

## 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) **VERBAL CONFIRMATION; PENDING SYSTEM UPDATE**
- 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

CAMPBELL AMICK, DEVELOPMENT DIRECTOR  
PRINT NAME AND TITLE

01/23/2026  
DATE

## **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**

This grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Grant funds will support the construction of permanent canopy and roofing infrastructure and the acquisition of essential food distribution equipment for Surfing The Nations' Feeding the Hungry program in Wahiawā. These improvements will enhance food safety, increase service capacity, protect community members and volunteers from weather-related health risks, and strengthen the long-term delivery of food assistance services to low-income individuals and families.

### **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. Brief description of the applicant's background**

Surfing The Nations (STN) is a nonprofit humanitarian organization that has served disenfranchised and low-income populations on O'ahu since 1998. STN's mission is to impact communities through training, selfless service, and action sports. Its programs focus on addressing food insecurity, youth development, homelessness prevention, and community revitalization in Wahiawā and surrounding areas.

STN operates its headquarters in downtown Wahiawā, where it has played a central role in revitalizing a formerly blighted corridor into a safe, family-friendly community hub. Since relocating to this area in 2009, STN has invested in transforming its facilities and surrounding properties to support outreach services, workforce training, and small business development. These efforts contributed to recognition by the City and County of Honolulu in 2015 for “Transforming Wahiawā.”

In 2017, STN completed construction of its Community Outreach and Training Center (COTC), which houses its Feeding the Hungry (FTH) food distribution program, youth programming facilities, and community support services. The FTH program currently distributes large quantities of food weekly to individuals and families experiencing food insecurity and economic hardship. STN is supported by full-time staff and long-term volunteers who raise their own support and operate under the oversight of an active board of directors.

---

## **2. Goals and objectives related to the request**

**Project:** Feeding the Hungry (FTH) Canopy/Roofing and Equipment Improvement Project

**Overall Goal:**

To improve the safety, capacity, and operational efficiency of STN’s food distribution services by constructing permanent canopy/roofing infrastructure and acquiring essential equipment to support year-round operations.

**Objectives:**

1. Construct durable canopy and roofing structures over food distribution and staging areas to protect clients, volunteers, and food supplies from sun, rain, and extreme heat.
2. Improve food safety and storage conditions through the acquisition of refrigeration, storage, and material-handling equipment.
3. Increase weekly service capacity by enabling consistent operations regardless of weather conditions.
4. Reduce operational disruptions and safety risks during peak distribution hours.
5. Strengthen long-term infrastructure supporting food security services for Wahiawā and surrounding communities.

---

## **3. Public purpose and need to be served**

The proposed project serves a clear public purpose by strengthening essential food security infrastructure for vulnerable populations in central O‘ahu. Wahiawā has historically experienced higher-than-average poverty rates and food insecurity, particularly among families with children, immigrants, and working-poor households. A significant portion of local residents rely on food assistance to meet basic nutritional needs.

STN’s Feeding the Hungry program distributes food weekly to hundreds of individuals and families. However, current operations rely heavily on temporary outdoor setups that are vulnerable to weather conditions and heat exposure. Intense sun and seasonal rain regularly disrupt food distribution schedules, reduce volunteer effectiveness, and compromise food safety and participant dignity.

Installing permanent canopy and roofing structures, along with essential food-handling equipment, will allow STN to:

- Maintain uninterrupted food distribution services year-round
- Improve compliance with food safety standards
- Protect community members—many of whom are elderly, disabled, or caring for young children—from heat exposure and weather hazards
- Improve logistical efficiency and volunteer coordination

These improvements directly advance public health, food access, and community resilience while supporting the State’s broader goals of reducing hunger and stabilizing vulnerable households.

---

#### **4. Target population to be served**

The primary beneficiaries of this project are low-income residents of Wahiawā and neighboring communities who rely on food assistance to meet basic household needs. This includes:

- Working-poor families
- Seniors on fixed incomes
- Immigrant households
- Individuals experiencing housing instability
- Youth and families enrolled in STN community programs

The project will also support volunteers and partner organizations who assist with weekly food distribution efforts.

---

## **5. Geographic coverage**

The project will serve residents of Wahiawā and surrounding central O‘ahu communities. The Feeding the Hungry distribution site is located near South Kamehameha Highway and ‘Ohai Street, an accessible central corridor close to schools, public transportation, medical facilities, and commercial areas. While services are based in Wahiawā, individuals from across the island routinely access STN’s food distribution program.

## **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**

#### **Scope of Work**

The Feeding the Hungry (FTH) Canopy/Roofing and Equipment Improvement Project will include the following major components:

1. Construction and installation of permanent canopy and roofing structures over food distribution, staging, and client waiting areas.
  2. Site preparation and structural support work as required for safe installation.
  3. Procurement and installation of food storage and handling equipment, including refrigeration units, shelving, and material-handling equipment.
  4. Electrical and utility connections necessary to support new equipment.
  5. Safety inspections and final project verification to ensure compliance with applicable codes and operational standards.
- 

### **2. Provide a projected annual timeline for accomplishing results or outcomes**

**Projected FY2027 Timeline**

Quarter 1	Quarter 2	Quarter 3	Quarter 4
Final engineering and design review; contractor selection; permitting; procurement of canopy materials and equipment.	Site preparation and construction of canopy/roofing structures; delivery of equipment.	Installation of refrigeration and storage equipment; electrical and utility integration; operational testing.	Final inspections; staff training on equipment use; project close-out and transition to full operational capacity.

---

**3. Describe quality assurance and evaluation plans**

Project oversight will be managed by the Executive Director in coordination with the Project Manager. Weekly progress meetings will be held during construction phases to review:

- Schedule adherence
- Budget tracking
- Safety compliance
- Construction quality benchmarks

The Board of Directors will receive monthly project status reports and will review expenditures to ensure fiscal accountability and adherence to grant requirements.

Upon completion, STN will conduct an operational evaluation period to assess:

- Flow of clients during distribution
- Equipment functionality
- Food safety compliance

- Volunteer efficiency
- Weather-related service disruptions (if any)

Findings will be documented and used to refine distribution procedures and equipment usage protocols.

#### 4. Measures of effectiveness

The following measures will be reported to the State expending agency:

- Completion of canopy/roofing structures by scheduled quarter
- Installation and operational readiness of equipment
- Adherence to approved project budget
- Reduction in weather-related service cancellations or delays
- Increase in average weekly number of households served
- Improved average service time per distribution event

### 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
\$7,000	\$14,000	\$10,500	\$3,500	\$35,000

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**

Surfing The Nations (STN) has more than 25 years of experience designing, implementing, and managing community-based programs and facility development projects serving low-income and vulnerable populations in Wahiawā and across O'ahu. Since its founding in 1998, the organization has overseen multiple capital improvements, property acquisitions, and renovations to support food security, youth development, and community outreach services.

STN operates under the leadership of Executive Director Cindy Bauer and Director Tom Bauer, who together bring over four decades of experience in nonprofit operations, community outreach leadership, and project oversight. Ms. Bauer has led major facility renovations and infrastructure upgrades for the organization, including the development of the Community Outreach and Training Center (COTC), which houses the Feeding the Hungry (FTH) program and youth services. She has demonstrated consistent capacity to manage contractor relationships, control costs, maintain timelines, and ensure compliance with funding requirements.

The organization maintains staff and long-term volunteers with professional backgrounds in engineering, business administration, finance, information technology, and communications. STN also works with licensed general contractors, electricians, plumbers, and refrigeration specialists for construction and equipment installation projects. These partnerships ensure that technical work is performed in compliance with safety standards and applicable building codes.

Within the past three years, STN has completed or managed projects including:

- Ongoing facility maintenance and safety upgrades to food distribution areas and storage spaces
- Installation and servicing of refrigeration units for food storage
- Site improvements to accommodate increased food distribution volume
- Renovations and repairs to outreach facilities supporting community programs

STN's long-standing operation of the Feeding the Hungry program, which distributes food weekly to hundreds of households, demonstrates its operational capacity to manage logistics, volunteers, inventory control, and compliance with food safety standards. This experience directly supports the organization's ability to successfully implement the proposed canopy/roofing and equipment improvement project.

## **2. Facilities**

Surfing The Nations owns and operates multiple adjoining properties in downtown Wahiawā totaling approximately 40,000 square feet across eight buildings. These facilities include administrative offices, youth program classrooms, creative arts studios, food storage areas, volunteer workspaces, and the Community Outreach and Training Center (COTC).

The COTC serves as the primary location for the Feeding the Hungry program and includes designated food storage areas, loading and unloading zones, refrigeration capacity, and outdoor distribution space. The proposed canopy and roofing improvements will be constructed within the existing food distribution and staging areas on STN-owned property and will not require land acquisition.

All necessary utilities, access routes, and service areas are already in place to support construction and equipment installation. The facilities are centrally located near public transportation routes, schools, medical facilities, and residential neighborhoods, allowing for efficient service delivery to the target population.

STN will continue to maintain ownership and operational control of the facilities throughout and after project completion, ensuring long-term sustainability and proper use of capital improvements for public benefit.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The proposed project will be managed using a lean staffing model that leverages STN's existing leadership, operations team, and qualified external contractors.

**Executive Director – Project Oversight**

Cindy Bauer, Executive Director, will provide overall project supervision and fiscal oversight. She brings more than 40 years of experience in business operations and nonprofit management and has overseen multiple facility renovations and infrastructure upgrades for Surfing The Nations, including the development and ongoing operation of the Community Outreach and Training Center. Ms. Bauer will approve all major expenditures, review contractor invoices, ensure compliance with grant requirements, and report progress to the Board of Directors.

**Project Manager – Day-to-Day Coordination**

A designated Project Manager will oversee daily project activities, including contractor scheduling, materials coordination, on-site inspections, and timeline management. The Project Manager will serve as the primary liaison between STN leadership and the general contractor and equipment vendors.

**General Contractor and Specialized Trades**

STN will engage licensed professionals for canopy/roofing construction, electrical work, and refrigeration or equipment installation. Contractors will be selected based on demonstrated experience with commercial or community facilities and compliance with local building and safety codes.

**Operations Staff and Volunteers**

Existing operations staff and trained volunteers will assist with site coordination to ensure food distribution services continue safely during construction. Staff will also be trained on proper use and maintenance of new equipment once installation is complete.

**Supervision and Training**

All project personnel will operate under the supervision of the Executive Director and Project Manager. Contractors will conduct safety briefings prior to construction activities, and equipment vendors will provide training to designated staff on proper equipment operation, sanitation standards, and basic maintenance procedures.

This staffing structure ensures sufficient technical expertise, strong fiscal oversight, and continuity of services throughout the project period.

**2. Organization Chart**

The project will be administered within Surfing The Nations' existing organizational structure as follows:

Board of Directors

→ Executive Director (Cindy Bauer)

→ Project Manager

- General Contractor / Equipment Vendors
- Operations Staff & Volunteers

The Feeding the Hungry program operates as a core outreach function within the organization and reports directly to the Executive Director. The capital project will be managed as a temporary project initiative within this structure, with no new permanent positions created as a result of this request.

An organizational chart illustrating this structure is available upon request or may be attached as a supplemental document.

### **3. Compensation**

Surfing The Nations operates primarily through volunteer leadership and mission-based staff support. The organization does not pay annual salaries to its officers or directors.

The highest paid personnel compensated by the organization are part-time or contracted financial support staff, compensated on an hourly basis:

- Bookkeeper – approximately \$20 per hour
- Controller – approximately \$40 per hour
- Financial Advisor / CPA – approximately \$200–240 per hour

No salaries are paid to the Executive Director, Directors, or Board members.

## **VII. Other**

### **1. Litigation**

Surfing The Nations is not a party to any pending litigation and has no outstanding judgments at this time.

### **2. Licensure or Accreditation**

Surfing The Nations does not require special organizational licensure to operate its community outreach or food distribution programs. All construction, electrical, and equipment installation work associated with this project will be performed by appropriately licensed and insured contractors in compliance with State and County regulations and applicable building and safety codes.

The organization complies with all applicable nonprofit registration, tax-exempt status,

and reporting requirements.

### **3. Private Educational Institutions**

This grant will not be used to support or benefit any sectarian or non-sectarian private educational institution. Grant funds will be used solely to improve food distribution infrastructure operated by Surfing The Nations for public benefit.

### **4. Future Sustainability Plan**

The improvements funded through this grant will result in permanent infrastructure and equipment that significantly reduce ongoing operational risk and maintenance costs for the Feeding the Hungry program. Once the canopy/roofing structures and equipment are installed, STN will sustain the activity through its existing operating budget, individual donations, community partnerships, and ongoing support from private foundations and local businesses.

STN has maintained continuous operation of the Feeding the Hungry program for over a decade using diversified funding sources, volunteer labor, and in-kind donations. The organization will continue to allocate annual operating funds for routine maintenance, equipment servicing, and minor repairs.

Should GIA capital funding not be available in future fiscal years, STN will sustain food distribution services using:

- Individual donor contributions
- Community fundraising initiatives
- Corporate sponsorships
- Private foundation grants
- In-kind donations of food and supplies

These revenue streams have historically supported program operations and will continue to ensure uninterrupted service delivery to the community.

**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, 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.*

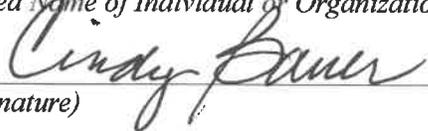
*Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.*

Surfing The Nations

(Typed Name of Individual or Organization)

(Signature)

(Date)



01/23/2026

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: SURFING THE NATIONS

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</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>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$35,000	CAMPBELL AMICK (808) 927-6373		
(b) Total Federal Funds Requested	---	Name (Please type or print) Phone		
(c) Total County Funds Requested	---			
(d) Total Private/Other Funds Requested	\$10,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	\$45,000	Cindy Bauer 1/23/26		
		Name and Title (Please type or print) CINDY BAUER, EXECUTIVE DIRECTOR		



# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Surfing The Nations

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Construction Materials & Equipment	1.00	\$20,000.00	\$ 20,000.00	
Project Site Tools & Small Equipment	1.00	\$5,000.00	\$ 5,000.00	
		\$ -		
		\$ -		
		\$ -		
<b>TOTAL:</b>	<b>2</b>		<b>\$ 25,000.00</b>	

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Motor Vehicle/Transport Support	1.00	\$10,000.00	\$ 10,000.00	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
<b>TOTAL:</b>	<b>1</b>		<b>\$ 10,000.00</b>	

**JUSTIFICATION/COMMENTS:** FUNDING WILL SUPPORT CONSTRUCTION OF A DURABLE PAVILION OVER THE FEEDING THE HUNGRY COURTYARD AND BALCONY, INCLUDING MATERIALS, TOOLS, AND TRANSPORT. THIS WILL PROVIDE SAFE, LONG-TERM INFRASTRUCTURE.

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Surfing The Nations

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		10000				
EQUIPMENT						
<b>TOTAL:</b>		<b>10000</b>				
JUSTIFICATION/COMMENTS: FUNDING PROVIDED BY IATHERTON FAMILY FOUNDATION						

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

Applicant: \_\_\_\_\_

Contracts Total: \_\_\_\_\_

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
		10			Application for Grants

