

House District 23

Senate District 11

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

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

Dbas: Manoa Valley Theatre

Street Address: 2833 East Manoa Road
Honolulu, Hawaii 96822

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Dwight Martin

Title Producing Director

Phone # (808) 988-6131

Fax # (808) 988-3179

E-mail dwight.martin@manoavalleytheatre.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Funding for the expansion of Manoa Valley Theatre's Community Outreach Program, dedicated to improving the quality of life for disadvantaged students, seniors and underserved communities by providing direct services to individuals who are often excluded from accessible cultural activities.

4. FEDERAL TAX ID: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 100,000

8. 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 \$0
 FEDERAL \$0
 COUNTY \$0
 PRIVATE/OTHER \$100,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

Dwight Martin
NAME & TITLE

1/28/15
DATE SIGNED



RECEIVED

1/28/2015
5102/2015
M. H. ...

Application for Grants

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. Please include the following:

1. A brief description of the applicant's background;
Since 1969, Hawaii Performing Arts Co. dba Manoa Valley Theatre (MVT) has served Hawaii's arts and culture community by standing firmly at the intersection of performing arts and the greater community. We have built connections and worked with individuals and organizations to create powerful and impactful partnerships that benefit the public and demonstrate that artistic imagination animates and engages the community, and inspires positive social change. Amidst the shifting dynamics of technology, audience, and cultural space, we continually seek ways to forge deeper, more relevant connections and foster community through live theatre.

For 46 years MVT has served Hawaii audiences with high-quality entertainment, hands-on training and experiential opportunities in multi-disciplinary theatre arts. Choosing from mainstream Broadway, Off-Broadway and major regional productions, our Mainstage Series is a showcase of critically-acclaimed theatre featuring many gifted local artists. The season runs year-round (September through August) to provide valuable practical experience for both accomplished and first-time actors. MVT's secondary Studio Series presents play readings, music performances and co-productions with other organizations to further expand its artistic outreach.

MVT's constituency includes a broad spectrum of ethnically and economically diverse community members. Season ticket holders reside island-wide and volunteers (450 FY14) are drawn from the abundance of local theatrical talent of actors, directors, musicians, stagehands, ushers, and designers. They represent the island's vast cultural diversity. MVT's primary audience base (18,500 annually) is from Oahu, 7% from neighboring islands, 10% from the visitor industry, and spans ages 7-90. An additional 2,500 underserved youth and seniors are provided free performance access through our Community Outreach Program. In FY14, we served roughly 18,750 individuals through the scope of our combined programs

2. The goals and objectives related to the request;
To provide funding to enable the over 2,500 underserved youth and seniors to enjoy quality performing arts productions through the Community Outreach Program. Our Community Outreach Program (COP), dedicated to improving the quality of life for disadvantaged students, seniors and underserved communities, provides direct services to individuals who are often excluded from accessible cultural activities.
3. The public purpose and need to be served;
COP is MVT's special accessibility program that provides non-fee play attendance opportunities to socially and economically disadvantaged public school students, teacher groups, senior citizens, social service organizations, and non-profit partner organizations. It constitutes a major element of the theatre's commitment to provide service to the community and cultivate social change by accessing and experiencing the unique impact of live theatre. As part of MVT's programming since 1981, COP addresses MVT's belief that live performance builds resilience within communities and helps make them better equipped to cope with adversity. In FY14 we embarked on a specific growth plan for COP for targeted expansion to outlying public schools and youth-serving organizations in Central, Leeward and Windward Oahu.
4. Describe the target population to be served; and
The target population to be served is comprised of socially and economically disadvantaged public school students, teacher groups, senior citizens, social service organizations, and non-profit partner organizations
5. Describe the geographic coverage.
The program would target individuals on Oahu.

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. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;
 - ❖ **Create an outreach plan to increase MVT's Community Outreach Program by 10%, especially to outlying communities in Central, Leeward and Windward Oahu next season.**
 - ❖ **Implement the outreach plan to increase the outreach program to outlying communities.**

- ❖ **Continue to track the migration and cultivation of this constituency to our targeted growth areas of performing arts patrons and volunteer pool (10-15%).**
 - ❖ **Cultivate students as the next generation of performing arts patrons as a significant strategy for how MVT targets growth in its audience base and volunteer pool, and as a means to receive feedback from our various constituencies.**
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;
Within 12 months of receiving the funding for the expanded Community Outreach Program, Manoa Valley Theatre will increase the number of students and seniors that are served through the program by a minimum of 10%.
 2. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
The Manoa Valley Theatre staff will track on a quarterly basis the increase in the number of students and seniors that take part in the Community Outreach Program. These results will be reported to the Board of Directors and the Producing Director. Each quarter, the board will evaluate the success of the program based on the number of participants and create and implement strategies to meet the goal of increasing participation by 10% if the target numbers are not being met.
 4. 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.
Each quarter, the board will evaluate the success of the program based on the number of participants and create and implement strategies to meet the goal of increasing participation by 10% if the target numbers are not being met. These results will also be forwarded to the expending agency in order to measure the effectiveness of the program.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request. **(See attached)**

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

Potential Funding Source	Amount Requesting
Contributions from Individuals	\$100,000
Sponsorships	\$97,750
Private Foundation Grants	\$32,000
Manoa Marquee	\$50,000
TOTAL	\$279,750

- The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.
Not Applicable
- The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding. **None**
- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014. **Total unrestricted assets are: \$49,359 (Does not include \$446,571 in fixed assets which include the property, plant and equipment)**

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 strives to lead the development of Hawaii's arts community by engaging and connecting with local communities to achieve the following: 1) provide live, high-quality theatrical entertainment; 2) develop Hawaii's

theatre artists through hands-on opportunities; 3) present provocative and educational experiences via unique play selection and production methodologies; 4) improve program quality and professionalism; and 5) create social change and meaningful relevance for audience members.

MVT has become institutionalized within Hawaii's creative community and is woven into the fabric of the islands where arts and culture are intrinsically valued. By consciously engaging artists and organizations of diverse backgrounds, MVT is viewed as an impactful partner for thousands of community members, helping the community flourish by feeding our economy, inspiring and enriching business communities and bringing people together.

As Honolulu's Off-Broadway Playhouse, MVT is anchored by a clear vision of artistry and community service that enhances Hawaii's cultural environment and nurtures artists to cultivate a strong sense of pride in their contributions to the performing arts community. We cultivate tomorrow's theatre-goers and benefactors through play choices that are consistently contemporary, enlightening, entertaining, and provocative.

MVT's dynamic programming has earned it a reputation as a place of new discoveries and life-long learning by offering the community a chance to come together to celebrate creativity and collaboration. We serve as a vibrant and innovative community workplace for theatre arts students at the high school and university levels covering all aspects of live stage production. Our Community Outreach Program, dedicated to improving the quality of life for disadvantaged students, seniors and underserved communities, provides direct services to individuals who are often excluded from accessible cultural activities.

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.

The facility includes a 150-seat theatre and administrative offices. The theatre, which is ADA accessible, will be used as the site for the Community Outreach Program expansion.

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 Producing Director, Development Director and Associate Producer would work together to implement the expansion of the Community Outreach Program.

MVT Producing Director Dwight Martin has been at the helm of the theatre for the past thirty-five years, and was instrumental in launching the Community Outreach Program in 1982. Dwight is responsible to the Board of Directors for the day- to-day artistic and business management of the organization including play selections, marketing, budgeting and financial reporting, administrative staffing, artistic staffing, and fundraising.

Associate Producer Bree Peters has been at MVT for a total of 25 years, and helps ensure the artistic and technical quality of each production which helps maximize the experiential learning aspect for our Community Outreach constituents. Bree is responsible for overseeing the day-to-day play rehearsals and performances, implementing the play budgets, recruitment of play production volunteers and designers, and general coordination between the production and administrative departments.

Development Director Pauline Guillermo-Togawa has been with MVT since 2013, and addresses the expansion of MVT's COP program through targeted growth of community participants and partnerships, and securing funds to sustain the program. Pauline works with the Producing Director and the Board's Development Committee to secure contributed income for the theatre, and to provide donor stewardship to individual and corporate contributors.

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 organization chart that illustrates the placement of this request. (See attached)

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Producing Director

Annual Salary: \$73,538

Development Director

Annual Salary: \$63,036

Associate Producer

Annual Salary: \$44,036

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

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not applicable

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

None

D. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

The proposed budget as attached to this application illustrates the use of funding to cover the expansion costs for the Community Outreach Program for FY2015-2016. Manoa Valley Theatre would request an additional \$50,000 in FY 2016-2016 and if both requests are approved, financial support would be obtained to ensure that the program is self-sustaining through individual donor contributions and grants from foundations and corporations.

F. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014. **(See Attached)**

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Applicant: Manoa Valley Theatre

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Applicant: Manoa Valley Theatre

Not Applicable

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

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Non Applicable

Applicant: Manoa Valley Theatre

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Manoa Valley Theatre

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1.	NONE				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) 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 is awarded;
 - b) Complies 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;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant 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 ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Manoa Valley Theatre

(Typed Name of Individual or Organization)



(Signature)

1/28/15

(Date)

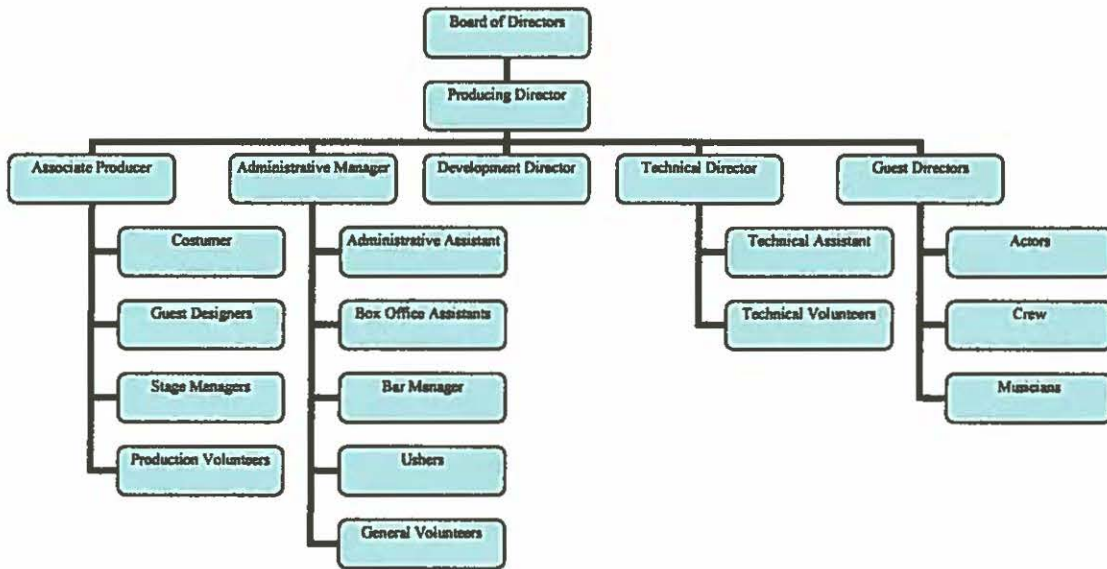
Dwight Martin

(Typed Name)

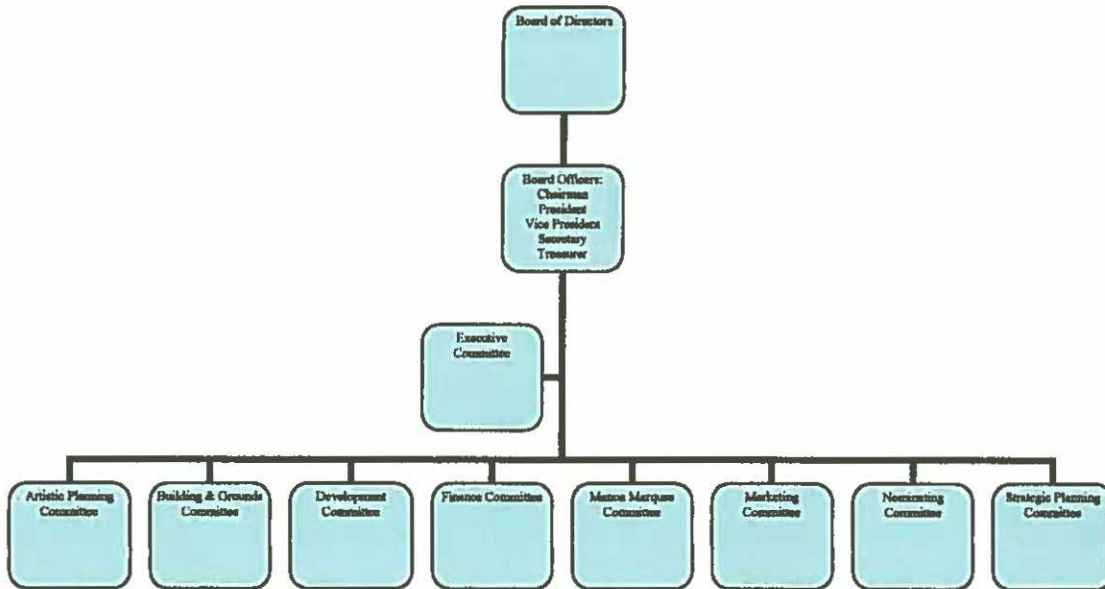
Producing Director

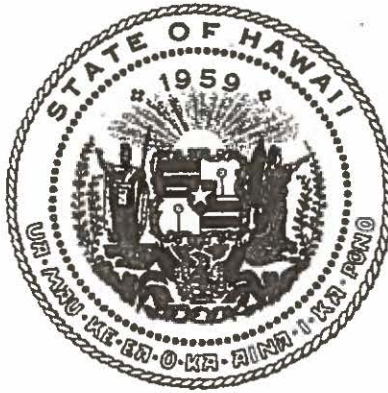
(Title)

Manoa Valley Theatre Organizational Chart



Board of Directors internal organization





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs
of the State of Hawaii, do hereby certify that

HAWAII PERFORMING ARTS COMPANY, LTD.

was incorporated under the laws of Hawaii on 10/28/1969 ;
that it is an existing nonprofit corporation; and that,
as far as the records of this Department reveal, has complied
with all of the provisions of the Hawaii Nonprofit Corporations
Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set
my hand and affixed the seal of the
Department of Commerce and Consumer
Affairs, at Honolulu, Hawaii.

Dated: January 27, 2015

Interim Director of Commerce and Consumer Affairs

