

**2026 Stewardship Grant Application**  
**Instructions (July 1, 2026 – June 30, 2027 Project**  
**Period)**

**GENERAL INSTRUCTIONS**

- Adobe Reader is needed to fill out the application form.
- These instructions are intended to supplement instructions that are already on the Stewardship Grant Application.
- Please use the tables provided. Do not substitute other formats or alter the application form.
- Fit responses in the fields provided and use additional pages, as needed.
- Attachments (i.e., maps, labeled photos illustrating your project activities, detailed budget narratives, consultant proposals, etc.) can be included in addition to the required documents.
- Applications may be returned if instructions are not followed.
- Please inquire with the PONC staff if there are existing plans/studies/reports that have been done of your project area.
- If submitting your application online, please contact the Property Management Division at [PONC@hawaiicounty.gov](mailto:PONC@hawaiicounty.gov) to confirm that your submission was received.
- When printing the application, you may need to choose “Auto” for the “Orientation” to ensure that the pages oriented in “landscape” are properly printed.

First, determine whether your application will involve either (a) Management Planning and/or (b) Maintenance Activities and Public Education. Check one or both boxes on p. 1 of the application form. You do not need to complete two separate applications. One application form can accommodate both categories.

<p><b>(a) “Management Planning” includes (but is not limited to) the following activities:</b></p>	<p><b>(b) “Maintenance Activities and Public Education” include (but are not limited to) the following activities:</b></p>
<p>▪ Contracting consultants to produce management plans, biological surveys, archaeological inventory surveys, burial treatment plans, preservation plans, ecological impact surveys, etc. These planning activities are often completed prior to or in conjunction with the “boots on the ground” maintenance activities.</p>	<p>▪ Ongoing maintenance activities, such as brush and weed control, mitigation of invasive species, or erosion control</p> <p>▪ Native plant outplantings</p> <p>▪ Educating school or community groups</p> <p>▪ Hosting public work day events</p>

Note that you will have to separate (a) Management Planning and (b) Maintenance Activities and Public Education in the following sections:

- Objectives of the proposed project (p. 4 and p. 5, as applicable)
- Project Description (p. 5 and p. 6, as applicable)
- Budget Details (p. 9 and p. 10, as applicable)

If you are applying for both Management Planning and Maintenance Activities and Public Education, please use only one page per category in your Project Objectives section, and only one table for each category in your Project Description and Budget Details. For example, your Management Planning activities would be described on the first page of the Objectives, Project Description, and Budget Details sections, and your Maintenance Activities and Public Education would be described on the second page of the Objectives, Project Description, and Budget Details sections. Please use additional pages as necessary.

For questions, please email [PONC@hawaiicounty.gov](mailto:PONC@hawaiicounty.gov).

- A. NAME AND ADDRESS OF ORGANIZATION (self-explanatory)**
- B. PERSON TO CONTACT (self-explanatory)**
- C. PROJECT NAME (p. 2 of Application)**  
This is the name you want to give to the project. It can be descriptive, such as: “Community Restoration of the Keaukaha Loko I‘a.”
- D. PROJECT LOCATION [Use TMK(s)] (p. 2 of Application)**  
In addition to the correct Tax Map Key number(s), enter the location name that appears in the attached County of Hawai‘i’s Public Notice of Eligible PONC Properties.
- E. PROJECT COST (p. 2 of Application)**  
Transfer total costs from the table(s) in “**H. BUDGET DETAILS**” (pages 10 & 11 of Application). Make sure to separate the costs of the two categories: (a) Management Planning and (b) Maintenance Activities and Public Education.
- F. REQUIRED DOCUMENTS (self-explanatory)**
- G. CERTIFICATION**  
Signed: If the application is submitted digitally, an Adobe signature can be entered in the space reserved for a signature.

## PROJECT PLAN

- A. PROJECT NAME (p. 3 of Application)**  
This is the name you want to give to the project. It can be descriptive, such as: “Community Restoration of the Keaukaha Loko I‘a” and should match the Project Name in the previous section.
- B. PROJECT LOCATION [TMK(s)] (p. 3 of Application)**  
In addition to the correct Tax Map Key number(s), enter the location name that appears in the attached County of Hawai‘i’s Public Notice of Eligible PONC Properties. If needed, additional locational

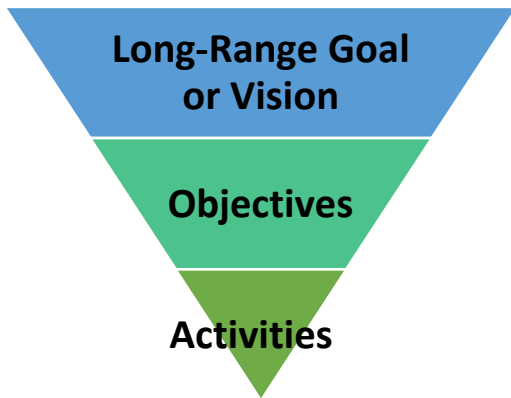
information can be included in this part of the application, i.e., maps and traditional place names.

**C. IDENTIFY PERSONS AND ORGANIZATIONS WHOM YOU EXPECT WILL PARTICIPATE IN THE PROPOSED PROJECT ACTIVITIES (p. 3 of Application)**

List the people and organizations that you expect will participate in your project. Be as specific as you can, i.e., names of schools, consultants, community groups, etc. that are likely to be involved.

**D. PROPOSAL AND PROJECT DESCRIPTION (pages 3-5 of Application)**

For Objectives, check just one box for Management Planning or Maintenance Activities and Public Education. If your project involves both categories, complete the project objectives for each category separately, using both pages 4 and 5.



- **Long-range goal or vision:** Looks into the future and describes the ultimate desire for the property. An example of a long-range goal: All cultural and natural resources on the land are protected, and Hawai‘i’s people are educated about responsible stewardship of these resources.
- **Objectives:** Objectives break down the long-range goal or vision into more specific, time-framed steps that will be part of the proposed project.
- **Activities:** Specify achievable tasks that need to be done in order to accomplish an Objective of the proposed project. Be as specific as possible.

**E. EXAMPLES OF PROJECT DESCRIPTION TABLE (pages 6 & 7 of Application)**

Check just one box for Management Planning or Maintenance Activities and Public Education. If your project involves both categories, complete a Project Description Table for each category separately, using both pages 6 and 7.

Activities that help to accomplish the “**Objectives of the Proposed Project**” are outlined in the Project Description Table with timelines and other specific details. Use additional pages if necessary. Be sure to separately list categories (a) and (b). Be as specific as possible.

**✓ Management Planning**

Objective	Activities	Timeline	Consultants/Collaborators
Restore waterbird habitat.	Complete a survey of invasive plant and animal species.	July 2024 – January 2025	Professor Botanist and Biologist UH-Hilo Interns
Restore waterbird habitat.	Complete pond restoration plan.	July 2024 – June 2025	Waterbird Expert from Kaua‘i Ducks Unlimited

**✓ Maintenance Activities and Public Education**

<b>Objective</b>	<b>Activities</b>	<b>Timeline</b>	<b>Consultants/Collaborators</b>
Educate public school students about the pond’s biological and cultural significance.	Arrange visitation and orientation to the pond area by at least two classes and their teachers.	January 2025 – May 2025	Project Coordinator Public School Teachers UH – Hilo Interns
Restore waterbird habitat.	Identify cultural practitioners who know traditional uses of the pond area and interview them.	July 2024 – June 2025	UH-Hilo Anthropology Dept. UH-Mānoa Oral History Project Hi. County Senior Citizen Program Kumu Hula

**F. PERMITS / APPROVALS (p. 8 of Application)**

Identify if any federal, state, or county permits or approvals will be required for any of the proposed activities. Identify if any permits or approvals have already been applied for and/or granted, and if so, specify the names of the permits/approvals, and the date of issuance/approval. Refer to the following for more information regarding permits and/or approvals that may be required for the proposed project. Please note that this is **not** a complete listing of State and County laws, which may affect your proposed project. Permits and approvals are more likely to be required if your project location contains sensitive natural or cultural/historic resources, is in the Special Management Area (SMA), and/or the State Conservation District. Check on whether your project might qualify for an exemption from certain permits.

- State of Hawai‘i, Office of Planning and Sustainable Development for information on Environmental Assessments  
[Environmental Review Program \(hawaii.gov\)](http://hawaii.gov)
- State of Hawai‘i, Department of Land and Natural Resources, Office of Conservation and Coastal Lands for information on Conservation District Use Permits (CDUP)  
<https://dlnr.hawaii.gov/occl/>
- Hawai‘i County’s Planning Department website for information on when Special Management Area assessments and permits may be required.  
[Special Management Area \(SMA\) | Hawaii County, HI Planning](#)
- State Historic Preservation Division for information on archaeological sites and required permits  
<https://dlnr.hawaii.gov/shpd/>
- Other permits / approvals might include building permits, sign permits, etc.
- Review Hawai‘i County Code (H.C.C.) Chapter 2, Article 42 and Hawai‘i County Charter, Sections 10-15 and 10-16 for the requirements of the PONC program and both the Preservation and Maintenance Funds.

**G. MANAGEMENT / PRESERVATION PLANS REVIEWED (p. 9 of Application)**

1. Identify and list any existing plans for the property and how the proposed project activities are compatible with existing plan recommendations.
2. If the proposed project involves production of a management plan or preservation plan, explain why such plan(s) are needed. If you are not proposing the production of a management plan or preservation plan, please write N/A.

**H. BUDGET DETAILS TABLE (pages 10 & 11 of Application)**

**Check just one box for Management Planning or Maintenance Activities and Public Education. If your project involves both categories, complete a Budget Details Table for each category separately, using both pages 10 and 11.**

Refer to the Hawai'i County Charter Section 10-16(g) (2020 Revision) reprinted below in order to fill in the first column of the BUDGET DETAILS table. Note that fiscal sponsorship fees and administrative fees and costs are not allowable expenses from the PONC stewardship / maintenance fund. All allowable expenses from the stewardship / maintenance fund are identified by this section:

- (g) The maintenance fund shall be used solely for public safety maintenance and preservation of those lands and easements acquired by the public access, open space, and natural resources preservation fund, and shall be used only for expenditures directly related to its purpose. Expenditures by the administration and/or stewardship grants presumed to be directly related are as follows:
- (1) Reparation (fixing, mending, repair work, and servicing);
  - (2) Preservation (damage control, salvaging, safekeeping, and safeguarding);
  - (3) Conservation of soil, forests, shorelines, native wildlife, streams, wetlands, watershed, and floodways;
  - (4) Restoration (replacement, reclamation, reconditioning, and remediation);
  - (5) Wildfire and fire prevention;
  - (6) Repair of existing buildings to meet the current code requirements, if the building is deemed reasonable to save;
  - (7) Replacing signs to meet the current code requirements;
  - (8) Installation, repair, or replacement fencing and gate or access mechanisms;
  - (9) Installation or repair of cattle guards;
  - (10) Building, renting, leasing, installing and maintenance of toilet facilities;
  - (11) Building and installation of small sheds or structures for the storage of maintenance equipment;
  - (12) Building, installation and maintenance of structures to provide protection from the elements;
  - (13) Creation of trails or paths to access land for public safety, maintenance, and preservation;
  - (14) Mitigation of flooding problems including repair or restoration of existing culverts, drainage features, or other similar flood control mitigation;
  - (15) Archeological survey and buffering of Native Hawaiian historical or cultural sites after appropriate consultation with Native Hawaiian descendants and cultural practitioners;
  - (16) Biological studies for the protection of Native Hawaiian species of plants and animals; or
  - (17) Mitigation of Americans with Disabilities Act compliance issues that may arise during the course of public safety maintenance and preservation.

**H. EXAMPLES OF BUDGET DETAILS TABLE (pages 10 & 11 of Application)**

Continuing with the waterbird habitat example and using the HI County Charter Section 10-16(g), here are examples of how to detail the project’s budget, separating it into the two categories. List only the HI County Charter number(s) from the list on page 5 of allowable expenses for each grant amount requested. It is very important to use only numerical values in the columns for Grant Amount Requested, Applicant Share, and Other Resources. The Totals will be automatically calculated, as long as only numerical values are entered in those columns.

**✓Management Planning**

<b>HI County Charter 10-16(g)</b>	<b>Parcel TMK(s)</b>	<b>Project Activity</b>	<b>Grant Amount Requested</b>	<b>Applicant Share</b>	<b>Other Resources</b>	<b>TOTAL</b>
(2), (16)	1-2-003:400	Complete a survey of invasive plant and animal species.	\$2,500.00	\$2,000.00	\$500.00	\$5,000.00
(2), (3), (4)	1-2-003:400	Complete pond restoration plan.	\$8,000.00			\$8,000.00

**✓Maintenance Activities and Public Education**

<b>HI County Charter 10-16(g)</b>	<b>Parcel TMK(s)</b>	<b>Project Activity</b>	<b>Grant Amount Requested</b>	<b>Applicant Share</b>	<b>Other Resources</b>	<b>TOTAL</b>
(2), (3), (15)	1-2-003:400	Identify cultural practitioners who know traditional uses of the pond area and interview them.	\$3,000.00	\$2,000.00	\$500.00	\$5,500.00
(3), (16)	1-2-003:400	Arrange visitation and orientation to the pond area by at least two classes and their teachers.	\$400.00	\$1,000.00	\$100.00	\$1,500.00

**Applicant Share:**

In-kind services often form the basis for the Applicant Share. Volunteer services are usually contributed by the applicant. It is important to document those services in order to get proper credit for the Applicant Share. In the BUDGET DETAILS TABLE, the Applicant Share is an estimate of the value of volunteer services that are anticipated. Later, in the Progress Reports the actual Applicant Share will be reported, using documented numbers of volunteers and the dates, times, and services that were contributed during the reporting period.

Examples of generally accepted volunteer rates by state can be found here:

<https://independentsector.org/resource/value-of-volunteer-time/>

Other sources of information about volunteer hourly rates are available on-line and within the nonprofit community.

**Other Resources:**

Include any other sources of funding that are anticipated during the project period, i.e., other grant funds, fundraising, donations.

**I. APPLICANT INFORMATION (self-explanatory)****J. INITIALS (self-explanatory)**

Should you have any questions, please contact the Property Management Division at [PONC@hawaiicounty.gov](mailto:PONC@hawaiicounty.gov)