

House District 24

Senate District 10

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

Log No: 91-0

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

**Hawaii Performing Arts Company, Inc.**

Db: **Manoa Valley Theatre**

Street Address: 2833 East Manoa Road

Mailing Address: Honolulu, Hawaii 96822

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name: DWIGHT T. MARTIN

Title: Producing Director

Phone #: 988-6131

Fax #: 988-3179

e-mail: mvtbus@hawaii.rr.com

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

6. SSN (IF AN INDIVIDUAL): N/A

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

40<sup>TH</sup> ANNIVERSARY SEASON OPERATING SUPPORT

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2008-2009 \$ 100,000.00

**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 \$ 100,000.00

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ 758,590

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]  
AUTHORIZED SIGNATURE

DWIGHT T. MARTIN, PRODUCING DIRECTOR  
NAME & TITLE

1/30/08  
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

In 1969, a group of graduate students in the University of Hawaii Theatre Department founded Hawaii Performing Arts Company (HPAC). Their desire was to create Hawaii's first professional resident adult theatre organization. It was envisioned that this organization would nurture Hawaii's theatre artists while concurrently providing live, stage entertainment for community audiences. Their presentations in the first two seasons were staged in downtown Honolulu, but by 1971, support for the new company had grown and a larger performance space was needed. Kawaiahao Church's Manoa Valley Chapel, with a seating capacity of 100, became the new home of HPAC under a favorable property lease agreement between the church and the theatre, whose relationship was solely that of property lessee/lessor.

The community responded favorably to the new theatre company, and it grew quickly. Audiences were enthusiastic and performances were typically sold-out. The artistry of the theatre's play productions also continued to strengthen, and plays that most likely wouldn't be seen on any other local stages were presented to acclaim. By 1983, the MVT Board of Directors recognized that the aging chapel facility that had served as home for 12 years would have to be replaced. Nearly \$1 million was raised by the Board of Directors and the 150-seat Manoa Valley Theatre facility was newly erected on site in 1987. A subsequent half million dollar addition in 1993 expanded the backstage workspace, dressing room and costume shop.

In the twenty-one years which have elapsed since the building's first show, more than 125 productions encompassing approximately 2100 performances and 1250 rehearsals have been held, with total admissions of more than 315,000. In 1987, HPAC adopted the d.b.a. "Manoa Valley Theatre" to eliminate the confusion between the names of the producing organization and its performance facility. Concurrent with the company's physical growth, the staff and board committed themselves to growth of the company's artistry. Careful fiscal management, focused artistic policies, and enhanced nurturing of local theatre arts practitioners have all contributed significantly to Manoa Valley Theatre's evolution.

From its humble beginnings in 1969, through its community theatre operations in the 70s, 80s, 90s and 2000s, Manoa Valley Theatre has transformed into a semi-professional theatre that is both dynamic and exciting. Its reputation has grown beyond the shores of the Hawaiian Islands and its artistic associates have included Tony Award winning playwrights, Pulitzer Prize winning playwrights, and others.

As "Honolulu's Off-Broadway Playhouse", MVT enters the 21st Century with a clear vision of artistry and community service that enhances Hawaii's cultural community, entertains its residents, and develops its artists.

2. The goals and objectives related to the request;

Manoa Valley Theatre was established as a community workplace which would benefit local performing artists and audiences. Its mission statement is: To produce intimate, high-quality, innovative theatre for the benefit of Hawaii audiences and artists. The principles which guide fulfillment of this mission are: Striving to consistently provide quality entertainment; A commitment to develop Hawaii theatre artists; Producing challenging, thought-provoking, educational experiences; Acceptance of artistic risks; An expectation of professionalism at all levels; and Fiscal responsibility.

Manoa Valley Theatre's constituency is broad-based. Season ticket holders, the single-largest source of the theatre's earned income, live in communities island-wide. The volunteers who participate in MVT's program activities as actors, directors, musicians, stagehands, ushers, and designers also live throughout Oahu. MVT serves as a community workplace for theatre arts students from public and private schools - the University of Hawaii, Chaminade University, and Leeward Community College among others. Opportunities to get involved in all areas of live stage production are available to all community members who have that interest. Auditions for performing roles are open to all, and guest directors, designers, musicians and stage crew are recruited on a play-by-play basis from the abundance of talent available in the local community.

Manoa Valley Theatre's 2008-09 season will be its 40<sup>th</sup> anniversary season. Six plays and musicals utilizing nearly 350 volunteers from the abundance of Hawaii's theatrical talent will be presented. Actors, directors, set and costume designers, musicians, stage crew, ushers, and more, from our local community will be provided with hands-on opportunities in theatre arts. The program will be managed and focused by the theatre's small professional staff of seven. Within the season will be play productions that entertain, stimulate, provoke, and challenge the audience. Approximately 18,000 people comprised of Community members island-wide from Oahu, and some Oahu visitors from neighbor islands and the mainland, will constitute MVT's 2008-09 audience.

The theatre's active and enthusiastic board of directors will be involved throughout the season in marketing, fundraising, volunteer and donor stewardship, and community relations. Grant support from the Legislature will be utilized to help bridge the gap between ticket sales income and the total cost of producing the season. Because the MVT board of directors is committed to keeping ticket prices at realistic levels for the majority of our community members, ticket income provides only approximately 60% of the organization's annual operating budget. Contributions from individuals, corporate sponsors, an annual fundraising gala, and grants are sought to provide the remaining 40%.

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

Entering its 40<sup>th</sup> consecutive year of operations, MVT has evolved as one of Hawaii's most important performing arts organizations. Its programming serves Oahu residents island wide as well as Hawaii residents visiting Oahu from other counties. The goals of the theatre are to aid the community in the expansion of minds, and encourage and challenge creative and analytical thinking. MVT is a major local source of new, groundbreaking and successful theatre which both entertains and provokes.

4. Describe the target population to be served;

Manoa Valley Theatre's theatrical programs are open to all Hawaii residents as well as Hawaii's visitors. It draws theatre arts practitioners as well as audience members from communities island wide. In addition to its patrons, free admissions to a number of community organizations and schools across the island are provided through its Community Outreach Program. Schools such as Maryknoll High School, Mid Pacific Institute, Kaimuki High School, Punahou School, Trans Pacific College, Leeward Community College, Hawaii Pacific University, Castle High School and the Pacific School of Performing Arts regularly attend special preview productions free of charge. Community organizations that take advantage this program

include Big Brothers Big Sisters, Hospice Hawaii, Sylvia's Seniors, Three S's, Kokua Council, Waikiki Community Center, Waikiki Seniors, Hawaii Kai Retirement Community, Life Foundation, HUGS, Manoa Gardens, Institute for Human Services, PBS Hawaii and the Alliance for Drama Education.

5. Describe the geographic coverage.

The breakdown of community interactions indicate the following: Central and East Honolulu (76%), Windward Oahu (13%), Central Oahu (5%), Leeward Oahu (5%), North Shore (1%), Big Island (1%), Maui County (1%), and Kauai (1%). Our audiences and supporters also extend into areas such as the Mainland, Alaska, Guam and the United Kingdom.

6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities; or for a subsidy, reduce the costs incurred by the organization or individual in promoting a service available to some or all members of the public.

Hawaii's cultural community is an important force in Hawaii's economic development. Employers considering a move to Hawaii evaluate many factors in the attractiveness of the community to their company and employees. Programs offered by Manoa Valley Theatre contribute significantly to the drawing power of Hawaii for new corporate operations. The resulting growth of Hawaii's economy benefits everyone.

Manoa Valley Theatre's operations enhance the quality of life for residents and visitors. Its performing arts programming entertains, educates and stimulates, and fosters a greater understanding and appreciation of our community and the world around us.

MVT provides employment opportunities through its paid positions, and volunteer programs for adults and young adults. Ninety-five percent of its annual operating budget remains in the state of Hawaii, which benefit many.

## 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;

MVT's 40<sup>th</sup> Anniversary Season will include six play productions drawn from the best of modern and contemporary American theatre plays and musicals. These shows will be produced utilizing performing arts practitioners from the local community, and presented for the entertainment and enrichment of Hawaii's performing arts audiences. All productions will be presented at MVT's 150-seat performing arts facility on East Manoa Road, which is home to its administrative and artistic operations.

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

MVT's 40<sup>th</sup> Anniversary Season will run from September 2008 through August 2009.

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;

MVT's annual seasons are evaluated on a continuing basis. Reviews in local newspapers or each production provide critical analysis of play production quality. Feedback from audience members provide grass roots responses on artistic content, play selection suitability, and staging quality. Constructive feedback through MVT's volunteer program assists the theatre in evaluating the quality of the volunteer experience at the theatre and ways in which the program can be improved and enhanced in the future.

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.

Measures of effectiveness will include analysis of volunteer participation, quantification of play attendees, number of performances necessitated by community demand at the box office, and budgetary evaluation of planned income and expenses versus actual.

### **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	50,000	-0-	-0-	100,000

### **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.

MVT's 40<sup>th</sup> Anniversary Season will be coordinated and supervised by the theatre's professional staff of seven full-time and five part-time positions. The staff is responsible directly to the theatre's board of directors for implementation of the theatre's annual play season.

The theatre has been in continuous operation for 39 years and has sustained considerable artistic and administrative growth throughout its existence. The 40<sup>th</sup> Anniversary Season will continue its commitment to high quality theatre arts presentations, the development of Hawaii's theatre practitioners, and the entertainment and enlightenment of Hawaii's audiences.

## **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.

Manoa Valley Theatre's 150-seat performing arts facility on East Manoa Road is home to its artistic and administrative operations. It was constructed in 1986 and opened in 1987. The facility is ADA compliant for the safety and comfort of its patrons.

## **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.

MVT utilizes volunteer theatre arts practitioners from the local community to fill its artistic positions. These include play directors, musical directors, set/lighting/costume designers, musicians, stage managers and stage crew, ushers, and other play production related positions. All volunteers are assisted and overseen by the theatre's professional staff.

Each play provides opportunities for community volunteers who are recruited on a play-by-play basis. Hands-on training in performance and technical theatre is provided by the play's guest director and the theatre's professional staff.

### **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.

Responsibilities, chain of authority, and supervision within the organization are as follows (from top to bottom):

Board of Directors  
Producing Director  
    Associate Producer  
        Costumer  
        Set/Lights/Sound/Props designers  
Technical Director  
    Technical Assistant  
Administrative Manager  
    Administrative Assistant  
    Evening Box Office Assistants  
Development Manager

## **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.

There is no litigation pending to which Hawaii Performing Arts Company, d.b.a. Manoa Valley Theatre, is a party.

### **B. Licensure or Accreditation**


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

No specific licensing or accreditation are applicable to this not-for-profit community theatre organization.

Hawaii Performing Arts Company, d.b.a. Manoa Valley Theatre, is a member of the American Association of Community Theatre, Hawaii State Theatre Council, and the Hawaii Alliance for Drama Education.

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

Applicant: Hawaii Performing Arts Company

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries		311,092		
2. Payroll Taxes & Assessments		62,389		
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>		<b>373,481</b>		
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance		12,694		
3. Lease/Rental of Equipment				
4. Lease/Rental of Space		29,817		
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities	15,000	56,819		
9. play production expenses	75,000	139,496		
10. publicity and marketing	10,000	28,610		
11. development		79,133		
12. administration		38,540		
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>100,000</b>	<b>385,109</b>		
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>100,000</b>	<b>758,590</b>		
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Dwight T. Martin	988-6131	
(b) earned & contributed income	758,590	Name (Please type or print)	Phone	
(c)			1/30/08	
(d)		Signature of Authorized Official	Date	
<b>TOTAL REVENUE</b>	<b>858,590</b>	Dwight T. Martin, Producing Director		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Performing Arts Company

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
Producing Director	1	\$68,534.00	100.00%	\$ 68,534.00
Associate Producer	1	\$41,040.00	100.00%	\$ 41,040.00
Administrative Manager	1	\$20,044.00	100.00%	\$ 20,044.00
Administrative Assistant	1	\$23,677.00	100.00%	\$ 23,677.00
Technical Director	1	\$42,592.00	100.00%	\$ 42,592.00
Costumer	1	\$24,528.00	100.00%	\$ 24,528.00
Development Manager	1	\$41,675.00	100.00%	\$ 41,675.00
House Manager	0.5	\$5,881.00	100.00%	\$ 5,881.00
Bar Manager	0.5	\$5,146.00	100.00%	\$ 5,146.00
Evening Box Office	0.33	\$3,659.00	100.00%	\$ 3,659.00
Technical Assistant	0.5	\$17,280.00	100.00%	\$ 17,280.00
Publicist	0.3	\$17,036.00	100.00%	\$ 17,036.00
				\$ -
				\$ -
<b>TOTAL:</b>				<b>311,092.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii Performing Arts Company

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				
No equipment acquisition is included in this project.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
<b>JUSTIFICATION/COMMENTS:</b>				
No motor vehicles are included in this project.				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Hawaii Performing Arts Company

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						
No capital expenses are included in this project.						

**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.

Hawaii Performing Arts Company, Inc. DBA: Manoa Valley Theatre  
(Typed Name of Individual or Organization)

  
(Signature)

Dwight I. Martin  
(Typed Name)

1-30-08  
(Date)

Producing Director  
(Title)