

House District 19

Senate District 9

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

Log No: 41-C

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 (LEAVE BLANK IF UNKNOWN):

STATE FOUNDATION ON CULTURE & ARTS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

DIAMOND HEAD THEATRE

Street Address:

520 MAKAPUU AVE. HONOLULU
HAWAII 96816

Mailing Address: SAME

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DEENA DRAY

Title Executive Director

Phone # 733-0277x301

Fax # 735-1250

e-mail ddray@diamondheadtheatre.com

3. TYPE OF BUSINESS ENTITY:

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

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FUNDING FOR SITE DEVELOPMENT PLAN
TO DETERMINE FEASIBILITY OF BUILDING A NEW THEATRE

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$54,500

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:

DEENA DRAY EXECUTIVE DIRECTOR

1/25/08

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;

Diamond Head Theatre is a non-profit community theatre founded by New England missionary families in 1915. The theatre group, which started out as "The Footlights" and was later re-named "Honolulu Community Theatre", is the third oldest continually operating community theatre in the nation.

Diamond Head Theatre offers six theatrical productions each season to over 35,000 theatregoers, presenting the latest musicals, plays and traditional favorites. Our shows are cast, built and produced with the help of hundreds of volunteers who contribute their time, talent and energy under the guidance of our theatre staff.

DHT also offers comprehensive performing arts training in voice, dance and acting to the community through special workshops and regular class sessions. Musical Theatre Experience is our summer musical theatre program with over 75 children ranging from 7-16 years old attending our 6-week program. We also have a youth performing troupe, the Diamond Head Theatre "Shooting Stars."

2. The goals and objectives related to the request;

REQUEST

\$54,500 Grant in Aid for site feasibility planning.

Diamond Head Theatre has not come to the State for any funding since the early '80's.

We have operated with a balanced budget, with no deficit for the last twelve years.

These monies would be outside our normal operating costs thus we seek, for the first time, assistance from the State of Hawaii.

GOALS/OBJECTIVES

The Diamond Head Theatre facility also known as Fort Ruger Theatre was built in the 1930's as a USO theatre. It has been minimally upgraded over the years but essentially is the same structure which the Army turned over to the State in the early 1950's. The State then leased the theatre to Honolulu Community Theatre (HCT). HCT became "Diamond Head Theatre" in 1990. The renewal of the State lease was approved by DLNR last year and its term extends to 2046 with an option to renew until 2071.

The building needs major upgrades. We contracted a firm in August 2007 to perform a top-to-bottom Building Assessment and it was determined that essentially it would be more efficient to build a new theatre.

We can not embark upon such an enormous endeavor without a well developed plan, partial funding of which we hope will come from the State in the form of this grant.

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

We all know that cultural activity can be transformative; personally enriching and can improve the quality of life. Diamond Head Theatre brings entertainment and joy to Oahu's community -- whether on stage, in the audience, in a class or working as a volunteer. You can see it on people's faces. Folks are smiling, chatting excitedly about the upcoming show. Backstage is the same... conversations peppered with nervous anticipation as the theatre darkens and the curtain goes up. And when the curtain does go up, they all need their expectations fulfilled. They not only expect beautiful costumes, elaborate sets, dramatic lighting, and a full orchestra; they expect easy access, comfortable seats, air conditioning, adequate restrooms and a nice lobby. That is our long term objective. For now, we need the plan to begin to move towards that objective.

4. Describe the target population to be served; and
Children, teens, adults, seniors.

5. Describe the geographic coverage.
Primarily Oahu, though Neighbor Islanders do on occasion book tickets for the bigger shows like *Beauty and the Beast*.

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;

There are several tasks at hand. (page 9A1&2) These tasks will result in a plan to determine feasibility of developing the current site.

Ideally we would like to build the new facility alongside the current theatre, so we can be operational for the entire time. That option would eliminate having to find alternative space which would drive up the overall cost tremendously.

The site plan would involve, like our recent Building Condition Assessment Report, a lead agency usually an architectural firm (such as Mason Architects) who would coordinate other contractors like engineers, land use specialists, topographers, to survey, explore and evaluate. The Schuler Shook firm would then add to that report based on their experience in the field, plus interviews with Board and staff. The combined information would be gathered into a report which would then give

Diamond Head Theatre the road map on how to proceed. It would lead us to things such as choosing a design; determining cost; determine a funding strategy; working with the community.

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

The site development plan would be completed in Year One. Years Two and Three would be selecting a design architect, determining a realistic cost, and launching a funding feasibility strategy. From Year Three on, we would begin, with the goal of completion in 2015, the theatre's 100th anniversary.

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; and

The process of developing the plan would be supervised by Heath Construction Services. They, along with DHT staff and Board, will carefully monitor the progress and thoroughly read the reported results to assure it answers the questions and leads us to the next steps.

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 final plan will be included in a final report to the expending agency along with details of monies spent, results achieved and objectives met. The plan will be fairly black and white...either it is feasible to move forward or it will identify obstacles we will need to overcome which may require evaluation of our timeline and overall goal.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. Attached
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
\$12,000	\$7,500		\$35,000	\$54,500

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.

MANAGEMENT/BOARD/OUTSIDE CONTRACTORS

MANAGEMENT: Deena Dray, Executive Director

Deena holds a BA from the University of Massachusetts and has taken graduate business courses in both marketing and management at the University of Hawaii, University of Colorado and Stanford University. Prior to coming to DHT, Deena was the director of a statewide human service non-profit and before that, held a variety of marketing, business development and finance positions at First Hawaiian Bank.

As Executive Director, a position she has held for twelve years, Deena works closely with the Board of Directors who are active in all aspects of the theatre. They apply their diverse backgrounds and talents to everything from long-range planning of the future growth and development of the theatre, finances, marketing, legal matters and volunteerism, to hands-on fundraising activities. For this particular project, Deena and the Facility Committee of the Board would work with Fray Heath of Heath Construction Services, Inc. to expedite the site development plan and the facility feasibility study.

BOARD

Facility Committee: Rick Ching, Servco Pacific; Tim Johns, Bishop Museum
Sid Char WATG Architects; Gary Kai, Towne Development; Uson Ewart, RE
Appraisal Consultant; Jerry Lynch, BayWest Equities Development
Tom Smyth, retired DBEDT; Paul Tremaine, retired ATTCO, a theatrics
construction co.

OUTSIDE CONTRACTORS (Exhibit A)

Heath Construction Services Inc.

Mason Architects Inc.

Schuler Shook Theatrical Consultants

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.

Planning to develop a facility in lieu of current facility is the request. In the interim, current facility will continue to be maintained to assure quality and safety.

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.

Detailed above in section IV: experience and capability. Primary project manager will be Executive Director Deena Dray, assisted by the firm of Heath Construction Services and its principal, Francis "Fray" Heath.

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.

As the CEO of Diamond Head Theatre, Executive Director Deena Dray reports to the Board of Directors. A sub-committee of the Board, the Facility Committee, detailed in section IV will have direct oversight of the project.

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. None.

B. Licensure or Accreditation


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

Once we secure funding and expedite an RFP, the applicants will be screened and subsequently chosen upon verification of licenses and proper accreditations.

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

App

Diamond Head Theatre

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	54,500			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	54,500	Deena Dray	733-0277 x301	
(b)		Name (Please type or print)	Phone	
(c)			1/25/08	
(d)		Signature of Authorized Official	Date	
TOTAL REVENUE	54,500	Deena Dray	Executive Director	
		Name and Title (Please type or print)		

**BUDGET JUSTIFICATION
PERSONNEL - SALARIES AND WAGES**

Applicant: DIAMOND HEAD THEATRE

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
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: _____

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: DIAMOND HEAD THEATRE

Period: July 1, 2008 to June 30, 2009

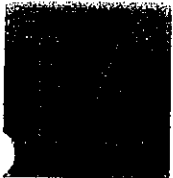
FUNDING AMOUNT REQUESTED							
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS	STATE FUNDS REQUESTED			FUNDING REQUIRED IN SUCCEEDING YEARS		
		FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS					54500		
LAND ACQUISITION							
DESIGN							
CONSTRUCTION							
EQUIPMENT							
TOTAL:					54500		
JUSTIFICATION/COMMENT Refer to Budget Detail							

DIAMOND HEAD THEATRE

BUDGET DETAIL

Master Site Plan	\$35,000
Aerial Renderings	2,000
Topographical Study	10,000
Site feasibility plan	<u>7,500</u>
	\$54,500

Supporting material attached



PERFORMANCE
RESEARCH

Various Documents

Applicant: DIAMOND HEAD THEATRE

12 January 2008

Ms. Deena Dray
Executive Director
Diamond Head Theatre
c/oHeath Construction Services, Inc.
1210 Ward Avenue, Suite 201
Honolulu, HI 96814

Subject: Feasibility Study for Diamond Head Theatre site

Dear Ms. Dray,

In accordance with Fray Heath's request, we are pleased to present this proposal for doing a Master Plan / Feasibility Study for the Diamond Head Theatre site. Although the scope of work will require some refinement, the cost of this study will be about \$35,000 based on similar efforts we have made for other clients. This would include the cost of an electrical engineer to evaluate site electrical capacity, a civil engineer to comment on drainage and utility issues. It does not include the cost of a topographic survey of the site. If aerial (bird's eye view) renderings are required the cost will be an additional \$2,000 to 3,000.

Please contact me with any questions you may have about our proposal. We would be happy to explain it further and negotiate with you and Fray Heath.

Sincerely,

Glenn Mason, AIA
President

From: Fray Heath [mailto:fray@heathconstructionservices.com]
Sent: Sunday, January 13, 2008 1:12 PM
To: Deena Dray
Subject: Fw: Diamond Head Theater

Deena - Here's Mason's fee letter. You should budget an additional \$10,000 for a topographic survey that Glenn excludes. It would be needed for a master plan.

Fray

Applicant: DIAMOND HEAD THEATRE

From: Todd Hensley [mailto:thensley@schulershook.com]
Sent: Wednesday, January 16, 2008 4:43 AM
To: ddray@diamondheadtheatre.com
Cc: Lorna Luebbers
Subject: Your inquiry to Schuler Shook Theatre Planners

Ms. Dray:

Thank you for contacting Schuler Shook regarding your theatre and a potential new facility. We have provided planning services for a number of your colleagues, and we can offer our services in a variety of levels.

Our services can be as minimal as reviewing an architect's proposed scheme for a building, all the way to being the theatre's prime advisor in matters of design through construction. We are not architects ourselves - we always look to a local architect to handle many matters of local ordinances and permits, architectural licensing, and engineering - but our contribution to the project is in bringing real theatre planning to the project to ensure its success.

A few of our theatre clients you might know are:
Victory Gardens Theatre, Chicago
Playwrights' Center, Minneapolis
Grand Rapids Civic Theatre, Michigan
Workshop Theatre, Columbia, South Carolina
Indianapolis Civic Theatre, Indiana

These are all clients we helped through early planning. That planning ranged from simple "white paper" reports to complete design sketches of theatre layouts. We can offer that range to Diamond Head Theatre as well.

For your cost planning, I would suggest the following as a starting point:

1. A visit by one of our consultants to your theatre: see a performance, meet your decision-makers, learn your goals and aspirations
2. Visit potential building sites (if currently available) and discuss their impact on theatre operations
3. Prepare a "building program" that lists the requirements of a new theatre based on your goals
4. Prepare a plan and section sketch of your proposed theatre's interior: house, stage and backstage

These services are the recommended level to get you "off the ground" and ready to take your planning to funding sources. The range of our fee for these services would be between \$5,000 and \$7,000, depending on the time needed onsite, plus the cost of trip expenses. We can discuss that in greater detail if you're ready to do that.

Please see our website for a large amount of added information about us and our past projects. If you would like to talk, we could arrange a time that fits your workday.

Thank you for contacting us - I look forward to hearing from you.

Todd Hensley, ASTC
thensley@schulershook.com

THEATRE PLANNERS
Schuler Shook

**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.

DIAMOND HEAD THEATRE

(Typed Name of Individual or Organization)

(Signature)

DEENA DRAY
(Typed Name)

1/25/2008
(Date)

EXECUTIVE DIRECTOR
(Title)

EXHIBIT A
Ref. Section IV

HEATH CONSTRUCTION SERVICES INC.

Heath Construction Services, Inc. was founded in Honolulu, HI in January of 1996 by Fray & Carolyn Heath. The principles and associates of the company come from engineering and general contracting backgrounds. The company offers a complete set of construction and management services to its clients including: program development coordination and planning, development of construction strategies, as well as pre-construction and construction phase services.

HCS's clients include schools, elder care facilities, shopping center and retail facility owners, residential owners, and most importantly, museum and historic building organizations. The company specializes in the development, renovation and reinstallation of museum buildings, galleries and historic buildings. Projects that specifically relate to museums and historic buildings previously or currently managed by HCS include: the restoration of galleries at the Honolulu Academy of Arts, 'Iolani Palace, and the Hawaii Theatre Center.

MASON ARCHITECTS INC.

Mason Architects, Inc. is a twenty-person architectural design firm based in Honolulu. The firm has worked throughout Hawaii and the Pacific on projects involving all types of residential design, adaptive reuse of historic structures, restoration, research, and institutional work. They have extensive experience in the design of park visitor facilities and in working on sites that are culturally and/or visually sensitive. Mason Architects, Inc. is committed to the principles of sustainable design and has a LEED-accredited professional on its staff. The company also serves as a consultant to other professionals.

Mason's portfolio includes most of the preservation planning work done in the Pacific region, including such projects as existing condition analyses, design guideline reports, historic structure surveys and inventories, and historic resources management plans. Past projects include the Iolani Palace renovation, restoration of the Stack House, as well as designing and implementing a plan to improve the Hawaiian Hall Complex at Bishop Museum. The company has received eleven Preservation Honor Awards from the Historic Hawaii Foundation, which includes their work on the Walker Estate in Nu'uau Valley and the Shangri-La Playhouse near Diamond Head. In 2007, the company received the "Members Choice Award" for their design of the Puukohola Heiau Visitor Center on Kawaihae. WEBSITE: www.masonarch.com

SCHULER SHOOK

Schuler Shook is an internationally recognized theatre consulting firm with extensive experience in planning performance facilities—from 100-seat theatres to 3,000-seat opera houses to 15,000-seat music theatres—all designed with one set of goals: to enhance the audience/performer relationship and to support the creative work of performers, directors, designers, and technicians. The company works with architects, engineers, acousticians, and performing arts organizations to translate artistic needs into design and construction requirements. Balancing passion for live

Applicant Diamond Head Theatre

art with planning and technology expertise, Schuler Shook brings these creative solutions from concept to reality. They are committed to creating individually tailored, intimate environments to facilitate the needs of live production.

Schuler Shook has worked on a variety projects, including community, outdoor and professional theatres as well as concert halls and opera houses. Projects include the Maplewood Community Center, a 450-seat proscenium theatre that designed for use by local and regional theatre groups and the Schauer Arts and Activities Center, which seats 600 people and serves as a showcase for local and touring performers.

WEBSITE: www.schulershook.com