

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](#).

See signed copy of declaration in attachments.
See Orchidland Neighbors Bylaws.

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](#).

See above.

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:
A 2015 survey of Orchidland Subdivision residents disclosed the need for a variety of services and programs including an open market, community kitchen, walking pathway, soccer practice fields and children's playground as well as a building in which to hold these programs and activities.

Orchidland Neighbors received a grant in aid in 2024 to grade and fence the property of the four acre site for the multi-purpose community center. The funds requested in 2026 are needed to get an architect plan for the main building and funding for materials and equipment which will enable Orchidland Neighbors to open and maintain the facility after the grading and fencing is completed.



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

ORCHIDLAND NEIGHBORS

was incorporated under the laws of Hawaii on 03/11/2015 ; 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: November 13, 2025

Nadine P. Lee

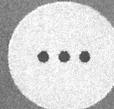
Director of Commerce and Consumer Affairs



To check the authenticity of this certificate, please visit: <http://hbe.hawaii.gov/documents/authenticate.html>
Authentication Code: 616117-COGS_POF-24886502



hbe.ehawaii.gov ↻



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**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.

Orchidland Neighbors
(Typed Name of Individual or Organization)

Virginia Aste January 21 2026
(Signature) (Date)

Virginia Aste President
(Typed Name) (Title)

2. The goals and objectives related to the request:
 - Provide public infrastructure to house county and state programs which are currently unavailable in the Orchidland area because there is no community center or other available meeting space in Orchidland subdivision.
 - Minimize the traffic on highway 130 by providing Puna residents a venue for community activities inside the subdivision.
 - Offer training skills for residents to become entrepreneurs and generate income close to home.
 - Offer outdoor exercise and play activities in a safe setting for all ages.
 - Generate income for maintenance of the multi -purpose community center.
 - Provide storage space for food basket and emergency services as requested.
 - Provide a safe playground for young children
 - Provide a venue for pickleball games and tournaments
 - Generate income to maintain the center

3. The public purpose and need to be served;
The public purpose of Orchidland Neighbors community center is to provide indoor and outdoor space for community projects such as the ongoing monthly food basket which presently serves 360 families (1200 individuals), activities such as creating valued-added agricultural products originating in the community kitchen, sports such as soccer practice fields and pickleball courts, and learning opportunities such as health and safety classes available through state and county departments for individuals and families.

4. Describe the target population to be served; Our target population is Orchidland, Ainaloa, Hawaiian Paradise Park, Hawaiian Acres, Fern Forest.

5. Describe the geographic coverage. The geographic coverage is subdivisions surrounding Orchidland Estates as listed above in #4.

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;

PLANNING

- Applicant will meet with designated planner and architect to design main building and develop construction estimates.

WALKING PATH

- Applicant will delineate a ten-foot-wide walking path on three sides of a 4- acre parcel.
- Vendor will deliver and volunteers will spread ten or more loads of pea gravel onto graded path.

EXERCISE MACHINES

- Applicant will purchase and install four exercise stations on the path.
- Path will be used by 25 people or more per day. All ages, no fees.

GREEN STEAM MACHINE

- Applicant will purchase green steam machine to maintain the grounds and for rental.
- Applicant will develop a fee schedule for machine rental of the green steam machine of approximately \$50.00 per daily use.
- Applicant will purchase and use green steam machine to remove weeds and maintain path and other areas.

COMMUNITY KITCHEN

- Applicant will purchase kitchen equipment and vendor will install equipment.
- Applicant will obtain appropriate certificates and licenses for operation of kitchen.
- Applicant will establish fee schedule comparable to other kitchens.
- Expected income of \$1,000.00 per week.

PLAYGROUND

- Applicant will purchase playground equipment package for ages 5-12. Vendor will install playground package.
- Expected use 20-25 children per day. No fees.

PICKLEBALL COURT

- Applicant will work with designer/vendor to create and install two fenced pickleball courts.
- Applicant will develop a fee schedule for use and maintenance of the pickleball courts.
- Expected use 40 Individuals per day. Estimated fee per person \$20.00 a month =\$800.00 per month.

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

1st Quarter

- Applicant will initiate meetings with Castleblock to design main building
- Applicant will delineate the walking path, order the gravel for walking path, order and install exercise machines
- Develop fee schedule for green steam weed machine
- Advertise machine rental
- Initiate survey instruments for attendance and evaluation of activities

2nd Quarter

- Purchase cold kitchen equipment
- Obtain certificates
- Develop fee schedule for usage
- Advertise availability of kitchen

3rd Quarter

- Purchase playground equipment
- Purchase pickleball courts
- Initiate fee schedule for pickleball usage
- Install pickleball courts
- Publicize pickleball courts

4th Quarter

- Evaluate all four quarters and prioritize future needs
 - Evaluate programs and fee schedules
 - Analyze entrance and exit surveys
 - Adjust activities as appropriate
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results;

ENTRANCE & EXIT INTERVIEWS

- Applicant will maintain accurate accounts of participants using the facilities and speak to them about their goals and progress
- Applicant will survey participants for suggested improvements
- Applicant will prioritize future needs. ie: pave walking path, install second playground, install soccer field, install dog sanitation stations, install additional exercise stations

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.

- Entrance & Exit Interviews
- Accurate counts of participants
- Design surveys for participants to offer feedback
- Seek funding to expand all activities and programs

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
67,104.00	23,486.00	319,000.00	409,590.00	450,550.00

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

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.

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.

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 two board members mainly connected to this application are listed below:

- Virginia Aste is Orchidland Neighbors President, She has a Master's Degree in Social Work and is retired from the State Department of Health. She designed and coordinated the construction of the Pahoia Skate Park. Virginia is founder and co-coordinator of the Orchidland Neighbors food basket. She is also co-author of the Puna Community Development Plan.
- Lynn Hallwirth is the Orchidland Neighbors Vice President. She has various degrees such as a BA in Preschool-Adult Education in Teaching, Her main degree focused on Family and Consumer Science where she taught five strands of Home Economics. She holds a Masters in Human Development and a doctorate in education. She retired in 2018 from teaching and principalship after 42 years of service. She now manages her own home business " T & L Creations", tm. SEW WAT.

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.

A special permit was issued in December 2023 which includes a large meeting facility to house many other programs and activities. Since plans need to be developed for this building, we are requesting funds in this grant for planning and architectural oversight.

Orchidland Neighbors purchased a 4-acre site on 36th Avenue in Orchidland subdivision in order to develop a multi-purpose community center. Our 2026 request for Grant In

Aid funds will enable us to open the site and provide some of the activities and programs envisioned for the center. These programs are: walking path, exercise stations, commercial cold kitchen, keiki playground and two pickleball courts. The cold kitchen will be installed in a recently donated building which is now being outfitted for that purpose.

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.

At the present time we have a corps of volunteers willing to open and close the facility. Anyone who uses our facility will be required to bring their own supervisory personnel to conduct the activity.

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.

Virginia Aste and Lynn Hallwirth will co-chair the project. They will meet will architect and purchase equipment and schedule delivery.

The co-chairs will assign volunteers for various responsibilities for each of the following areas:

PLANNING WALKING PATH GREEN MACHINE COLD KITCHEN

PLAYGROUND PICKLEBALL

An organization chart will be designed after funding amounts are known.

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.

N/A

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.

NONE

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.

Applicant will obtain specific licenses for cold kitchen when kitchen is installed.

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
- (b) Not received by the applicant thereafter.

PLAN for 2027

- Evaluate success of 2026 programs
- Adjust programs and fee schedules
- Apply for construction funds for main building (USDA grant, HUD grant, Atherton Foundation grant, private donations, fundraising)

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 - c) Agrees not to use state funds for entertainment or lobbying activities; and
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Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Orchidland Neighbors
(Typed Name of Individual or Organization)

(Signature)

(Date)

_____Virginia Aste Orchidland Neighbors
President

(Typed Name)

(Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: _____

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.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING	(a) Total State Funds Requested	Budget Prepared By:		
	(b) Total Federal Funds Requested	Name (Please type or print)		Phone
	(c) Total County Funds Requested	Signature of Authorized Official		Date
	(d) Total Private/Other Funds Requested	_____		
TOTAL BUDGET		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Orchidland Neighbors

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Walking path/pea gravel, exercise equipment	1.00	\$10,039.79	\$ 10,039.79	10039.79
Weed machine	1	\$19,914.00	\$ 19,914.00	19914
Commercial Kitchen	1	\$23,486.00	\$23,486.00	23486
Playground	1	\$199,000.00	\$ 199,000.00	199000
Pickleball	1	\$120,000.00	\$ 120,000.00	120000
Total				372,439

JUSTIFICATION/COMMENTS:

Planning & Design funds to be added to total= \$37,150.00 Total combined =\$409,589.79

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

Orchidland Neighbors

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			37150			
LAND ACQUISITION						
DESIGN	80686.05		19914			
CONSTRUCTION	119313.95		10039.79		660500	120000
EQUIPMENT		13615	342486		45,000.00	45000
TOTAL:	200000	13615	409,590		660,500	165,000
JUSTIFICATION/COMMENT:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Orchidland Neighbors Contracts Total: 413,400

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Gravel delivery (10 loads)		Puna Rock	N/A	7,390
2	Exercise Stations				2,650
3	Green steam weed machine & maintenance		Keaau HI		19,914
4	Commercial Kitchen (8 pieces)		HI		23,486
5	Playground		Jason Nau		199,000
6	Pickleball courts (2)		hawaiicourt, resurfacing		120,000
7	Administrative cost 10%				40,960
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LIST OF VENDOR ESTIMATES

Castleblock: Planning \$37,150.00

(Puna Rock: gravel & Outdoor Workout Supply: exercise equipment) \$10039.79

Weed Steam Machine: \$19,914.00

Jason Nau: Playground \$199,000.00

Cooperative Extension Service: Commercial Kitchen \$23486.00

Hawaii Court Resurfacing: Pickleball: \$120,00