General Questions

What is the Hawaii Youth Sustainability Challenge?
A program of Kupu and Kōkua Hawai‘i Foundation, the Hawai‘i Youth Sustainability Challenge (HYSC) is an initiative to empower Hawai‘i youth to create solutions to conservation and sustainability challenges in their schools and communities. Students in public, private, and charter schools from grades 6-12 apply to receive funding, mentorship, and training to support their innovative and grassroots environmental initiatives. These projects will create new and sustainable solutions for their schools and communities.

What is the vision of the Hawaii Youth Sustainability Challenge?
To inspire students to design solutions for conservation and sustainability problems in our schools and communities, while developing a long-term conservation ethic, enhancing their leadership skills, and connecting with each other and members of the broader community.

Where can I learn more about the Hawaii Youth Sustainability Challenge?
Please visit our website www.kupuhawaii.org/hysc to learn about the program, how to apply, get ideas, and check out past projects.

What does the Hawai‘i Youth Sustainability Challenge fund?
Our program is looking for creative student-driven solutions to conservation and sustainability problems in your schools and communities. These solutions can range from buying a dishwasher to reduce plastic waste at lunch to hosting reef-safe sunscreen swaps at your local beach - we welcome creativity! In the past, projects were more likely to be funded if they met the following requirements:

- **Student-driven.** Is it clear that a student both identified a problem in their school and/or community and identified a solution? Is it clear that a student will be heading the charge in implementation?
- **Community and School Impact.** Will this project affect the student’s school and/or community?
- **Quality and Creativity.** Is the project innovative? Is it solving a clearly identified problem?
What does Hawai‘i Youth Sustainability Challenge generally not fund?

In short:

- Teacher-driven initiatives
- Field trips
- General requests for classroom supplies
- General requests for food/beverages that are not directly connected to project goals

The Hawai‘i Youth Sustainability Challenge generally does not fund teacher-driven initiatives, field trips, and general requests for classroom supplies unless there are community/school impacts attached (e.g. while we would not normally fund a fully assembled indoor garden kit for a single class, we would fund materials to prototype an indoor garden kit to sell to community members to increase accessibility to fresh produce).

Who is eligible to apply for a grant?

For the 2019-2020 school year, Oahu students in grades 6-12 are invited to apply. We encourage students to fill out the grant application form, though we understand that younger students may need assistance. A student-driven application (i.e. a student filling out the grant application) is a marker for a student-driven initiative, which we are more likely to fund.

My project doesn’t meet the requirements for the Hawai‘i Youth Sustainability Challenge. Where else can I find funding?

Kōkua Hawai‘i Foundation offers a variety of programs that support environmental initiatives in schools, including Field Trip Grants and Project Grants for educators looking to cover transportation costs, site fees, etc. for field trips and purchase classroom materials for conservation projects. Please visit https://kokuahawaiifoundation.org/programs to learn more about all of their programs and their funding opportunities.

Can non-school entities (non-profit organizations, homeschool students, etc.) apply?

At this time, grants can only be awarded to schools. Grants may be awarded to nonprofits that work directly with students on a case-by-case basis.

What will I receive from Hawai‘i Youth Sustainability Challenge?

You will receive up to $1,000 in funding, be paired with a mentor to help you through project implementation, and have access to additional training opportunities to support your project work and your overall learning. We also love featuring projects to larger audiences, whether that be through our networks via social media and blog posts, on the local news, or during a forum at the annual Hawaii Conservation Conference!

Can I decline mentorship?

We understand that some projects are already connected with mentors from other organizations and do not need mentorship support from the Challenge. In these instances, it is okay for a project to decline mentorship, but project teams will still be required to check-in monthly (by phone, email, or in-person) to give Kupu program staff project updates.
What are the reporting requirements?

1) You must submit media releases for all lead students upon acceptance of the grant.
2) You are expected to be in contact with your mentor (or Kupu staff) to provide updates and pictures (at least once per month) throughout the Spring semester.
3) The following must be submitted by Monday, May 18, 2020 to fulfill your final reporting requirements:
   - Completed report form
   - 5 photographs with captions
   - Video or Presentation
   - Receipts
   - Unused funds: All unused funds should be returned to Kōkua Hawaiʻi Foundation immediately following the completion of the project. Please mail to: Kōkua Hawaiʻi Foundation, P.O. Box 866, Haleiwa, Hawaii 96786

Applying for a grant

How do I apply for a grant?
Applications must be submitted through an on-line form and are available at https://kokua.fluxx.io.

Do I have to create an account to access the online application?
Yes, an account is required in order to access and submit an online application. If you have any trouble with creating an account or using the online application portal please email grants@kokuahawaiifoundation.org.

What information do I need to apply?
The application is divided into 5 parts.

SECTION 1: BASIC INFORMATION
   A. School Information
   B. Student Information
   C. Advisor Information
   D. Project Information
   E. Referral Source (how did you learn about the grant)

SECTION 2: PROJECT SUMMARY AND JUSTIFICATION
   A. Project Description (3-5 sentences)
   B. Project Location
   C. Project Participants
   D. Project Timeline
   E. Project Need (What is the problem you are solving?)
F. Project Inspiration (How did this problem come to your attention?)

G. Project Knowledge (What prior knowledge and/or expertise do you have to make this project successful? If none, please describe what you’d like to learn.)

SECTION 3: PROTOTYPE

Please attach a detailed drawing (hand-drawn is OK) of your solution.

SECTION 4: PROJECT SUPPORT

A. What knowledge, skills, and/or expertise would be most helpful to you? (This information will be used to help pair you with a mentor, though please note we are not always able to meet all needs/requests)

B. What kind of training would be most helpful to you (e.g., web design, public speaking, project management, marketing and communications, technical trainings, etc.)?

SECTION 5: PROJECT BUDGET

Your budget should be built in excel and uploaded (see example below). Your budget should include all items you intend to purchase. For each item, your budget table must include:

(a) Item Name
(b) Cost Per Unit
(c) Quantity
(d) Total Cost per Item
(e) Funding Source (note pending or secured if funding is not HYSC)
(f) Justification for each item (why it is needed and how it will be used)

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**SAMPLE BUDGET**

*Please note that this is just an example (not to be considered complete) to demonstrate how a budget might be constructed.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Per Unit</th>
<th>Quantity</th>
<th>Total Cost</th>
<th>Funding Source</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screws</td>
<td>$0.10</td>
<td>100</td>
<td>$10.00</td>
<td>HYSC</td>
<td>Screws are needed to build garden boxes</td>
</tr>
<tr>
<td>Soil</td>
<td>$30.00</td>
<td>2</td>
<td>$60.00</td>
<td>HYSC</td>
<td>2 bags of soil for garden boxes</td>
</tr>
<tr>
<td>Plywood</td>
<td>$5.00</td>
<td>10</td>
<td>$50.00</td>
<td>HYSC</td>
<td>Wood for building garden boxes</td>
</tr>
<tr>
<td>Seedings</td>
<td>$3.00</td>
<td>50</td>
<td>$150.00</td>
<td>HYSC</td>
<td>Seeds for planting vegetables</td>
</tr>
<tr>
<td>Printing Costs</td>
<td>$2.50</td>
<td>20</td>
<td>$50.00</td>
<td>HYSC</td>
<td>Printing of signs for labeling garden, advertising tasting event</td>
</tr>
<tr>
<td>Tables for event</td>
<td>$10.00</td>
<td>20</td>
<td>$200.00</td>
<td>HYSC</td>
<td>Tables for food tasting event</td>
</tr>
<tr>
<td>Chairs for event</td>
<td>$5.00</td>
<td>50</td>
<td>$200.00</td>
<td>HYSC</td>
<td>Chairs for food tasting event</td>
</tr>
<tr>
<td>Outdoor Wash Station</td>
<td>$135.00</td>
<td>1</td>
<td>$135.00</td>
<td>HYSC</td>
<td>Wash station for dishes at food tasting event</td>
</tr>
</tbody>
</table>

Total HYSC Request: $855.00

| Chef               | $500.00       | 1        | $500.00    | In-Kind (pending) | Chef will donate her time teaching students how to prepare recipes with foods they grow |
| Tents              | $50.00        | 4        | $200.00    | School (secured)  | The school will provide the funds to purchase tents that will be used for the tasting event and other events in the future |

Total non-HYSC Budget: $700.00

TOTAL BUDGET: $1,555.00
Can I send in extra items such as video/audio clips, newspaper articles, etc?
Only the required application materials will be subject to review. Please do not send in extra application materials.

Can multiple students work on the same application?
Yes. Collaborations are encouraged. Please list all “lead students” on the application.

Can students from different schools work on the same application?
Yes. Collaborations are encouraged. Please pick one school as the lead for submitting the application and then list all students on the application. If students are from a different school than the one listed on the application, please include their school as well when you list their grades.

How can I tell if my application has been received?
Applicants will be able to tell that their application was successfully submitted and received by referring to the “Requests” section of the menu. There are two options, “To Submit” and “Submitted”. There will be a red circle with the number 1 next to “Submitted”. If the number 1 is still next to “To Submit”, return to the application and select “Submit”.

Can an application be edited once it’s submitted?
If an applicant needs to make edits to a submitted application, please contact Lei Tamayo at (808) 638.5145 or email grants@kokuahawaiifoundation.org.

What happens once I submit my request?
1. Once you submit your proposal through the Kōkua Hawaiʻi Foundation (KHF) grant portal, we will gather your application materials and check for completeness. A complete application has the following:
   a. Complete application form
   b. Executed signature page
   c. Prototype drawing
   d. Complete budget

2. Our Review Committee will convene in November and will only review complete applications.

3. Kupu Program Staff will send out selection emails once decisions are finalized, typically by late November. Please note, Kupu Program Staff may forward you questions about your project from our Review Committee. Your award may be contingent upon your answers to these questions - please check your email regularly the weeks following the application deadline to ensure timely dissemination of your check if selected.

4. Checks will be disseminated to schools before DOE Winter Break so that implementation may begin at the start of the spring semester.
**When will I be notified of a decision?**
Kupu Program Staff typically sends out selection emails by late November.

As mentioned above, Kupu Program Staff may forward you questions about your project from our Review Committee. Your award may be contingent upon your answers to these questions - please check your email regularly the weeks following the application deadline to ensure timely dissemination of your check if selected.

**When will I receive my funding?**
Checks will be disseminated to schools before DOE Winter Break.

**What if I don’t spend all of my funds?**
All unused funds should be returned to Kōkua Hawai`i Foundation immediately following the completion of the project. Please mail to: *Kōkua Hawai`i Foundation, P.O. Box 866, Haleiwa, Hawaii 96786*

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**Other**

**Other than student projects, what else does Kupu and Kōkua Hawai‘i Foundation support?**
Kupu and Kōkua Hawai‘i Foundation each support a variety of youth environmental initiatives.

For more information on other Kupu and KHF programs, please visit:
- [http://www.kupuhawaii.org/programs](http://www.kupuhawaii.org/programs) (or contact outreach@kupuhawaii.org)
- [https://kokuahawaiifoundation.org/programs](https://kokuahawaiifoundation.org/programs)

**Can you visit my classroom and talk more about the Hawai‘i Youth Sustainability Challenge and other Kupu programs?**
Yes! Please contact outreach@kupuhawaii.org or call (808) 735-1221 x1013 to schedule a class visit.