

House District(s) \_\_\_\_\_

Senate District(s) \_\_\_\_\_

THE TWENTY-NINTH 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 Japanese Center

Db/a:

Street Address: 751 Kanoelehua Avenue, Hilo, HI 96720

Mailing Address: 751 Kanoelehua Avenue, Hilo, HI 96720

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name ARNOLD T. HIURA

Title President & Executive Director

Phone # 808-256-7193

Fax # \_\_\_\_\_

E-mail ano@hawaii.rr.com

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

DESIGN, BUILD, AND INSTALL AN EXHIBITION DEPICTING THE ROLE THAT JAPANESE AND OTHER IMMIGRANTS PLAYED IN THE EVOLUTION OF HAWAII'S MULTIETHNIC SOCIETY.

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 230,600.00

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 \$ 0

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

Arnold T. Hiura, Pres./Exec. Dir.

NAME & TITLE

1/18/18

DATE SIGNED

## Application for Grants

*Please check the box when item/section has been completed. 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; The Hawaii Japanese Center (HJC) is a non-profit organization based in Hilo, Hawaii. Incorporated in 2002, its collections actually date back to the mid-1930s, when the Hawaii Shima Immigrant Japanese Museum was established by Kiyoshi Okubo. Today, the HJC continues to maintain and add to its collection of historical artifacts, photographs, books and documents donated by the community. Many local families on the Big Island are having to clean out old homes and businesses that once belonged to their parents and grandparents. They are often faced with the unhappy prospect of having to throw away old family belongings they cannot store. While the HJC is not as well-staffed as larger museums, it does try to provide a place where these pieces of our past can at least be preserved in a clean and safe environment. HJC regularly opens its artifact collection and library of rare books to scholars and students, and hosts exhibitions, speakers, films, workshops, festivals and other cultural programs that are open to the community at large. HJC also provides a venue for other community groups to meet and hold activities, including the Japanese Community Association of Hawaii, Japanese Chamber of Commerce and Industry of Hawaii, Gannenmono 150<sup>th</sup> Anniversary Committee, and the Hiroshima, Fukushima, Kumamoto and Okinawa kenjinkai, to name a few.
2.  The goals and objectives related to the request; This grant will help HJC to develop high-quality interpretive exhibits that will more fully utilize HJC's prized collections and effectively share Hawaii's unique history with the public. This permanent exhibition would be in keeping with the center's goal of preserving and perpetuating the history and traditions of Hawaii's immigrant heritage and pass invaluable lessons of our multicultural society on to others.
3.  The public purpose and need to be served; The proposed exhibition will serve to educate, inspire and spur discussion amongst local residents and visitors alike with its emphasis on sacrifice, cooperation, perseverance, diversity, and the aloha spirit. This subject matter is especially important to share with youth from Hawaii and abroad that have not been exposed to their ancestral roots.
4.  Describe the target population to be served; and This project will appeal to people of all ethnicities and ages. HJC currently receives visitors from both East and West Hawaii,

the Neighbor Islands, the U.S. continent, and Japan. This exhibit will turn the spotlight on the stories of local individuals, families and businesses on the island of Hawaii, and will appeal to teachers, students and foreign visitors.

5.  Describe the geographic coverage. HJC is centrally located in Hilo town and can be easily accessed by Big Island residents. Just minutes from the Hilo airport, HJC also serves interisland and overseas visitors. It has ample paved parking and is capable of receiving tour and school buses.

## **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; Much thought has already gone into this exhibition. If funded, this project will entail research, writing, collections, design, fabrication and installation of a permanent exhibition in the main hall of the HJC. The theme of the exhibition will focus on how Hawaii's multi-ethnic society emerged through the collective contributions of immigrants from many countries. This story will be told by way of graphic panels, artifacts, video clips and photographs depicting the social evolution of the islands from immigration to the present. It will be the responsibility of the curator to select and effectively describe the key elements in this storyline. The project director will assist in locating and preparing the key images and artifacts for use in the exhibit. Wherever a key element—object or image—is missing, the curator and project director will reach out to the local community and search other historical resources to secure what is needed.

The exhibit designer is experienced in creating exhibitions that feature the distinctive look and structural elements that are reminiscent of Hawaii's sugar plantations. This is important, for plantation camps and towns provided the primary environment where people of various ethnic backgrounds lived, played, raised families and worked alongside each other. Exterior board-and-batten walls stained dark green or dull red, single wall interior tongue-and-groove construction, and corrugated metal roofs typical of Hawaii homes will convey an appropriate environment for this story to be told.

Authentic plantation-era furniture from HJC's collection will be used in conjunction with other important objects lending authenticity to the presentation. Exterior objects such as tools, and indoor elements such as a kerosene stove, food safe, and kitchen implements will all be appropriately staged and shown in their proper environment. The curator, project manager, and exhibit designer will work closely as a team to develop the look and flow of the exhibition with input from an advisory committee. The designer will also solicit the recommendations of the carpenter(s) and electrician(s) to insure that

practical construction concerns are addressed at an early stage. Some components of the exhibit will be fabricated off site then transported to the center while other portions of the exhibit will be built at the HJC.

2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service; Written script by July 2018 and general design by September 2018. Final design and fabrication of individual exhibit components by December 2018. Installation to begin by March 2019. Education kits, brochures, website and grand opening in June 2019.
3.  Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and The content and design of the exhibition will be reviewed by an advisory committee comprised of educators, community leaders, scholars and individuals knowledgeable about Hawaii’s history. This advisory committee will meet with project staff to review and provide feedback on all phases of the project, from concept to completion.
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. HJC welcomes meetings with and site visits by Hawaii Island legislators and others interested in the project. Upon completion, HJC will keep a record of visitor numbers, and all visitors will be asked to comment on their visitor experience and fill out evaluation forms.

### III. Financial

#### **Budget**

1.  The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2.  The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$115,300	\$57,650	\$28,825	\$28,825	\$230,600 -

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019. Private donations
4.  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. None. Does not apply.
5.  The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding. None. Does not apply.
6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

#### **IV. Experience and Capability**

##### **1. 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.

This project will be led by its curator, who has extensive experience in writing about the history of Hawaii and developing exhibitions for local, national and international institutions. The project manager has served as a researcher, handled finances and executed contracts and financial reports for various projects. The project manager has also coordinated work for various exhibition projects and has served as lead researcher in obtaining historical images from various repositories to augment the HJC's collection.

The exhibit designer has extensive experience in all forms of graphic arts, including the creation of both traveling and stationary interpretive exhibits. The curator, exhibit designer and project manager have functioned as a team in completing a variety of exhibition projects for over 25 years. They have handled these projects from concept, planning, writing, design, fabrication and installation.

It is also important to note that the HJC has been fortunate to receive the advice and professional services of an electrical engineer, licensed electrician, videographer and general contractor in developing, maintaining and improving its facilities and filling program needs over the years.

The HJC has hosted numerous exhibitions over the years and has developed an experienced group of volunteers capable of assisting in installation and serving as docents. The main hall currently hosts an informal exhibition focused on immigration. Funding this project will allow the center to dramatically upgrade the current display with a professionally curated and constructed exhibition, and allow the center to grow and expand its audience.

2.  **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 HJC is fortunate to hold title to its property in fee and has a fully developed facility that includes an office, gift shop, main hall, workroom, library, conference room, gallery, lanai, bathrooms, storeroom, history studio, furnishings, equipment and paved parking lot. Total usable space under roof exceeds 10,000 s.f.

This grant will allow HJC to make necessary facility improvements to house the proposed exhibition in its 2,640 s.f. main hall and make additional lighting upgrades in its 1,000 s.f. gallery where special exhibits can be held in addition to the main hall. Since the original structures were dedicated in 2007, these improvements would focus on repairs to the floor, ceiling tiles, and transition from fluorescent lighting to more efficient LED gallery (track) lights.

**V. Personnel: Project Organization and Staffing**

1.  **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. Curator Arnold Hiura serves as president and executive director of the Hawaii Japanese Center, a part-time position. Hiura is also president and partner of MBFT Media, a company specializing in marketing, publishing and exhibition projects. He served as editor of The Hawaii Herald (Japanese American Journal) for nearly 10 years and as Hawaii curator for the Los Angeles based Japanese American National Museum (JANM) for six years. He has written and edited numerous books about Hawaii's history and culture.

Project Manager Eloise Hiura currently serves as part-time executive assistant at the Hawaii Japanese Center. She is also a partner in MBFT Media and has participated in numerous marketing, publication and exhibition projects over the years.

Exhibit Designer Stephan Doi has served as lead designer in many MBFT Media and Japanese American National Museum exhibition projects over the past 25 years.

Collectively, this team is highly qualified and experienced to handle this project. Some of the projects they have successfully completed include: "From Bento to Mixed Plate: Japanese Americans in Multicultural Hawaii," sponsored by the Japanese American National Museum. "Bento" was shown at the Bishop Museum, Lyman Museum, Maui Arts & Cultural Center, and the Kauai War Memorial Hall in Hawaii. It traveled to JANM in Los Angeles and the Smithsonian Institution in Washington, D.C. A bilingual version of the show traveled to the Okinawa Prefectural Museum, the Hiroshima Art Museum, Niigata Prefectural Museum, and National Museum of Ethnology in Japan (Minpaku). In total, the estimated audience of "Bento" exceeded 1 million viewers over its six-year run.

Other exhibition projects completed by this team include: Central Pacific Bank's Legacy Wall, 100<sup>th</sup> Infantry Battalion Education Center and clubhouse renovation, "'Aukai to 'Aukai: Hawaii's Swim and Dive Legacy" project, The 30<sup>th</sup> Anniversary of University of Hawaii Women's Athletics, and Honouliuli Internment Camp wayside exhibition for the Japanese Cultural Center of Hawaii, amongst others.

2.  **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. HJC is governed by a Board of Directors. Current members of the board are: Wayne Kamitaki, Chair and Treasurer; Gladys Sonomura, Vice Chair; Wallace Oki, Dwayne Mukai, Thomas Goya, Arthur Taniguchi, Ann Kikuta, and Hiroshi Suga.

HJC staff is comprised of executive assistant Eloise Hiura, who reports to president and executive director Arnold Hiura, who reports to the Board.

3.  **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. Members of the HJC board serve without compensation. HJC's part-time executive director receives an annual salary of \$22,800. Its part-time executive assistant is paid an annual salary of \$10,944.

**VI. Other**

1.  **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. Does not apply.

2.  **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. None. Does not apply. Note: HJC receives professional services from an electrical engineer, electrician, and general contractor as needed for various projects.

3.  **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. None. Does not apply.

4.  **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2018-19, but
- (b) Not received by the applicant thereafter.

The HJC was incorporated in 2002. It owns its current property in fee and developed its facility utilizing private donations. HJC dedicated its facility in 2007 and it has operated and maintained its facility and operations through private donations and is on sound financial ground. It is debt-free. This GIA grant would allow the center to implement a project that will significantly upgrade its public programming and thereby enhance its ability to continue to sustain itself as it has in its past.

5.  **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, 2017. Attached.

6.  **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

7.  **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

App Hawaii Japanese Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	94,000			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>94,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	4,800			
2. Travel expense - accommodations	7,200			
3. Travel expense - car rental	2,400			
4. Travel per diem	2,400			
5. Raw materials & supplies for exhibit	45,300			
6. Collateral materials for exhibition	11,000			
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>73,100</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>7,500</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	<b>56,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>174,600</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	230,600	Eloise S. Hiura <span style="float: right;">808-256-1951</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		1/18/18		
(d) Total Private/Other Funds Requested		Date		
<b>TOTAL BUDGET</b>	<b>230,600</b>	Arnold T. Hiura, President/Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Hawaii Japanese Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Curator		\$36,000.00	100.00%	\$ 36,000.00
Project Manager		\$24,000.00	100.00%	\$ 24,000.00
Exhibit Designer		\$24,000.00	100.00%	\$ 24,000.00
Education Coordinator		\$5,000.00	100.00%	\$ 5,000.00
Translator		\$5,000.00	100.00%	\$ 5,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>94,000.00</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Hawaii Japanese Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Video Playback System	5.00	\$1,500.00	\$ 7,500.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>	5		\$ 7,500.00	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Hawaii Japanese Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
CONSTRUCTION			56,000			
TOTAL:			56,000			
JUSTIFICATION/COMMENTS:						

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISED 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, Hawaii 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, Hawaii 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, Hawaii 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, Hawaii 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.

Hawaii Japanese Center

\_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

Arnold T. Hiura

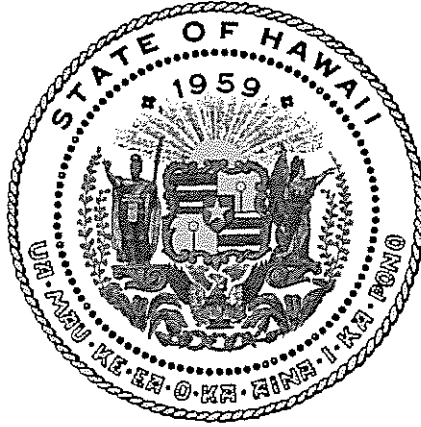
1/18/18

\_\_\_\_\_  
(Date)

President/Executive Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)



## 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

HAWAI'I JAPANESE CENTER

was incorporated under the laws of Hawaii on 03/06/2002 ; 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 18, 2018

Director of Commerce and Consumer Affairs