

## Application 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

Milani Pimental, Board of Directors, Chair  
PRINT NAME AND TITLE

1/23/2026  
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:** KAUA'I PHILIPPINE CULTURAL CENTER

**Issue Date:** 01/21/2026

**Status:** **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:



UI#: No record

DCCA FILE#: 231845

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.

Kauai Philippine Cultural Center

(Typed Name of Individual or Organization)

  
(Signature)

1/23/2026

(Date)

Milani Pimental

Chair, Board of Directors

(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)**

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](#).

#### **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](#).

Requesting organization: Kauai Philippine Cultural Center

The public purpose served by this request is to strengthen and expand public-facing cultural, educational, and community services that preserve and share the heritage of Filipino communities on Kauai and across Hawaii. Funding an executive director ensures stables organizational capacity to deliver accessible cultural programming, language and history education, community events, and partnerships that support civic participation, intergenerational learning, and cross-cultural understanding – advancing the State's interest in cultural preservation, community cohesion, and inclusive public engagement.

Target group: all Kauai residents and visitors of all ages

Cost: \$75,000 total; \$50,000 requested from State of Hawaii

### **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 Kauai Philippine Cultural Center (KPCC) was incorporated as a nonprofit organization in 2011 and received its 501(c) 3 designation the same year. The purpose was to develop, own, and maintain a community center to promote and perpetuate Filipino culture, be a repository for documents and items reflecting the history of Filipinos on Kauai, as well as be a gathering place for the community to celebrate events and culture, and to foster learning activities.

The Center was finally completed in February 2020, unfortunately, it could not open to the community until mid-2022 due to COVID-19 pandemic. No economic aid was received from federal and state governments. It was a slow start as the community was still reeling from the impact of the pandemic. KPCC's cash reserve and monetary donations carried the Center during this period.

2023 is KPCC's first full year of operation. It was well received by the community of nonprofits, businesses, and individuals. The Center is located on a 3.5-acre parcel licensed from the County of Kauai for 99 years effective August 8, 2012.

The Center does not have a paid staff. It is currently run by the dedicated board of directors and corporate officers. This request is to provide funding for an Executive Director to provide leadership, strategic direction and day to day management to ensure that KPCC fulfills its mission to provide, promote and enhance cultural, educational training and social programs.

2. The goals and objectives related to the request;

Goals are to ensure that KPCC fulfills its mission to provide, promote and enhance cultural, educational training and social programs.

3. The public purpose and need to be served;

The public purpose served by this request is to strengthen and expand public-facing cultural, educational, and community services that preserve and share the heritage of Filipino communities on Kauai and across Hawaii. Funding an executive director ensures stable organizational capacity to deliver accessible cultural programming, language and history education, community events, and partnerships that support civic participation, intergenerational learning, and cross-cultural understanding – advancing the State's interest in cultural preservation, community cohesion, and inclusive public engagement.

4. Describe the target population to be served; and

The population to be served is the entire County of Kauai, and its residents and visitors of all ages.

5. Describe the geographic coverage.

The geographic coverage is the entire island of Kauai; the Center itself where programming occurs is located centrally on Kauai in Lihue.

### **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 executive director (ED) will manage and implement public cultural and educational programs; coordinate community outreach and partnerships; oversee contracted personnel and volunteers, fiscal compliance, ensure effective, accountable use of state funds to deliver measurable public benefit.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;  
Q1 – ED onboarded, work plan finalized, compliance systems and reporting established, key partnerships confirmed.  
Q2 – Public cultural and educational programs launched/scheduled; community outreach expanded, volunteer engagement initiated.  
Q3 – Programs delivered and refined; participation tracked; partnerships and public events increased.  
Q4 – Programs sustained; outcomes evaluated; public impact reported; plan for continued operations and funding completed.

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 ED will establish standardized procedures for program delivery, fiscal oversight, and compliance; conduct regular internal reviews of activities and expenditures; and address issues promptly to ensure programs meet approved objectives and public accountability requirements.

Program effectiveness and success will be evaluated through tracking participation, partnerships, program outputs; reviewing progress against approved goals; and documenting outcomes and lessons learned in required reports to demonstrate public benefit and guide continuous improvement.

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

- Number of public cultural and educational programs delivered
- Community attendance and participation levels
- Number of active partnerships with schools and community organizations
- Volunteer participation and engagement hours
- Timely and compliant use of state funds
- Completion of required reports demonstrating public benefit

**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
12,500	12,500	12,500	12,500	50,000

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

There is no staff on board at this time, and the volunteer board members and volunteer corporate officers are strategizing to locate the best funders to fit our needs and limited resources at this time. KPCC plans to submit another 2-3 requests for funding and are in the process of identifying funders.

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.

N/A

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

\$519,099

## **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 Board and Corporate Officers are comprised of volunteers who want to see KPCC flourish and the community share in the beauty of the Filipino culture and the cultures and traditions of all people who make Kauai home. The volunteer members are from varying backgrounds and expertise, including Filipino cultural programming, nonprofit leadership, financial industry, retail management, skilled trades, small business owners, real estate developers, retirees, public servants.

KPCC does not have paid staff. With this request, we can hire an Executive Director who will be the chief administrative and operating officer of the Kauai Philippine Cultural Center. The ED will provide leadership, strategic direction, and day-to-day management to ensure the organization fulfills its mission.

### **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.

Since its first full year of operation in 2023, KPCC has been well received with short-term bookings ranging from performances, events/parties, nonprofit meetings, health fairs, cultural activities, fundraising venue, etc. KPCC is well situated in the heart of Lihue with air conditioning and ample parking.

KPCC also secured tenants: Kauai Police Athletic League (KPAL), Kauai Baptist Church (Sunday service) and Hoola Lahui Mobile Clinic.

KPCC did not incur any debts to build the facility and as a result expects to cover most of its operating expenses with generated funds from operations. Large expenses including wages and equipment cannot be supported with the current income stream at this time. KPCC will need the support of grants, fundraising and grant in aids.

## **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.

Corporate President, Sonia Topenio

After 41 years of service, Sonia retired in October 2021. For her final 9 years, she served as Senior Vice President and Market Manager at Bank of Hawaii, overseeing the Kauai Branch Network. Her responsibilities included providing leadership and mentorship to branch and corporate teams, developing market strategies and business plans, managing client portfolios and overseeing expense management and revenue generation.

From 2023-2025, Sonia served as the Board Chair of the Kauai Philippine Cultural Center and was elected President in January, 2026.. In the absence of an Executive Director, she has led the organization's day to day operations, including program and event management, facility operations and maintenance and the recruitment of volunteers for programs and community initiatives. Sonia is a member of the Hawaii Foodbank–Kauai Advisory Board and remains actively involved as community volunteer.

This request is to provide funding for an Executive Director to provide leadership, strategic direction and day to day management to ensure that KPCC fulfills its mission to provide, promote and enhance cultural, educational training and social programs.

### **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.

KPCC is comprised of 11 board members and 6 corporate officers. The Board of Directors are the governing body and provide fiduciary oversight while the volunteer

corporate officers have been providing the day to day oversight of the facility, events and programs.

The Executive Director will report to the Corporate President.

**3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

**VII. Other**

**1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

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.

n/a

**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.

n/a

**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 KPCC will continue to solicit philanthropic contributions to support its efforts and leverage grant funds.
- (b) Not received by the applicant thereafter.

KPCC will identify additional revenue sources including emphasize greater philanthropic giving efforts.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

App Kauai Philippine Cultural Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	50,000			25,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>50,000</b>			<b>25,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
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.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>50,000</b>			<b>25,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By: <span style="float: right;">808-634-5111</span>		
(a) Total State Funds Requested	50,000	Milani Pimental <span style="float: right;">Phone</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">46,045</span>		
(c) Total County Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
(d) Total Private/Other Funds Requested	25,000	Milani Pimental, Board Chair <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>75,000</b>	Name and Title (Please type or print)		



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

ant: Kauai Philippine Cultural Center

Contracts Total: 237,976

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
Rental Lease Agreement for 3 years	4/15/23-4/14/26	Kauai Police Dept	Kauai	\$77,760-1st yr
				\$79,315 - 2nd yr
				\$80,901-3rd yr