of service encounters per month
- Volunteer conversion rates (interest → trained → active) quarterly
- Average time from request to service
- Geographic distribution of services

With this combined approach, Project Dāna expects to:

- Build a much larger, more reliable statewide volunteer pipeline
- Serve 300+ kūpuna annually
- Deliver 3,000+ service encounters per year
- Establish a permanent statewide recruitment and engagement system

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](#))

Budget forms 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
\$70,340	\$70,340	\$70,340	\$70,340	\$281,360

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

Project Dāna receives funding from individual and corporate donors, private and public foundations, and county government to support its mission and operations.

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not applicable

- 5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding.**

- *Services for Older Adults – MA-DCS-2300052, Elderly Affairs Division, City & County of Honolulu, Nov '22-Sept-'24, for caregiver counseling, training, support groups, and public presentations (reimbursable upon delivery)*
- *Services for Older Adults – MA-DCS-2500038, Elderly Affairs Division, City & County of Honolulu, Nov '24-Sept '26, for caregiver counseling, training, support groups, and public presentations (\$104,500)*
- *Grants in Aid Fund – CT-DCS-2600032, City & County of Honolulu, Oct 16, '25-Oct 15, '26, for volunteer support for kupuna (\$150,000)*

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

\$1,047,099.91

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.

Kupuna Social and Support Services. Project Dāna celebrates its 37th anniversary in January 2026 and has more than three decades of experience designing, managing, and delivering volunteer-based, non-medical support services for kūpuna. Most recently, from October 2024 to September 2025, Project Dāna provided direct support to 80 kūpuna through a network of 101 volunteers working with community partners. Collectively, volunteers contributed 1,798 hours of service, addressing essential daily needs and supporting safe aging in place.

Services provided during this period included:

- Transportation and escort to medical appointments, grocery shopping, and errands (36%)
- Meal delivery and preparation (22%)
- Senior Activity Days offering socialization, exercise, crafts, educational presentations, and meals (12%)
- Friendly visits in-person, by phone, messaging, and note cards (11%)
- Respite care to provide caregivers time for work, appointments, and errands (8%)
- Errands on behalf of kūpuna such as grocery shopping and medication pick-up (7%)
- Housekeeping and yard work to maintain safe and comfortable living environments (4%)

With the implementation of Mon Ami, Project Dāna significantly strengthened its data tracking, reporting, and operational management capacity. Between October 2024 and September 2025, 54 volunteers registered in Mon Ami provided assistance to 39 kūpuna, contributing 377 hours of service. Recorded activities included:

- Friendly visiting by phone (10%)
- Errands (15%)
- Visits including transportation, housekeeping, in-home friendly visits, and respite care (75%)

This transition to Mon Ami has improved operational efficiency, reduced reliance on paper-based systems, and enhanced the organization's ability to monitor performance, manage quality, and report service outcomes in near real time.

Staff. In 2025, Project Dāna increased its staffing capacity to meet growing demand for kūpuna services. A full-time Kūpuna Social and Support Services Program Coordinator, a full-time Outreach and Recruitment Coordinator, and a part-time Office Assistant were added to the team. These staff complement the Executive Director, the Caring for the Caregiver Program Specialist, and the C4C Program Assistant, providing a stable management and service coordination structure capable of supporting statewide expansion.

Partners. Project Dāna works in close partnership with churches, temples, nonprofit organizations, and community-based organizations across Hawai'i to host public presentations, training, and other events at little or no cost. These partnerships expand community reach, strengthen referral networks, and support efficient volunteer engagement and service delivery. Project Dāna also collaborates with subject-matter experts and presenters who frequently contribute their services at low or no cost.

Volunteers. The large and dedicated corps of volunteers is Project Dāna's greatest asset. Volunteers provide substantial in-kind contributions of time and effort. In the most recent year, with a total of 2,175 hours contributed, the estimated value of volunteer service to Project Dāna was \$75,668.25, based on an Independent Sector valuation of \$34.79/hour (<https://independentsector.org/research/value-of-volunteer-time/>).

Recordkeeping and Information Systems. Mon Ami, a secure, HIPAA-compliant, cloud-based software platform, is used for managing kūpuna, caregiver, and volunteer records, as well as service data, reporting, and analysis. The platform is also utilized to match volunteers with kūpuna based on location, skills, preferences, and needs, eliminating the need for paper forms, manual spreadsheets, and duplicative data entry.

Fiscal Management. Project Dāna contracts a non-profit finance consultant to maintain its accounting and fiscal management systems, including grant tracking and reporting, cost allocation, accounts payable and receivable, monthly invoicing and reimbursements, general ledger management, bank reconciliations, cash flow management, organizational budgeting and budget-to-actual reporting, preparation of financial statements for management and the Project Dāna Advisory Council, and external financial reporting to funders. The finance consultant is overseen by the Project Dāna Executive Director, with fiscal oversight provided by the Treasurer of the Project Dāna Advisory Council.

Project Dāna Advisory Council. The Project Dāna Advisory Council is composed of professionals and community leaders from aging, faith, and nonprofit sectors; meets monthly to review program and financial reports and to provide strategic guidance and oversight.

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.

Project Dāna's main office is located within Mō'ili'ili Hongwanji Mission at 902 University Avenue, Honolulu, HI 96826. The office is equipped with internet-connected laptops, a business-class printer/copier/scanner, and secure network access. Project Dāna maintains a professional Zoom account to host virtual meetings and training for up to 100 participants. Staff are equipped with cellphones, mobile hotspots, and portable laptops to support field-based and remote work.

Community partners generously provide space to conduct support groups, trainings, presentations, and other program activities across multiple islands. All facilities used by Project Dāna for program delivery are ADA compliant.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

Staffing structure:

Of the positions listed below, only the three Island Coordinator positions (3.0 FTE total) are funded through this GIA request. All other staff positions are supported through non-GIA funding sources. Together, this staffing structure provides the leadership, systems management, communications, volunteer management, and on-the-ground coordination required to operate a statewide volunteer-powered service delivery system.

Executive Director (1.0 FTE) — funded by non-GIA sources

The Executive Director provides overall leadership, management, and strategic direction of Project Dāna. This position is responsible for organizational performance, program development, financial and human resource management, partnership development, and external relations. The Executive Director ensures that Project Dāna has the management systems, staffing, and resources needed to achieve its mission and successfully operate and scale statewide programs. The Executive Director reports to the Project Dāna Advisory Council and provides updates, as appropriate, to the boards of Mō'ili'ili Hongwanji Mission and Honpa Hongwanji Mission of Hawaii.

Office Assistant (0.5 FTE) - funded by non-GIA sources

The Office Assistant supports the Executive Director and ensures the smooth operation of the office. This individual handles a wide range of administrative and operational tasks, helping to maintain efficient office systems, and a productive

work environment. The Office Assistant is responsible for managing day-to-day office functions, providing IT and database support, and assisting with communications and organizational needs.

Program Coordinator, Kūpuna Social and Support Services Program (1.0 FTE) — funded by non-GIA sources

The Program Coordinator is responsible for day-to-day management of Kūpuna Social and Support Services operations, including intake, matching, service coordination, and quality assurance. This position serves as the primary operational point of contact for kupuna and volunteers, ensures accurate recordkeeping in Mon Ami, coordinates service delivery, and monitors service quality and responsiveness. The Program Coordinator supervises operational workflows and works closely with the Volunteer Coordinator and Island Coordinators to ensure consistent standards and service quality statewide.

Outreach and Recruitment Coordinator (1.0 FTE) — funded by non-GIA sources

The Outreach and Recruitment Coordinator leads relationship-based outreach and community engagement to expand Project Dāna's volunteer base and referral network. This position focuses on presentations, partner relationships, community events, and direct outreach to faith communities, employers, civic groups, and community organizations. The Outreach and Recruitment Coordinator works closely with the Communications and Marketing Coordinator to align field-based outreach with statewide communications and recruitment campaigns.

Volunteer Coordinator (1.0 FTE) — funded by non-GIA sources

The Volunteer Coordinator is responsible for building, supporting, and sustaining Project Dāna's statewide volunteer corps. This position leads volunteer training, engagement, retention, recognition, and ongoing support, ensuring that volunteers are prepared, confident, and motivated to serve. Working closely with the Program Coordinator and Island Coordinators, the Volunteer Coordinator manages volunteer participation and performance through Mon Ami, develops and implements standardized training programs, and fosters a strong sense of community and shared purpose among volunteers statewide.

Communications & Marketing Coordinator (1.0 FTE) — funded by non-GIA sources

The Communications and Marketing Coordinator leads Project Dāna's communications and public engagement efforts, ensuring that its mission and impact are clearly and consistently shared across multiple platforms. This position oversees website updates, social media, email newsletters, media relations, event planning, and campaign implementation to build awareness, support volunteer recruitment, and strengthen community and donor relationships. The Coordinator manages the relationship with the contracted strategic communications firm and works closely with the Executive Director and

Outreach and Recruitment Coordinator to implement communications strategies that advance Project Dāna's visibility and impact.

Island Coordinators (Maui County, Kaua'i, and Hawai'i Island — 3.0 FTE total) — funded by GIA

The Island Coordinators are the primary on-the-ground service coordination and delivery for neighbor island implementation of Kūpuna Social and Support Services. These positions are responsible for building and managing local partnerships, coordinating kūpuna intake and referrals, recruiting and supporting volunteers, and ensuring timely, high-quality service delivery in their respective counties. Island Coordinators work closely with the Program Coordinator and Volunteer Coordinator and in coordination with the central O'ahu-based team to ensure consistency in standards, training, data tracking, and service quality, while adapting implementation to local cultural, geographic, and community conditions.

Volunteers (in kind)

Volunteers provide the direct, non-medical services that make aging in place possible for many kūpuna. Volunteer roles include:

Friendly Visits

Volunteers provide socialization and companionship to kūpuna through telephone calls or home visits, including reassurance visits to check on well-being and safety.

Respite Volunteer

Volunteers visit kūpuna in their homes to provide companionship and supervision while family caregivers attend to work, appointments, or other responsibilities.

Errands/Shopping by List

Volunteers assist homebound kūpuna by running errands such as grocery shopping or medication pick up using a pre-provided list.

Transportation

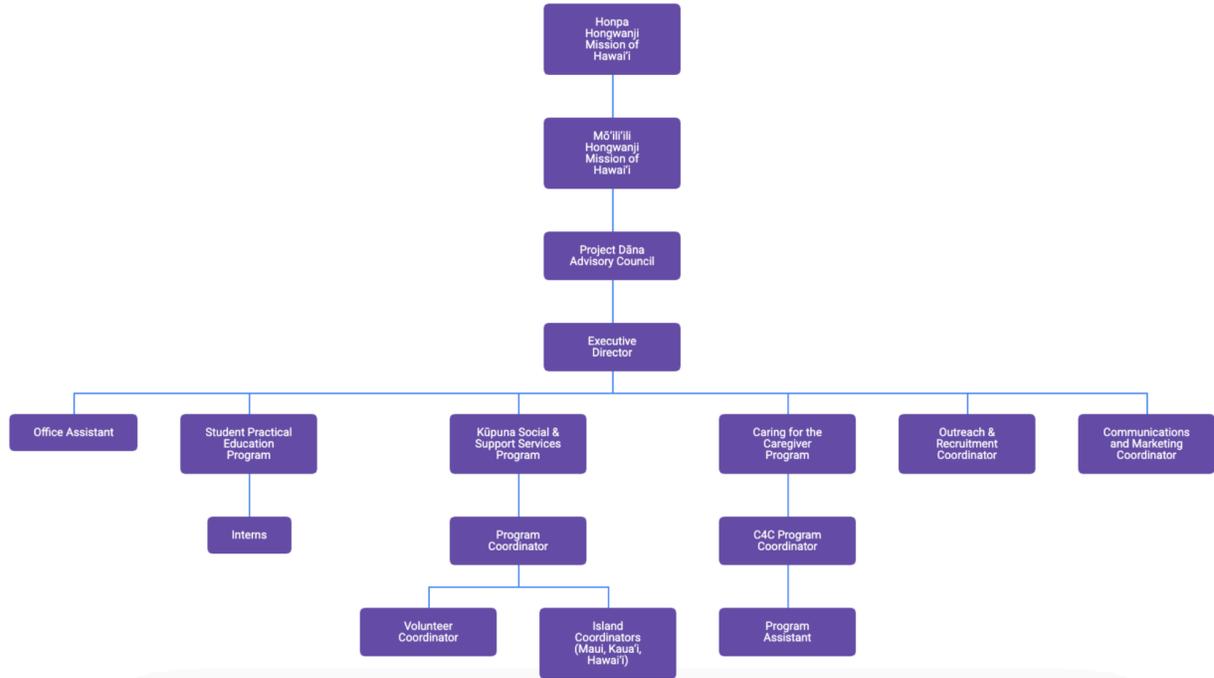
Volunteers provide transportation to kūpuna who lack access to reliable transportation, including trips to medical appointments, banking, and grocery shopping.

Chores/Light Housekeeping

Volunteers assist kūpuna with light housekeeping tasks such as organizing, tidying, and light dusting. No heavy lifting is involved.

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.

<i>Executive Director:</i>	<i>\$75,000-\$85,000</i>
<i>Program Coordinator, Caring for the Caregiver:</i>	<i>\$50,000-\$60,000</i>
<i>Program Coordinator, Kūpuna Social & Support Services:</i>	<i>\$50,000-\$60,000</i>

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.

No pending litigation

2. Licensure or Accreditation

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

Not applicable

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or 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.

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.

This project is intentionally designed as a capacity-building investment whose benefits continue well beyond the grant period. Project Dāna will sustain the activities supported by this request through a combination of diversified fundraising, embedded operational systems, and a self-reinforcing volunteer network.

Project Dāna will continue to grow and diversify its funding base through individual donors, corporate contributions, philanthropic foundations, and government grants and contracts. At the same time, Project Dāna's existing professional staff—funded through non-GIA sources—will continue to manage the volunteer network, oversee onboarding and assignments through Mon Ami, implement volunteer training, and track engagement as part of regular operations.

The systems, materials, and outreach tools created through this project will remain in use indefinitely, providing a permanent framework for ongoing recruitment, training, and coordination. Project Dāna will conduct low-cost, periodic “micro-bursts” of outreach (email, social media, and reuse of campaign toolkits) each quarter using the assets developed through this project, allowing continued recruitment without the need for large ongoing marketing expenditures.

Volunteers themselves are a core driver of long-term sustainability. Project Dāna's model fosters community reciprocity: volunteers not only provide direct services, but also expand the network by inviting friends, family members, coworkers, and community groups to participate. Many volunteers serve as informal ambassadors—sharing information, speaking at community events, and encouraging others to register through Mon Ami. This peer-to-peer recruitment will continue to generate new volunteers even without additional paid outreach.

Volunteers also contribute financially. Many make personal donations or encourage workplaces, congregations, and service clubs to support Project Dāna. These grassroots contributions help fund training materials, insurance, and volunteer recognition, further reducing reliance on any single funding source.

Because this project builds human and organizational capacity rather than physical infrastructure, its benefits compound over time. Every dollar invested in volunteer recruitment and coordination is leveraged many times through free, community-based services for kūpuna. A single new volunteer can provide dozens of hours of transportation, errands, and companionship each year—services that would otherwise require significant paid staffing. As the volunteer base grows, this multiplier effect increases, allowing Project Dāna to serve more kūpuna without proportional increases in cost.

Long-standing relationships with faith communities, nonprofits, and civic organizations further support sustainability through in-kind contributions such as meeting space, printing, and event support, helping maintain visibility and engagement at minimal expense.

Project Dāna's administrative systems, governance, and professional staff are fully capable of sustaining the expanded network beyond the grant period. Monthly Advisory Council meetings will continue to monitor recruitment, retention, and service delivery to ensure that the volunteer network remains active, effective, and aligned with community needs.

In sum, this project is a strategic capacity-building investment that yields enduring benefits. State GIA funding will create lasting infrastructure – people, systems, and community momentum – that allows Project Dāna to continue expanding volunteer-powered services for Hawai'i's kūpuna well beyond the funding period.

Project Dāna is actively increasing and diversifying its funding streams so that it is not dependent on any single source. If State GIA funding is not continued after this project period, Project Dāna may need to scale back the pace of new volunteer recruitment and limit the rate of program

growth. However, the core systems, staff capacity, and volunteer network established through this investment will remain in place, allowing services to continue and expand as resources permit. Given Hawai'i's demographic trends, demand for aging-in-place support will continue to grow, and Project Dāna is committed to meeting this need through sustained community engagement and diversified funding.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Honpa Hongwanji Mission of Hawai'i - Project Dāna

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	150,000		110,000	331,168
2. Payroll Taxes & Assessments	16,328		10,913	36,967
3. Fringe Benefits	40,032		26,687	78,170
TOTAL PERSONNEL COST	206,360		147,600	446,305
B. OTHER CURRENT EXPENSES				
1. Utilities				12,664
2. Supplies				8,925
3. Insurance				13,125
4. Volunteer Background Checks				8,000
5. Volunteer Mngmnt Software (Mon Ami)				22,500
6. Consultant Services				80,395
7. Travel/Mileage				5,000
8. Volunteer Training				10,000
9. Marketing	75,000			
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TOTAL OTHER CURRENT EXPENSES	75,000			160,609
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	281,360	0	147,600	606,914
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	281,360	Maria Raiza Morales 808-945-3736		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	147,600			
(d) Total Private/Other Funds Requested	606,914	Signature of Authorized Official 01/21/2026		
		Date		
TOTAL BUDGET	1,035,874	Name and Title (Please type or print) <i>Business Manager</i>		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Honpa Hongwanji Mission of Hawai'i - Project Dāna

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Island Coordinators (Maui County, Hawai'i, and Kaua'i)	3	\$206,360.00	100.00%	\$ 206,360.00
				\$ -
				\$ -
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TOTAL:				206,360.00
JUSTIFICATION/COMMENTS: The Project Dāna GIA request will enable hiring of Island Coordinators. All other Project Dāna staff positions are supported by other funding sources.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: _____

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: Honpa Hongwanji Mission of Hawai'i - Project Dāna

Contracts Total: 254,500

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Services for Older Adults - Caregiver Counseling, training, support groups, and public presentations	Nov '24 to Sept '26	Elderly Affairs Division	Honolulu	104,500
2	Volunteer Support for Kūpuna	10/16/25-10/15/26	Dep. of Community Svs	Honolulu	150,000
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