

# Example Application

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## Kaulunani Urban and Community Forestry Grant Program

### MĀMAKI LEVEL Application

**For Grant Requests between \$2,500 - \$14,999**

	Application Form (signed by Authorized Representative) – must be the first page in the application package. (See page 4)
	Proposal Narrative (See next two pages for items I-III)
	Budget Information (See page 3 for item IV)
	Liability Waiver – <b>only for projects that involve tree planting</b>
	Landowner Permission Form (page 5) – <b>only for projects that involve tree planting</b>
	Tax Clearance Hawai'i Compliance Express.

**\*Please include this checklist page in your application package.**

May we have your permission to use any photos that you submit:

☐

Yes

☐

No

## Liability Waiver

(To be completed with any projects involving tree plantings)

\_\_\_\_\_ hereby releases the Hawai'i Division of Forestry and  
(Organization Name)

Wildlife from any liability associated with contractors, volunteers, government employees or other persons working on an Kaulunani Urban and Community Forestry Grant Project.

Printed Name of  
Authorized  
Representative:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_



**Kaulunani Application Form**  
**MĀMAKI LEVEL**  
**Urban and Community Forestry**  
**Grant Program**

*Please type. This page must be the first page of your application packet.*

(For office use only)  
Grant#:

Date Postmarked:

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**Applicant Information**

**Organization Name:**

**Federal Tax ID #:**

**501(c)3 status:** YES NO

**Contact Person - (All correspondence will be directed to this contact.)**

**First:**

**Last:**

**Title:**

**Mailing Address:**

**Physical Address  
of Project if different:**

**City:**

**State:**

**Zip:**

**Daytime Phone:**

**Fax Number:**

**E-Mail Address:**

**Website:**

**If awarded a grant, check should be made out to:**

(If address is different from above provide correct address.)

**Project Information**

**Island:**

**Project Category:**

**Project Title:**

(10 words or less):

**Project Description:**

(50 words or less):

**Start Date:**

**Completion Date:**

**Financial Information:**

Funds Requested

\$

Total Cash Match

\$

Total In-Kind Match

\$

**Total Amount of Project**

\$

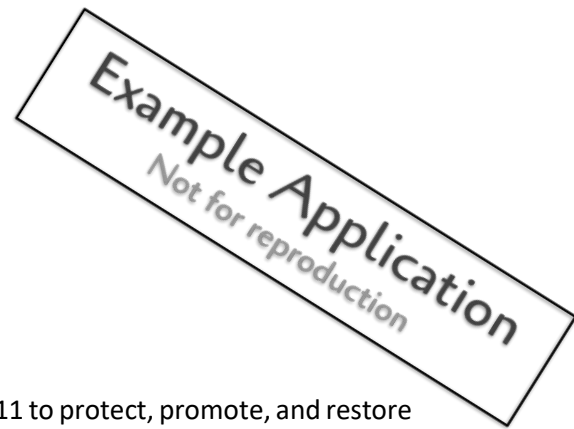
**Signature of Agreement**

I certify that the information contained herein is accurate. I further certify that I have read and understand, and agree to be bound by the grant guidelines and comply with the Title VI of the Civil Rights Act of 1964.

ative

Date

Name and Title of Authorized Representative (Please print or type)



## I. Background Information

- A. The Waikōloa Dry Forest Initiative is a non-profit founded in 2011 to protect, promote, and restore native Hawaiian dry forest. Since then, we have been working to conserve native forest species through land management at the Waikōloa Dry Forest Preserve, community outreach, and education. In addition to on the ground threat mitigation and forest restoration efforts, we also host volunteer opportunities, and experiential learning programs for children and adults aimed at raising awareness and inspiring action in our community. WDFI is a small staff of three full-time employees supported by a large base of volunteers. Together, we have planted approximately 15,000 native trees in an effort to convert 50 acres of non-native grassland into native shrubland and forest. Recently, we completed a ten-year Hawai'i Forest Stewardship Program project that included the construction of a 275 acre fence unit to exclude goats and the establishment of nearly five miles of firebreaks that protect the remnant forest in Waikōloa and restoration areas within the preserve. Through our outreach efforts, we have engaged many partners including government, businesses, private foundations, community groups and other nonprofits which has allowed us to fund our work and leverage limited resources to have a bigger impact on conservation of natural resources in our region. One example of WDFI's success in bringing partners together for the benefit of our forest and our community is the Wiliwili Festival which WDFI began hosting in 2013.
- B. Waikōloa Dry Forest Initiative and the Wiliwili Festival will adhere to the USDA's policy to ensure that no person is subject to prohibited discrimination in programs and activities funded in whole or part based on race, color, national origin, gender, religion, age, disability, political beliefs, marital or family status, income, or because of receipt of public assistance. Our proposed project is free, accessible, open to the public, and intended to reach and serve a diverse community of people.

## II. Project Description

- A. **Purpose** - The purpose of the Wiliwili Festival is to connect people with place and to raise awareness about the importance of native trees in our environment and in our community. Through activities, presentations, forest tours, and workshops, we aim to provide resources and opportunities for our community to become better stewards of our island's unique environment.
- B. **Objectives** - The Wiliwili Festival has grown to become an anticipated event in our community and is a great place to share information with the public regarding Hawaii's trees, the challenges facing our forests, and conservation efforts in our community. The objectives of the Wiliwili Festival are aligned with the strategies outlined in the Forest Action Plan. These objectives include the following:
  - 1. Increase public interest in native forests and other ecosystems.

2. Highlight diverse partnerships in conservation and create synergy among community groups.
3. Encourage native tree planting by educating the community about trees native to the places where they live.
4. Update the public and raise awareness about current invasive species issues.
5. Inspire action through volunteerism, tree planting, and other opportunities.

The objectives of the Wiliwili Festival increase public understanding and awareness of the value and benefits of the dryland forest and native trees, and provide opportunities for the community to get involved in the forest and give them the resources to plant native trees in their neighborhoods. The Wiliwili Festival includes free guided tours of the Waikōloa Dry Forest Preserve, a native plant giveaway, workshops and talks, and provides community members the opportunity to engage with some of the many organizations working to help protect and promote our natural and cultural resources.

- C. **Need** - Waikōloa is a region that has seen massive ecological degradation over the past two centuries and continues to struggle with deforestation due to development, invasive species and wildfire. The urban areas within Waikōloa Village are more densely covered in trees than most of the surrounding area and our residential communities are an important place for us to promote native tree planting. While our work is primarily focused on rebuilding the forest in natural areas, there are many opportunities to increase the number of native trees in our community by raising awareness and making those native trees available at venues such as the Wiliwili Festival. It is imperative to our long-term strategy and vision that we keep our community aware, engaged, and participating in our work whether in the forest preserve or by promoting native plants in our neighborhoods. Because there are so few opportunities for our community to come together in Waikōloa, the Wiliwili Festival has become an important event for residents of the town, and an annual attraction for others to visit Waikōloa Village, to learn about its unique environment, the challenges facing the dryland forest, and opportunities to get involved in the work of many partners working to promote natural and cultural resources on our island.
- D. **Project Activities** - The Wiliwili Festival planning committee for 2020 has been formed and will be working together to plan and deliver the 9<sup>th</sup> annual event beginning in September 2019. We will hold monthly committee meetings and work independently in between meetings to ensure that the event progresses. The major components of the festival include:
1. Huaka'i or guided hikes of the Waikōloa Dry Forest Preserve.
  2. Informational booths and activities hosted by partnering organizations.
  3. Educational workshops and lectures.
  4. Native plant giveaway.
  5. Entertainment, food, and beverage.

The Wiliwili Festival planning committee's first steps will be to develop a refresh of our logo and determine a theme for the festival so that we can begin sharing our new marketing materials with partners, sponsors, and media. WDFI will also begin propagating native plants for the native plant giveaway so that they have time to germinate and grow to a desirable size ahead of the festival. WDFI will grow these plants in our nursery and produce a minimum of 300 plants. We will develop

and update growing guides and plant information sheets to accompany each of the plants that we intend to give away at the festival. The plant giveaway will be on a first-come first-serve basis and the plant recipients will have the opportunity to ask questions and learn about the species from knowledgeable volunteers and staff stationed at the plant giveaways. It is important that we give people the plants, but also the knowledge to help them be successful in planting and caring for them.

A large part of the committee's role will be to coordinate with partners so that there are many engaging activities for Wiliwili Festival participants. We will select exhibitors, vendors, speakers, and entertainers and send out invitations to each of the organizations and individuals in early November and finalize the list of participating groups by early January. We aim to host 40 exhibitors representing public agencies, nonprofits, and community organizations that will share information and free activities with the public. We will also host a lecture and workshop series featuring five to seven presenters. These presentations will cover a variety of topics related to native trees, forests, citizen science, invasive species, and other topics to be determined. These will be free to the public and offer a deeper way to engage with the scientists and community leaders that will be sharing their work at the festival. Additionally, we will plan and coordinate five tours of the forest preserve offered throughout the day. This will include recruiting and training tour guides, coordinating transportation with the tour van operators, marketing the opportunities, and managing the pre-event signups through our website. These tours will be offered free of charge and allow the public to learn about native dryland forest by hiking through the Waikōloa Dry Forest Preserve.

Other parts of the Wiliwili Festival include food and beverage vendors and entertainment. Our committee will book performers and arrange sound equipment that will also be used to broadcast the schedule of events and other announcements throughout the day. We will also invite local food vendors and work with them to create and promote a zero waste event by using compostable and recyclable products and reducing any other waste to the extent possible.

Marketing work associated with this project will include three press releases sent to our local news outlets, social media posts, email blasts, and radio spots. We will develop the content and share with our audience in the months leading up to the event. Our committee will also be developing a survey for participants to give us information about how people hear about the event, and how the event impacted their awareness level. Past surveys have been really helpful in planning subsequent events and we will collect and assess this year's survey results after the 2020 Wiliwili Festival.

- E. **Partnership and Participants** - The Wiliwili Festival wouldn't be possible without participation from our partners and community members. Secured sponsors of the 2020 festival include Hawaii Forest & Trail which will be providing tour vans and drivers for the Huaka'i portion of the festival that takes guests to the Waikōloa Dry Forest Preserve to view wild wiliwili trees and learn about the bicultural history of the area. Another important partner in delivering this event is Waikōloa Plaza, a new development in our community that has committed to helping WDFI to deliver the Wiliwili Festival and is also working with WDFI to incorporate native trees into the new shopping area. In addition to our business sponsors, we will also be bringing together 40-50 organizations and businesses to host informational booths at the festival and additional businesses to sell food

and beverages to our festival guests. Our tentative list of exhibitors based on our 2018 festival is listed below:

Big Island Invasive Species Committee, U.S. Army Corps of Engineers, Hawaii Wildfire Management Organization, Hui Aloha Kīholo, Kupu, West Hawai'i Aquatic Large Entanglement Response Network, Forest Solutions Inc., Malama Kai Foundation, Ho'ola Ka Makana'ā at Ka'ūpūlehu Dryland Forest, Hawaii Forest Industry Association, University of Hawaii -CTAHR Cooperative Extension Service, Meridian Pacific, Waikoloa CERT, The Kohala Center, Waikoloa Stables Committee, Kona Dogs, Hawaii Outdoors Institute, Hawaii State Parks, Nāpu'u Conservation Project, Ke Kai Ola-The Marine Mammal Center, Marine Wildlife Program, DAR, DLNR, Ao Organics, West Hawaii Master Gardener Assoc. Kailapa Community Association, Island Style Grindz, Inc., Hawaii Aerial And Performing Arts, Hawaii Pacific Parks Association, WVA Fire Management Action Committee, The Alala Project, Just The Two Of Us Chicken & Waffles, Sunrun, Kings Treats, AirMedCare Network - Hawaii Life Flight, KAI'S, King's Treats, Hawaii Wildlife Center, Hilton Waikoloa Village and WVA Communications Committee.

Although our guest speakers and presenters have not been selected yet, they are also an important part of the festival. Previous speakers include foresters, conservationists, cultural practitioners, horticulturalists, and others. Lastly, our event would not be possible without the dozens of volunteers that come together for the Wiliwili Festival. We anticipate at least 20 key volunteers, but typically we have more than 50 volunteers on the day of the Wiliwili Festival.

**F. End Product/Result** - The proposed funding will allow us to better plan, develop, market, and deliver the Wiliwili Festival to our community. With this funding, we will achieve the following deliverables:

- Develop and design Wiliwili Festival 2020 t-shirts, posters, and outreach materials.
- Print festival banners (5) and signs (5)
- Propagate and produce 300 native trees for plant giveaway
- Develop, revise and produce 500 native plant care guides for species available at the Wiliwili Festival
- Organize and deliver a free workshop and lecture series to educate festival participants about native trees, tree care, and the cultural and ecological landscapes of Hawai'i Island.
- Produce 100 Wiliwili Festival t-shirts for volunteers.
- Produce 25 social media posts and 10 ads.
- Submit 3 press releases to local news outlets
- Recruit, train, and coordinate 20 volunteers.
- Procure supplies necessary to host a large event at the venue including rented canopies, tables, chairs, and portable wash stations and toilets.
- Produce survey results which will include demographic data as well as qualitative data about the festival.

### III. Timeline

A.

Activity/Deliverable	Start Date	Completion Date
Monthly planning committee meetings	September	March
Modify logo, slogan and theme	October 1	October 30
Begin growing plants for giveaway	October 1	February 8
Develop and print promotional and educational materials including t-shirts stickers, growing guides, posters, flyers, banners and signs	October 1	December 15
Develop and run social media and print ads, press releases, etc.	October 1	February 15
Invite and book exhibitors, vendors, speakers, musicians	November 1	January 15
Develop schedule of events and volunteer schedule	November 1	December 15
Reserve all rentals; procure workshop supplies	December	December 15
Obtain proper permits and insurance	December	December 15
Recruit and coordinate with volunteers	January 2	February 8
Prepare venue	February 6	February 8
Wiliwili Festival!	February 8	February 8
Assess project effectiveness, analyze surveys and submit reports	February	March 30

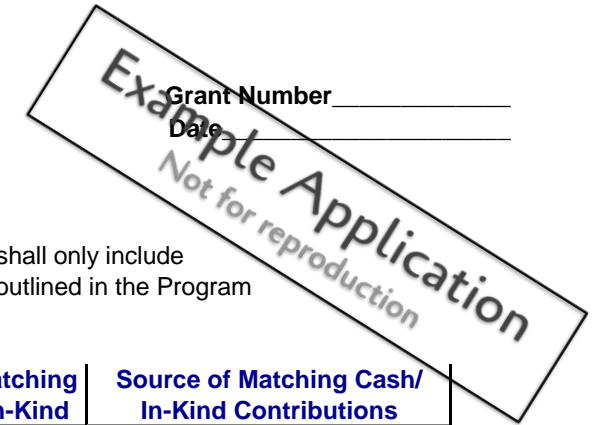
# KAULUNANI

Grant Number \_\_\_\_\_

Date \_\_\_\_\_

Grant Applicant: Waikoloa Dry Forest Initiative Budget Prepared By: Jen Lawson Phone: (808) 494-2208

This itemized budget shall include the costs to carry out the proposed project. Costs shall be as specific as possible and shall only include eligible expenses as set forth in the Cost Guidelines. The total funds requests must be matched by non-federal funds as outlined in the Program overview. (Attach additional sheets if necessary.)



Item For Plants Include Common and Botanical Name	Container Size	WRA Score	Unit Cost	Total Cost	Grant Request	Matching Cash	Matching In-Kind	Source of Matching Cash/ In-Kind Contributions
Venue Rental Fee				300		300		Business Sponsor: Waikoloa Plaza
Canopies, chairs, and table rentals				2200	2200			
P/A system rental				300		300		Business Sponsor: Waikoloa Plaza
Entertainment				900		900		Business Sponsor: Waikoloa Plaza
ADA Accessible Portable Toilets and Handwashing stations				600	600			
Special Event Insurance				330	330			
Event T-shirt Printing				2000		2000		Business Sponsor: Waikoloa Plaza
Printing: Handouts, brochures, signage, etc.				800	800			
Volunteer Supplies				150		150		Business Sponsor: Waikoloa Plaza
Event Coordination; Staff Salaries plus Volunteer Time valued @ [REDACTED] per hour				[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	WDFI existing staff, Volunteers
Supplies for workshops and activities				250	250			
Honorarium for presenters				500		500		Business Sponsor: Waikoloa Plaza
Native Plant Giveaway Plants:								
Wiliwili x 100	3"	N/A	3	300	300			
A'ali'i x 50	3"	N/A	3	150	150			
Koa x 100	3"	N/A	3	300	300			
Koai'a x 50	3"	N/A	3	150	150			
Forest Tour Transportation				4500			4500	Business Sponsor: Hawaii Forest & Trail
Marketing				500	250	250		Business Sponsor: Waikoloa Plaza
<b>TOTAL</b>				<b>18830</b>	<b>5330</b>	<b>7400</b>	<b>6100</b>	





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July 16, 2019

Heather McMillen  
Program Coordinator  
Kaulunani Urban and Community Forestry Program  
Division of Forestry and Wildlife  
1151 Punchbowl Street, Room 325  
Honolulu, Hawai'i 96813

Aloha,

I am writing to express my support for the Waikoloa Dry Forest Initiative's 9<sup>th</sup> Annual Wiliwili Festival and pledge our financial contribution to the festival as a Business Sponsor. Waikoloa Plaza will contribute a cash sponsorship of \$5,000 to the 2020 Wiliwili Festival.

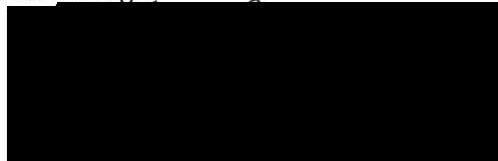
As supporters of the Waikoloa Dry Forest Initiative and their work restoring native lowland dry forest and raising awareness in our community, we are happy to support and participate in the Wiliwili Festival again in 2020.

Thank you for considering the Wiliwili Festival for funding through the Kaulunani Grant Program.

Sincerely,

WAIKOLOA PLAZA LLC,  
a Hawaii limited liability company

By: MP Financial Group, Ltd.,  
a Nevada corporation  
Its Manager



Waikoloa Plaza LLC  
94-050 Farrington Highway, Suite E1-3  
Waipahu, Hawaii 96797  
Oahu: 808.677.6700      Hawaii: 808.731.6679



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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

**Vendor Name:** **WAIKOLOA DRY FOREST INITIATIVE INC.**

**DBA/Trade Name:** **WAIKOLOA DRY FOREST INITIATIVE INC.**

**Issue Date:** **07/25/2019**

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

UI#: [REDACTED]

DCCA FILE#: [REDACTED]

**Status of Compliance for this Vendor on issue date:**

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service (Compliant for Gov. Contract)	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	The entity is compliant with DLIR requirement
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