



**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**

LINDA LINGLE
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THEODORE E. LIU
DIRECTOR
MARK K. ANDERSON
DEPUTY DIRECTOR

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2008:0306143525

March 25, 2008

To: The Honorable Marcus R. Oshiro, Chair
House Committee on Finance

The Honorable Rosalyn H. Baker, Chair
Senate Committee on Ways and Means

From: Theodore E. Liu, Director

Subject: Grant and Subsidy Applications for 2008-2009

As requested by your memorandum dated February 14, 2008, attached are additional completed Statements of Findings and Recommendations, and Comments and Recommendations for the Application for Grants & Subsidies that were forwarded to us by the Department of Labor and Industrial Relations on March 4, 2008.

1. Kauai Chamber of Commerce - \$24,200
2. Pacific Forum CSIS - \$45,000

Upon completion, The Hawaii Women's Business Center - \$400,000 GIA review will be forwarded at a later date.

The following grant applications were returned to Department of Labor and Industrial Relations for review and comments:

1. Young Buddhist Association of Honolulu – Log #250-C
2. Papakolea Community Development Corporation – Log #206-O
3. Garden Island Resources, Conservation and Development Inc.- Log #57-O
4. The Filipino Community Center – Log #50-O

If there are any questions, or additional information is required, please have your staff contact Ken Kitamura, Administrative Services Officer, at 586-2433.

TEL:www:nh
Attachments

STATEMENT OF FINDINGS AND RECOMMENDATIONS

OPERATING

FY 2008-2009

Log No: 132-O

Department: DBEDT Does request qualify as a POS? Yes No X

Program ID: BED 100 If yes, what POS service activity? N/A

Organization: Kauai Chamber of Commerce Does request comply with qualifying standards and conditions? Yes X No

Service Activity: Providing programs and services to strengthen the business community. Does request serve a public purpose? Yes X No

	Original Request	Dept. Adjustment	Dept. Recommendations
<u>Operating Expenses:</u>	<u>FY 2009</u>	<u>FY 2009</u>	<u>FY 2009</u>
Personal Services:			
Current Expenses:	24,200		24,200
Equipment:			-
Motor Vehicles:			-
Total Requirements:	24,200	-	24,200
Less:			
Net General Funds:	-	-	24,200

COMMENTS AND RECOMMENDATIONS

Organization: Kauai Chamber of Commerce

Service Activity: Providing needed business and workforce development programs and training for Kauai.

Comments:

The Kauai Chamber of Commerce provides both excellent and needed services to the business community. They not only provide business and workforce training but also play a key role in networking and communication between businesses and community organizations and agencies. Their business and workforce development efforts have aided in the shift from an agrarian to a tourism, defense, diversified agriculture and technology-based economy.

Recommendations:

DBEDT supports the intent of this grant, but does not recommend funding if it will replace the department's priorities as reflected in the Executive Budget Request for Fiscal Year 2008-2009.

FY 2008-2009

200-0

Does request qualify as a POS?

	X
No	X
Yes	

BED 100

If yes, what POS service activity?

Pacific Forum CSIS

Does request comply with

qualifying standards and conditions?

	X	No
	Yes	

Support Pacific Forum's Young Leaders

Fellowship Program & Hawaii

Does request serve a public purpose?

	X	No
	Yes	

	Original Request	Dept. Adjustment	Dept. Recommendations
	<u>FY 2009</u>	<u>FY 2009</u>	<u>FY 2009</u>
<u>Operating Expenses:</u>			
Personal Services:	15,600		15,600
Current Expenses:	29,400		29,400
Equipment:			-
Motor Vehicles:			-
Total Requirements:	45,000	-	45,000
Less:			
Net General Funds:	-	-	45,000

COMMENTS AND RECOMMENDATIONS

Organization: Pacific Forum CSIS

Service Activity: Bringing Hawaii-based Young Leaders Fellowship Program members to Pacific Forum CSIS conferences abroad, and organizing and hosting the monthly Hawaii Emerging Leaders meetings

Comments:

Pacific Forum CSIS promotes policy research and dialogue in the Asia Pacific region to stimulate cooperation on political, economic and security issues. Pacific Forum CSIS is requesting \$45,000 for Fiscal Year 2008-2009. Funds requested would be used to support the Forum's Young Leaders Fellowship Program and the Hawaii Emerging Leaders Program (HELP).

The principal aim of the two programs is to enhance cross-cultural educational opportunities for students and young professionals in Hawaii, the U.S. mainland and Asia. The proposed grant will help to bring Hawaii-based Young Leaders to Pacific Forum conferences abroad and will help to cover the costs associated with their participation in Hawaii-based events including the monthly HELP meetings and participation in senior-level Pacific Forum conferences. In 2007, this program was funded by the Strong Foundation. Their support ends in March 2008 and Pacific Forum CSIS will not be eligible for another grant until 2010.

This grant will enable students and young professionals in Hawaii to gain increased awareness about international issues and foreign policy objectives and concerns in the Asia-Pacific region and help build bridges between Hawaii participants and their counterparts on the U.S. mainland and throughout Asia.

Recommendations:

DBEDT supports the intent of this grant, but does not recommend funding if it will replace the department's priorities as reflected in the Executive Supplemental Budget Request for Fiscal Year 2008-2009.



**DEPARTMENT OF BUSINESS,
ECONOMIC DEVELOPMENT & TOURISM**

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Telephone: (808) 586-2355
Fax: (808) 586-2377

DTS 20080228113751

March 18, 2008

To: The Honorable Marcus R. Oshiro, Chair
House Committee on Finance

The Honorable Rosalyn H. Baker, Chair
Senate Committee on Ways and Means

From: Theodore E. Liu, Director 

Subject: Grant and Subsidy Applications for 2008-2009

As requested by your memorandum dated February 14, 2008, attached is the completed Statements of Findings and Recommendations, and Comments and Recommendations for the Application for Grants & Subsidies for the Bishop Museum, Log No.19-O which was forwarded to DBEDT from Budget and Finance.

If there are any questions, or additional information is required, please have your staff contact Ken Kitamura, Administrative Services Officer, at 586-2433.

TEL:knk:wwy
Attachments

2008 MAR 25 PM 2:02

MO/KN/BA
MN/EN

STATEMENT OF FINDINGS AND RECOMMENDATIONS

FY 2008-2009

OPERATING

Log No:

19-O

Department:

DBEDT

Does request qualify as a POS?

Yes ☐ No ☒

Program ID:

If yes, what POS service activity?

Organization:

Bishop Museum

Does request comply with
qualifying standards and conditions?

Yes ☒ No ☐

Service Activity:

Bishop Museum Sustainability Project

Does request serve a public purpose?

Yes ☒ No ☐

	Original Request	Dept. Adjustment	Dept. Recommendations
<u>Operating Expenses:</u>			
Personal Services:	<u>FY 2009</u> 55,100	<u>FY 2009</u>	<u>FY 2009</u> 55,100
Current Expenses:	144,900		144,900
Equipment:			-
Motor Vehicles:			-
Total Requirements:	200,000	-	200,000
Less:			
Net General Funds:	- 200,000	-	200,000

COMMENTS AND RECOMMENDATIONS

Organization: Bishop Museum

Service Activity: Bishop Museum's Sustainability Project

Comments:

Although this project makes reference to being "compatible with the Clean Energy Initiative", it is not a specific project under the Clean Energy Initiative. It is primarily an educational program on sustainability and environmental stewardship. The proposal and concept are worthwhile since sustainability and environmental stewardship are important goals. However, this project does not directly implement DBEDT's six strategic objectives and thus could divert staff and resources away from critical priorities.

Recommendations:

DBEDT supports the intent of this grant, but does not recommend funding if it will replace the department's priorities as reflected in the Executive Supplemental Budget Request for Fiscal Year 2009.

House District 29Senate District 13

**THE TWENTY-FOURTH LEGISLATURE
HAWAII STATE LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

☒ GRANT REQUEST – OPERATING☐ GRANT REQUEST – CAPITAL☐ SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST _____
AND PROGRAM I.D. NO. _____

1. APPLICANT INFORMATION:Legal Name of Requesting Organization or Individual:
Bishop Museum

Dba: _____

Street Address: **1525 Bernice Street
Honolulu, HI 96817**Mailing Address: **Same****2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**Name JENNIFER ML CHOCK WOOTONTitle Vice President of Governmental AffairsPhone # 847-8269Fax # 841-8968e-mail jchock@bishopmuseum.org**3. TYPE OF BUSINESS ENTITY:**

- ☒ NON PROFIT CORPORATION
☐ FOR PROFIT CORPORATION
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP/INDIVIDUAL

4. FEDERAL TAX ID #: 99-01619805. STATE TAX ID #: W2030074-016. SSN (IF AN INDIVIDUAL): N/A**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
BISHOP MUSEUM'S SUSTAINABILITY PROJECT***(Maximum 300 Characters)***8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**FY 2008-2009 \$ 200,000**9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

- ☒ NEW SERVICE (PRESENTLY DOES NOT EXIST)
☐ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE
AT THE TIME OF THIS REQUEST:

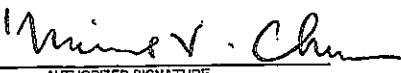
STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:



AUTHORIZED SIGNATURE

MICHAEL T. CHINAKA, SR. VP, TREASURER & CFO

NAME & TITLE

JANUARY 31, 2008

DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. 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. Include the following:

1. A BRIEF description of the applicant's background;

Charles Reed Bishop founded the Bishop Museum in 1889 to honor his late wife Bernice Pauahi Bishop, the great granddaughter of Kamehameha the Great. Although the Museum is a private non-profit, it is designated by Hawai'i legislation as the State of Hawai'i Museum of Natural and Cultural History. Bishop Museum's mission is to preserve, study, and tell the stories of the cultures and natural history of Hawai'i and the Pacific. Approximately 330,000 individuals visit each year, including 35,000 students that attend with school groups. The Museum is probably best known for its exhibits that feature Native Hawaiian history and culture, and its on-site and off-site educational programming for school and community groups. In the last three years, the Museum also opened the Mamiya Science Adventure Center that features interactive exhibits that focus on the geology, biology, and oceanography of the Hawaiian Islands. More recently, Bishop Museum unveiled *Science on a Sphere* (SOS). This program sponsored by National Oceanic Atmospheric Administration (NOAA) features a 6-foot diameter globe that can show moving and still images of the earth, planets, and moons of the solar system, and animations of striking global phenomena such as the 2005 hurricane season. SOS is located in the Watumull Planetarium lobby and is surrounded by an exhibit about global warming that was created under the same NOAA Environmental Literacy grant that funded the sphere.

Bishop Museum's Kalihi campus is roughly 13 acres, and it employs nearly 170 full-time employees. It houses 18 structures which include exhibit venues, collections storage, offices, a restaurant, a retail shop, and buildings & grounds support. The earliest structures were built in the late 1800s, with the most recent completed in 2005.

2. The goals and objectives related to the request;

The name of this project is *Kaleimaulō : Sustaining Life*. The ultimate goal of this project is to help Hawaii's people adopt an environmentally sustainable lifestyle. The Museum achieves this with a two-prong approach.

The first objective is for Bishop Museum itself to be a demonstration project of how to become an environmentally sustainable entity. The GIA would support Bishop Museum as it undertakes the planning process for this transformation. The resulting plan will be made available to other leaders of the community – businesses, state agencies, other non-profits – as a “blueprint” of how to become more environmentally sustainable. This plan will include an initial sustainability assessment, an action plan utilizing the latest technology and approaches, and an implementation strategy. This transition plan will contain the “best practices” of how to undertake this change and will encourage others to consider the commitment to changing how they operate.

The second objective is to educate the wider community – businesses, homeowners, families, students, and visitors to the islands - about how they can adopt an environmentally sustainable lifestyle. One of the pitfalls of dire global warming projections is that the problem can seem so overwhelming that people may feel that they, as individuals, cannot make a difference. Bishop Museum will combat that feeling of futility by arming the community with accurate information about our changing environment and the latest approaches to good earth stewardship and affordable sustainability. The proposed GIA would also allow Bishop Museum to begin the conceptualization of exhibits, interactive activities, and lesson plans that will educate residents, students, and visitors about what role they can play in being better stewards of their world. The educational programs will provide tools on how to make changes at work, home, school, and in their community. The approach will incorporate both modern science perspectives and traditional Hawaiian conservation practices. By reaching children early, they will grow up understanding and living a sustainable lifestyle, and this change will ripple throughout the state and potentially the country.

3. *State the public purpose and need to be served;*

The primary public purpose of *Kaleimaulō : Sustaining Life* is to partner with the State to help lead Hawai'i into an environmentally stable and sustainable future. *Kaleimaulō* is consistent with the newly announced "Hawaii Clean Energy Initiative" which the State and the U.S. Department of Energy announced at the end of January 2008. The goal of this state-federal initiative is to transform Hawai'i in one generation so that 70 percent of its power will originate from renewable sources.

Secondly, this program will develop tools for businesses, government entities, and other organizations to plan for a sustainable future. Bishop Museum will provide access to its own transition plan to becoming more “green.” These entities can study the Museum's approach and develop their own plans according to their specific circumstances.

Thirdly, through educational experiences, this program will provide the citizenry with the resources to understand how they can make individual choices that will lessen their impact on Hawai'i's environment. The educational programs, exhibits, and activities will draw from both a modern scientific perspective and from traditional Hawaiian cultural practices of conservation.

4. *Describe the target population to be served.*

The target population for the sustainability plan will be any entity with a desire to lessen its impact on the environment. The target population for the sustainability educational programs will be school-aged children (primarily grades 4-12), with the exhibits and activities that also engage adults and families.

5. *Describe the geographic coverage.*

The overall impact of *Kaleimaulō : Sustaining Life* could potentially be state wide. The demonstration model will be at Bishop Museum's Kalihi campus, but the sustainability plan will be available to any interested entity. The educational exhibits and programs will begin at Bishop Museum's Kalihi campus and could potentially be extended through outreach programs to schools and communities across the islands.

II. *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.

1. *Describe the scope of work, tasks and responsibilities;*

For the sustainability model, Bishop Museum would contract out with a firm that specializes in environmental sustainability assessment and planning. That firm will evaluate the needs of the Museum, provide guidance on what changes could be adopted, provide cost estimates for any changes, and develop an implementation plan and schedule. The plan will be shared with the state agency administering this grant and will be shared with the community through two presentations – one on O'ahu and the other on the Big Island. The plan will also be available on the Museum's website.

For the educational component, Bishop Museum staff will conceptualize and design new exhibits featuring environmental sustainability. These exhibits may include how Bishop Museum transitioned into a "greener" organization. The planning process will also identify where these exhibits will be placed on the Kalihi campus, development of a budget for implementation, and what people and resources to utilize for the educational content. The educational component will include an evaluation piece to assure that the approach is effectively communicating the sustainability message.

2. *The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;*

The projected timeline for the development of the sustainability model is twelve to fifteen months. At the end of this period, Bishop Museum will have a transition plan for becoming a more environmentally sustainable institution.

The expected timeline for the planning of the education component will likely take ten to fourteen months. The end result will be the conceptualization of the exhibits, activities, and lesson plans that will be part of the educational component.

3. *The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results.*

To assure quality in the sustainability model, Bishop Museum will seek competitive bids from qualified individuals/firms that have expertise in sustainability planning. The process will weigh the qualifications of the applicants as well as their history of developing these types of plans.

For the educational component, Bishop Museum will include an evaluation piece in its plans. The evaluator will examine Bishop Museum's effectiveness in communicating the sustainability message through the exhibits, activities, and lesson plans. These educational pieces will be modified to address suggestions that the evaluator may raise.

4. *The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.*

The measures of effectiveness will be as follows. Bishop Museum will report its progress in quarterly reports to the administering agency.

July-September 2008

- 1.1 Develop request for proposal to develop a sustainability plan for Bishop Museum.
- 1.2 Select contractor to develop sustainability plan and meet to discuss project.

October 2008 – June 2009

- 1.3 Contractor develops sustainability plan (includes assessment, action plan, and implementation strategy).

June – August 2009

- 1.4 Conduct two presentations about Bishop Museum's sustainability model.
- 1.5 Disseminate sustainability model to the agency administering the GIA and through the Bishop Museum website.

April – September 2009

- 2.1 Bishop Museum staff will meet to discuss educational approach on sustainability. Meetings may include the selected contractor that will be conducting the sustainability plan, public school teachers, researchers, and Hawaiian cultural practitioners.
- 2.2 Bishop Museum will develop a plan to communicate the environmental sustainability message. This will include exhibit design, content, activities, and lesson plans. This plan will also develop the evaluation piece to assure that the approaches adopted will be effective. A projected budget for the educational component will also be developed.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$50,000	\$60,000	\$65,000	\$25,000	\$200,000

IV. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Bishop Museum has expertise both in developing exhibits as well as developing and delivering educational programs. Last year approximately 35,000 youth on field trips visited Bishop Museum and benefited from educational programs on science and culture. Programs are offered for grades K-12 and often are tied to the Hawai'i Content and

Performance Standards III for primary and secondary education in science, social studies, and other areas. Over the last three years, the state of Hawai'i and the federal Department of Education have each provided Bishop Museum with funding to support educational programs on science and culture, both on-site at Bishop Museum, Hawai'i Maritime Center, and Amy B.H. Greenwell Ethnobotanical Garden, and through outreach to schools and communities statewide.

Bishop Museum also has expertise in developing exhibits from concept to execution. Over the last three years, the Museum developed 15 in-house exhibits. This included two major Hawaiian cultural exhibitions, a cultural exhibit featuring ancient Chinese artifacts, and a new global warming exhibit in the Planetarium lobby.

Hawai'i's environment is addressed in many of the Museum's current exhibits. The two newest permanent exhibits focus on different aspects of the environment. *Science on a Sphere* allows school and public visitors to learn about global climate change, about the climate of the Hawaiian Islands, and about such threats as hurricanes and tsunamis. The sphere is surrounded by an exhibit on global warming (opened November 2006) that explores causes and possible solutions to climate change. The Mamiya Science Adventure Center focuses on the science and environment of Hawai'i. Additionally, Bishop Museum has recently applied to the U.S. Department of Energy for a competitive grant to raise awareness about hydrogen fuel cell technology. This grant was submitted in partnership with the Hawai'i Natural Energy Institute (UH – Mānoa) and Ulua Media (a digital media company). The proposal includes an exhibit for the Science Adventure Center on hydrogen fuel cell technology, with an active, fully functional fuel cell at the heart of the exhibit. The proposal also includes demonstrations, school programs, teacher workshops, online resources, a lecture series, and an array of outreach programs on hydrogen and other forms of alternative energy.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

Bishop Museum is located on 13 acres of land in lower Kalihi Valley. Its campus combines original, 19th century stone buildings, modern research facilities, collections storage areas, a planetarium, an interactive science center, tropical gardens, and the Great Lawn. The Museum also house support staff and offices. The Museum has a total of 54,000-square feet of exhibit space and of that area, approximately 41,000 square feet are dedicated to long-term exhibits and 13,000 square feet to temporary exhibits. All exhibit areas are ADA accessible.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The project director will be Blair Collis, the Vice President of Public Operations. He received his Bachelors degree in International Business on scholarship from the University of Hawai'i at Mānoa. He is responsible for the programmatic and operational oversight of the Education and Exhibits Departments, Public Relations and Marketing, Retail operations, Visitor Services, the Bishop Museum Press, Outside Sales, Hawai'i Maritime Center, and Amy B.H. Greenwell Ethnobotanical Garden. Mr. Collis has been at Bishop Museum for over 4 years.

Michael P. Shanahan, M.A., University of Washington, is Director of Education. He has extensive experience in Museum management, planetarium programming, and the delivery of science programs and is the former Visitor Education Manager from Pacific Science Center in Seattle. He joined the Museum in 1999.

Shawn White is the Museum's Science Education Manager. Ms White has had extensive experience in project management and grant coordination with The Nature Conservancy, Pacific Resources in Education and Learning (PREL), and other organizations. As a student of the Hawaiian language and a Bishop Museum cultural guide for five years, Ms. White brings a strong cultural component to the Science Education Manager position.

Rona Rodenhurst is an Education Program Manager for the Museum's Education Department. Ms. Rodenhurst worked for 20 years at the Office of Hawaiian Affairs (OHA) as Senior Planner and Education Officer. She worked at University of Hawai'i at Mānoa as the Assistant Director and Instructor in Hawaiian Studies. Ms. Rodenhurst has a Masters in Education in Curriculum and Instruction and a B.A. in Hawaiian Studies. She is fluent in Hawaiian.

David Kemble is the Museum's Senior Exhibits Designer. In over 34 years of service for the Museum he has designed hundreds of exhibitions, large and small, covering topics ranging from Hawaiian culture to dinosaurs. He managed the development of the exhibits for the Science Adventure Center that opened in 2005, and currently occupies a key role on the project team overseeing the renovation of the Museum's premier gallery, Hawaiian Hall. He has a BA degree in Liberal Studies from the University of Hawai'i at Mānoa.

B. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.

The Bishop Museum organization chart is attached. (See Attachment 1)

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Bishop Museum and Austin-Fairbanks Land Trusts were co-owners of the office building known as King's Court, which is located at 12 South King Street, Honolulu, Hawai'i (the "Property"). In January 2008, Fireman's Fund Insurance Company ("Plaintiff"), as the provider of business property loss insurance to one of the former lessees of the Property, filed a civil suit against Bishop Museum and Austin-Fairbanks (collectively "Defendants") seeking the recovery of damages in the amount of \$14,180.78, which was paid by Plaintiff to the lessee for damages incurred on or about March 19, 2006 due to flooding. The suit is in its infant stages, and the parties are working towards settling the dispute.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Bishop Museum is accredited by the Association of American Museums.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2008 to June 30, 2009)

Applicant: Bishop Museum (Sustainability Project)

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	38,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	17,100			
TOTAL PERSONNEL COST	55,100			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	300			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,500			
7. Telecommunication				
8. Utilities				
9 Non-Office Supplies	3,100			
10 Contracts	140,000			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	144,900			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Michael T. Chinaka 808-848-4161		
(b)		Name (Please type or print) Phone		
(c)		<i>Michael T. Chinaka</i> 11/31/08		
(d)		Signature of Authorized Official Date		
TOTAL REVENUE	200,000	Michael T. Chinaka, Sr. VP, Treasurer & CFO		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Bishop Museum (Sustainability Project)

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Project Leader	0.1	\$70,000.00	10.00%	\$ 7,000.00
Education Staff (three staff each charging ~10% of their time)	0.3	\$140,000.00	10.00%	\$ 14,000.00
Exhibits Staff (three staff each charging ~10% of their time)	0.3	\$130,000.00	10.00%	\$ 13,000.00
Division Vice President	0.05	\$80,000.00	5.00%	\$ 4,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				38,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Bishop Museum (Sustainability Project)

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Bishop Museum (Sustainability Project)

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS				80,000		
LAND ACQUISITION						
DESIGN				120,000		
CONSTRUCTION						
EQUIPMENT						
TOTAL:				200,000		
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) 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 or subsidy is awarded;
- (2) Comply 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;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy 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 assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

Bishop Museum

(Typed Name of Individual or Organization)



(Signature)

11/31/08

(Date)

Michael T. Chinaka

(Typed Name)

Sr. VP, Treasurere & CFO

(Title)

Bishop Museum Organizational Chart, FY 2008

