

Kamehameha Schools Maui Parent Teacher Student 'Ohana



November 1, 2017

RE: 2017-2018 SY Ho'olaule'a Grant Application
Deadline to apply: Nov. 30, 2017, 3:00 PM

Aloha,

Ho'olaule'a grants are awarded each school year to fund student enrichment activities that are not covered by Kamehameha Schools Maui. Please complete the application and include a cover letter addressed to the parent committee members that will review the application.

The cover letter should include:

- Information about the organization, club, group, etc.
- Information about the activity that includes the goal(s), benefits to the students, specific details of the activity (date, time, length, arrangements, etc. Example: Brochures, Event Schedule, Agenda or Travel Itinerary).
- An explanation of how the funds requested will be spent.
- Additional information that will provide understanding for the committee members.
- List of the participating students and their grade level.

Applications will be reviewed monthly by the Grant committee.

Mahalo for your involvement as the advisor to the grade, class, club or team that you are sponsoring. Your time and efforts make these educational opportunities available for the students and makes a difference in their educational experience. If you have any questions, please feel free to contact us.

Me ka ha'aha'a,

Lokelani Patrick
Parent Community Coordinator
Facilitating the KSM PTSO

Ho‘olaule‘a Grant Process
2017-2018 Guidelines

Grant Application	Available from Parent Community Coordinator's (PCC) Office Complete application Include a list of participataing students and their grade levels Program Brochure, Event Schedule/Agenda, or Travel Itinerary
Completed Application	Return completed application to PCC's Office.
Deadline	November 28, 2017, 3 p.m.
Review	The Grant Committee is a sub-group of the PTSO comprised of the PTSO officers and a PTSO grade level representative from the elementary, middle, and high school campuses.
Decision	Notification of approval, referral, or denial, will be sent to the Application Advisor.
Funding Request Receipts	Advisor is responsible for submitting a check request. A check issued to a vendor requires a W9 before the check is issued. All reimbursements require receipts.
Summary Report* Reflection*	Within 30 days after the activity: Complete Financial Report - Expenses Details @Actual Cost per studer Timeline of Event or Itinerary of Travel A group photo. A summary report is due from the group's Advisor. A written reflection is due from each student participant. Photo, summary and reflection will be shared with the PTSO Board members and may be posted on the PTSO or KSM Parent website.
Ho‘olaule‘a Kuleana	Applicant Group is responsible to "give back." Applicant Group is responsible for specific Ho'olaule'a kuleana which will include a required number of hours per individual (can be shared and completed by his/her 'ohana) AND an assigned kuleana for the Applicant group.
*Kuleana is Incomplete	Failure to complete the process jeopardizes future funding of the group and/or individual student.

Kamehameha Schools Maui
Parent Teacher Student ‘Ohana

ENRICHMENT GRANT GUIDELINES

1. Enrichment Grants exist to support opportunities for KS Maui students that are not funded by Kamehameha School’s regular curricular program. Activities enrich the student experience and provide an opportunity for social, mental, and educational growth.
2. Enrichment Grants are funded by the previous year’s Ho‘ olaule‘ a net proceeds. The net proceeds are earmarked for three divisions: 5% ‘A‘apueo Scholarship contribution to Ke Ali‘i Pauahi Foundation (“KAPF”) 70% High School division (including \$20,000 award to the Host Class), 15% Middle School Division, and 10% for the Elementary Division, however, this formula serves as a guide and is adjusted at the discretion of the Grant Committee to meet the current year’s needs/requests.
3. Grants are awarded to current Kamehameha Schools Maui students in grades K – 12.
4. Grants are for the current School Year August through July, however, grants will not be awarded for events/activities that have already been completed.
5. Grants are awarded to individuals/clubs/groups who demonstrate resourcefulness, initiative, and an honest attempt to raise funds.
6. Grants are awarded to individuals/clubs/groups who demonstrate their integrity and willingness to assist PTSO with various events, activities, and the annual Ho‘ olaule‘ a.
7. Because of the number of requests and the amount available for grants:
 - a. KSM groups and individuals are limited to one award per school year.
 - b. Travelling groups that receive travel assistance are not awarded funding for other expenses.
 - c. Groups that do not travel may apply for non-travel assistance.
 - d. Funding for food and meals will be considered on a special needs basis with case by case review.
 - e. Personal items such as clothing, uniforms, gifts, and spending money are not eligible for enrichment grants.
 - f. Grants are not provided for staff or parents
8. KSM Administrators may be asked to verify a school group’s application.

Travel Assistance

1. Local Events/On island.....up to 100% of total fees or expenses.
2. Inter-Island travel.....amount not to exceed \$180.00 per student.
3. Mainland travel.....amount not to exceed \$250.00 per student.
4. International travel.....amount not to exceed \$300.00 per student.

Expenses

1. Supplies, food, other items needed amount at the discretion of the committee.

HO'OLAULE'A GRANT APPLICATION

Date _____

Name of Group _____ # participants _____

(Attach a list of the students and their grade levels)

Name of Requestor _____

Requestor's Position Title: (Faculty, Staff, Coach, Advisor) _____

Requester's email: _____ Phone _____

Group Status: _____

_____ KSM SPONSORED travel, travel related to curricular activities or curricular competition such as HOSA and Academic Decathlon tournaments; some athletic competitions. KSM funds a portion of your travel.

_____ KSM APPROVED travel usually initiated and administrated by teachers, staff and/or coaches such as Close Up, Hawaiian Ensemble, Hawaii All Star Band. These are curricular/education enrichment activities. These clubs and groups (both external and internal) fundraise separately.

_____ KSM Club _____ KSM Grade Level
 _____ KSM Team _____ Other (please specify)

Name of event or activity: _____

Activity sponsored by : _____

Date of activity _____ Location _____

Purpose of the activity: _____

Will the group travel? _____ Yes _____ No
 If yes, _____ International _____ Mainland _____ Inter-island

If the group does not travel off-island, what expenses do you have?

Event fee: _____

Transportation: _____

Other Expenses: Please list _____

Has the group conducted any fundraising? _____ Yes _____ No

If yes, please list completed and future fundraisers: _____

As the requestor for this group, I acknowledge that the group will be asked to complete kuleana at Ho'olaule'a on April 21, 2018. A committee of PTSO officers and representatives will consider your request and respond back to you after review at the regularly scheduled monthly meeting.

Requestor's Signature _____

Grant Approved: _____ Amount: \$ _____ Date: _____