

House District(s) 26

Senate District(s) 13

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:

Honolulu Theatre for Youth

Dbas:

Street Address: 1149 Bethel Street, Suite 700  
Honolulu, Hawaii 96813

Mailing Address: Same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name REBECCA DUNNING

Title Managing Director

Phone # 808-839-9885 x 703

Fax # 808-839-7018

E-mail manager@htyweb.org

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:

Bus transportation for Title 1 Schools to HTY Productions on the Neighbor Islands and Oahu.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 75,000

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 \$ \_\_\_\_\_

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

COUNTY \$75,000 (PENDING C&C HONOLULU GIA FOR OAHU TITLE 1 SCHOOLS)

PRIVATE/OTHER \$10,000 (FOUNDATIONS THAT TRADITIONALLY FUND NEIGHBOR ISLAND BUSES)

Rebecca Dunning, Managing Director 1/18/18  
NAME & TITLE 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 mission of Honolulu Theatre for Youth (HTY) is to produce professional theatre and drama education programs that make a difference in the lives of young people, families and educators in the State of Hawaii.

Founded in 1955, Honolulu Theatre for Youth sees its two areas of work, PROFESSIONAL THEATRE and DRAMA EDUCATION as deeply entwined, and approaches its work with a unified vision. As the only professional nonprofit theatre in the State and the largest independent provider of arts education in Hawaii, the company has long played a leading role in the region and continues to partner with organizations across many fields, including government agencies, foundations, local and national nonprofits and almost every educational institution in the State from Universities to preschools. Annually, HTY produces 6-8 plays, and drama education workshops that benefit over 100,000 people.

HTY was recognized in *American Theatre*, a publication of Theatre Communication Group in March 22, 2016 under the title "20 Theatres You Should Take Your Kids To." The Honolulu Star Advertiser August 21, 2016 edition highlighted HTY's vast reach, "Drawing a Crowd - Diana Ross, Elton John and Jack Johnson got nothing on HTY. Those music headliners in combination...during the 2014-15 season didn't attract as many patrons as HTY's family-oriented productions."

2.  The goals and objectives related to the request;

HTY requests funding to provide bus transportation for children from Title 1 schools (poor/needy families) to attend HTY productions. Funding will pay for bus transportation to HTY productions on Oahu and the Neighbor Islands. Students are identified by their participation in free and reduced lunch programs and are considered Economically Disadvantaged. By providing bus transportation funding for children from Title 1 schools to attend HTY productions, children who might not otherwise be able to attend HTY productions will have that opportunity. HTY plays are targeted to meet the Standards and Benchmarks of

the DOE, and HTY's work helps fill the gap left by Hawaii public schools' limited resources for arts education programs.

Children that could gain the most from exposure to our productions are often prevented from participating due to economic barriers. One of the biggest ongoing challenges that faces HTY is keeping the cost of our programs low enough so that all children in Hawaii regardless of economic resources or geographic location can participate in the arts.

For the past 9 years, HTY and the children of Hawaii were fortunate to have a powerful sponsor in Target. Target provided HTY with \$50,000 annually to help fund transportation for field trips for Title One Schools. Last year this generous donation paid for 150 BUSES which brought more than 9,000 school children from Makaha to Honokaa to the theatre to experience a live theatrical performance.

Sadly, we were informed earlier this year that nationwide, Target has changed their philanthropic focus and will no longer be funding buses for field trips. Here in Hawaii, 64% of the DOE schools statewide are considered Title I Schools, and the loss of bus funding could mean that many, many students across the State will be unable to participate in field trips, including those to HTY. We already receive more requests for funding assistance than we can support and the requests have increased over the years.

HTY is committed to keeping ticket prices affordable for all students so we charge only \$6 per student for school performances that cost \$20 per person to produce. Students who qualify for free or reduced-cost lunch receive a further discount and pay only \$4.50 for admission. HTY's annual budget is geared toward covering the cost of creating, designing and producing the plays. However often times the cost of bus transportation exceeds the cost of HTY tickets. To help underwrite the additional transportation cost and to ensure that Title 1 students have the opportunity to attend live theatrical and educational performances, HTY seeks financial support from the community.

3.  The public purpose and need to be served;

Hawaii is one of the most culturally diverse states in the nation. Unfortunately, the cost of living in Hawaii is consistently ranked the highest in the nation. The income gap between the rich and the needy is widening more and more each year. The Study of the Financial Struggles Facing Working Families in Hawaii (March 2016) revealed "nearly half of Hawaii residents are living pay check to pay check" which corresponds to a high percentage Title 1 schools in Hawaii.

The DOE's "Title 1 Schools for SY 2016-17" showed 64% of the DOE schools statewide were considered Title 1. The Oahu average of Title 1 Schools is 54% and it is even higher for Neighbor Island Schools, 95% of Hawaii County Schools, 74% of Maui County Schools and 63% of Kauai County Schools are considered Title 1 Schools. (This is the most current report.)

Hawaii Appleseed Center for Law and Economic Justice states, "The educational system in Hawaii remains one of the most crucial institutions available to help low income and immigrant children achieve an equal opportunity to create successful lives for themselves and their families." However Hawaii students are not succeeding equally and there are persistent gaps in achievement between students. The Hawaii Consolidated State Plan for the Every Student Succeeds Act (ESSA) Executive Summary states that only 39% of Economically Disadvantaged Students achieved the Language Arts Proficiency for School Year 2015-16, and it was even lower at 31% for the Mathematics Proficiency.

Access to the arts is critical to providing all Hawaii students with a well-rounded education that will enable them to succeed. Research has shown that live theatre is one of the most effective means of presenting new concepts and ideas to children and that the experience often has a much deeper and more lasting effect than learning which is presented in a more traditional manner.

Jay Greene, professor of education reform, conducted gold standard research with the "Learning from Live Theater" study. (Education Next - Winter 2015/Vol. 15, No.1) "Field trips to live theater enhance literary knowledge, tolerance, and empathy among students, according to the study. The research team found that reading and watching movies of HAMLET and A CHRISTMAS CAROL could not account for the increase in knowledge experienced by students who attended live performances of the plays. Students who attended live performances of the plays also scored higher on the study's tolerance measure than the control group by a moderately large margin and were better able to recognize and appreciate what other people think and feel." (Summary is from Science Daily.)

4.  Describe the target population to be served; and

HTY is requesting State of Hawaii Grant-in-Aid funds for bus transportation for Title 1 Schools to HTY Productions on Oahu and the Neighbor Islands\*. HTY has requested funds from the City and County of Honolulu Grant-in-Aid program to support bus transportation for Title 1 Schools to HTY Productions on Oahu, State Grant-in-Aid funds will be used for Neighbor Island Title 1 Schools and to supplement the other funds raised for Oahu Title 1 schools.

*(\*For Molokai, in lieu of bus transportation support, HTY requests funds to help underwrite the cost of reduced priced admission for Title 1 students on that island because HTY tours to schools on Molokai so buses are not required.)*

The target population to be served is best described from those who live in those areas and work with the target population – school teachers from Title 1 schools. Teacher's feedback below:

- We appreciate how we have received Target/HTY grant to help with buses to Aloha Theatre. Every bit helps with 1,000 students and approximately 88% of our population is low income with 1/3 qualified as ELL and a large SPED population. Without the help of the Target and HTY partnership we would not get all the children to the HTY show at Aloha



Theatre. Getting our “high needs” school and students to see theatre is a “real life” experience that our community normally lacks for the local youth that our elementary serves. Mahalo for your work.

- Students often refer to what was seen in the production – always making connections in all subject areas. Many of my students don’t have an opportunity to see “live” performances. When I see students from my past – many remember going to see HTY while in grade school. To me that is very impressive.
- Many of our students would never have any experience with live performances if it were not for this. Seeing what the performers can do and how they encourage the use of imagination is stimulating to the children’s own ability to use their own imaginations daily.
- Keep coming to Kauai! Students enjoy seeing the same actors and actresses reappear each year. Although the characters change, the faces are the same and this consistency provides something very special for the young spectators.
- Please continue to offer grants and discounts. Our Maui students are unable to afford high prices.
- As I said earlier, our school has limited resources. We live on a small island, for one, and on top of that, most of our students come from poverty or borderline poverty situations. It is important for them to see what exists in the world outside of our small community, to broaden their perspectives and inspire them to greater things if they so desire. Besides that, it's just wonderful to enjoy such high quality entertainment; there's not much to be had here on Molokai! It's a special treat for us!
- Students are able to see and experience a live performance. Many of these students would never get to see one if we didn’t take them to these field trips.
- HTY brings the arts into our class. Students rarely see live performances. It enhances and enriches our learning experiences, and we can later apply those understandings to future lessons in the class. HTY affects students’ lives by teaching a moral or lesson in the performance. Students see the importance of honor, family, respect, teamwork, perseverance and they learn to apply those principles in their own life.
- Being on an outer-island our students are not exposed very often to the performing arts. HTY gives those less fortunate to have the same opportunities as the Oahu children.
- We are 90% poverty school. Our students are not able to afford many enriching experiences. This show is one of those affordable ones that gives them experience and they are able to learn content. It might be the only chance for students to see a play live.
- Thank you again for flying out to the Big Island it means a great deal to our families to bring out such high quality live performing arts for the keiki. Thank you.
- HTY comes to Lanai each year to provide our students with rich educational experiences. Their performance supports our school’s learning goals while also exposing our students to professional theatre.

- The bus grant was GREAT!! That helped a bunch!

5.  Describe the geographic coverage.

Honolulu Theatre for Youth's performance home is Tenney Theatre, a 300 seat theatre located on the grounds of The Cathedral of Saint Andrew in Downtown Honolulu. HTY has been at this site for 12 years. Oahu school audiences are bussed in daily (Monday - Friday, 2 school shows/day) and family audiences (Opening night and Saturdays) attend the weekend performances. Annually, HTY tours 2-3 of its plays to theatres, school gymnasiums, school cafeterias and community halls on the five Neighbor Islands, and at preschools and libraries statewide.

HTY has been touring to the Neighbor Islands since 1966. During that time, the majority of Neighbor Island schools have participated in HTY's educational theatre programs. HTY programs are a vital resource for Neighbor Island schoolchildren who lack access to the educational and cultural opportunities that are available to Oahu children. In fact for many Neighbor Island students, contact with HTY programs provides them with their sole exposure to live professional theatre. HTY works with schools, libraries and the community to ensure that students on all islands are provided quality educational theatre programs that enhance their learning experience.

Our 2017-18 Fall Neighbor Island Tour began on October 17, 2017 and concluded November 14, 2017. 40 performances were scheduled. 2 shows were canceled due to an island wide power outage on Maui on October 24, 2017. 38 performances reached 12,418 students, families and teachers from 51 schools.

We anticipate the 2018-19 Neighbor Island Tour will be held in similar venues to our 2017-18 tour. HTY generally holds Kauai performances in the Kauai Community College Performing Arts Center but it was under repair for 2017-18. The 2017-18 venues are listed below:

Oahu – Tenney Theatre

Molokai – at various Elementary Schools

Maui – Iao Theatre

Kauai – Kauai War Memorial Convention Hall

Kamuela, Hawaii – Kahilu Theatre

Kailua-Kona, Hawaii – Aloha Performing Arts Center

Hilo, Hawaii – University of Hawaii Hilo Performing Arts Center

## **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;

HTY is in constant contact with local teachers to discover the work relevant for each grade level. In Spring 2018, the HTY School Reservations Manager will mail out the HTY 2018-2019 Season Brochure and Teacher Reservation Form directly to schools. Throughout the rest of the school year he is engaged directly with teachers and school coordinators, collecting feedback, addressing all of their questions and concerns about attending a HTY production. During the reservation process, he collects all requests for transportation assistance and distributes the funds based upon a fair and equitable process.

2.  Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Fall 2018: When we are given SOH GIA award notice /C&C Honolulu Notice to Proceed, we will announce to qualified schools that assistance for bus transportation is available and applications will be distributed.

October 2018 - May 2019: Bus grants will be awarded to schools who apply based upon a fair and equitable process. Funds will be distributed to bus companies contracted by the awarded schools. Evaluation forms will be collected from teachers which will address their feedback, the benefits gained and the impact on their students' experiences at the performances.

June - July 2019: Data will be compiled and evaluated.

3.  Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Records of attendance, evaluations of every production by teachers and participants and formal discussion with key stakeholders are at the core of our evaluative process. A successful program will prove useful to the teacher, engage a family in spirited discussion or prompt further investigation. In addition to tracking the attendance numerically we also depend on testimony from participants, teachers and partnering organizations to provide us with qualitative feedback.

We will track the Title 1 Schools attendance data and provide the number of students who participated. We will also collect evaluation forms from teachers which speak to the students responses to the productions.

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.

It is our best estimate that \$75,000 will help cover the cost of 215 BUSES for approximately 13,000 Title 1 School Children on Oahu and the Neighbor Islands and provide them with the opportunity to experience a live professional theatrical performance. HTY plays are targeted to meet the Standards and Benchmarks of the DOE.

### 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
\$10,000	\$50,000	\$10,000	\$5,000	\$75,000

The budget is based on the average cost of a bus (\$350) and average number of students per bus (60). In 2017-18 we have received requests for transportation funding assistance from Title 1 schools statewide totaling \$85,500. We have distributed the funding by District based on these requests. The time line for distributing funds is based on our production schedule, more funding is allocated in those months where we have more performances scheduled. As the cost of buses varies on distance traveled, there may be some adjustment needed as the requests come in from schools located in various geographic areas. By providing funding for buses we will ensure that students statewide will have the opportunity to enhance their educational experience with exposure to the arts.

3.  The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.



Alexander & Baldwin, Inc., Atherton Family Foundation, Bretzlaff Foundation, Cades Foundation, Cooke Foundation, Elsie H. Wilcox Foundation, First Hawaiian Bank Foundation, Friends of Hawaii Charities, George N. Wilcox Trust, Hawaii Community Foundation (HCF) Flex Grant, HCF Family Literacy Fund, HCF Lanai Community Fund, HCF Robert Black Fund, HEI Charitable Foundation, HMSA Foundation, John R. Halligan Fund, Johnson Ohana Charitable Foundation, Jhamandas Watumull Fund, Julia Temple Davis Brown Foundation, Kaiser Foundation Health Plan, Inc., McInerney Foundation, Samuel & Mary Castle Foundation, The Schuler Family Foundation, Shubert Foundation, Sidney Stern Memorial Trust, Ulupono Initiative, The Ward Village Foundation, Zilber Family Foundation, City & County of Honolulu GIA, State Foundation on Culture and the Arts, National Endowment for the Arts, State Department of Health (DOH) Bioterrorism Preparedness Response Branch, DOH Healthy Hawaii Initiative (HHI), City Department of Environmental Services.

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.

N/A

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.

	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-19
National Endowment for the Arts	\$45,000	\$45,000	\$35,000	Will apply Feb 2018
NOAA Marine Debris	\$6,000	\$4,025	n/a	n/a
SFCA PD	\$22,000	\$22,000	\$22,000	Pending Contract Renewal
SFCA POL	\$17,500	\$20,000	\$17,500	Pending Contract Renewal
SFCA BG	\$11,206	\$11,564	\$10,233	Will apply Nov 2018
DOH Bio Preparedness Response	\$25,000	\$25,000	\$30,000	Pending Contract Renewal
DOH HHI	\$14,500	\$14,500	\$14,500	Pending Contract Renewal
DOH Safe Drinking Water	\$14,500	\$14,500	n/a	n/a
DLNR CWRM	n/a	\$5,000	n/a	n/a
City Dept Environmental	\$40,000	\$42,000	\$47,500	Pending Contract Renewal

Services				
City MOCA	\$10,000	\$10,000	Discontinued, replaced by CITY GIA	Discontinued, replaced by CITY GIA
City GIA	n/a	n/a	n/a	Applied pending
Board of Water Supply	\$5,000	n/a	n/a	n/a

6.  The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

The Total Net Assets as of 12/31/17 is \$813,337.

#### **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.

Founded in 1955, Honolulu Theatre for Youth annually serves over 100,000 children, families and teachers on all 6 major islands. HTY presents plays for Hawaii youth based upon our 63 years of experience, direct feedback from stakeholders and the constituents we serve. Each play is designed for specific age groups of children so that teachers and parents may select plays appropriate to the interest, need and focus of their children. Teachers frequently request plays that include classic literature, multicultural folktales, Native Hawaiian content and sustainability issues.

The State of Hawaii Data Book Section 7.41 Recreation and Travel/Performing Arts for Oahu lists the major theatres on the island. HTY consistently produces the largest number of performances and reaches the largest number people which is not just a measure of our success, but sets the bar in the industry.

Deeply rooted in the cultures and people of the Pacific, HTY is best known for its long history of innovative drama education programming and the creation of original theatrical work. With a resident company of professional artists and educators, it is one of the largest employers of professional artists in Hawaii. HTY's artists and educators work both from their home in urban Honolulu on the island of Oahu and travel to the most rural communities on the Neighbor Islands (Kauai, Maui, Molokai, Lanai and Hawaii Island.) This dedication to serving all young people in Hawaii, regardless of their geographic, social, cultural or economic background is a core value of the company.

As stated earlier for the past 9 years, Target provided HTY with \$50,000 annually to help fund transportation for field trips for Title One Schools. This is the same program that we are conducting and requesting funds for.

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.

Oahu – Tenney Theatre

Molokai – at various Elementary Schools

Maui – Iao Theatre

Kauai – Kauai War Memorial Convention Hall or Kauai Community College Performing Arts Center

Kamuela, Hawaii – Kahilu Theatre

Kailua-Kona, Hawaii – Aloha Performing Arts Center

Hilo, Hawaii – University of Hawaii Hilo Performing Arts Center

**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.

HTY is led by a three person Management Team who work with a board of directors that provides overall organizational guidance and leadership. HTY has a paid staff of 24 and approximately 100 volunteers.

Artistic Director Eric Johnson's over 20 years of professional theatre production experience includes 12 seasons at HTY. Managing Director Rebecca Dunning is concerned with budgets, finances, contracts, tour logistics and personnel, and has worked in nonprofit management in Hawaii for over 30 years. Director of Drama Education Daniel A. Kelin II holds a MFA in Child Drama from the University of Hawaii and has headed HTY's Drama Education Department since 1987.

The School Reservations Manager is the staff person directly involved with scheduling the schools to attend HTY performances and who receives and processes requests for bus transportation assistance. The Managing Director supervises the School Reservations Manager. The School Reservations Manager position description is listed below.

### **School Reservations Manager - As of March 2015**

A full time position responsible for scheduling and reservations for school performances and support for family performances and special events.

#### **School Reservations**

- Assist Artistic Director, Production Manager, and Managing Director to plan the next year's season brochure and promotion materials
- Organize and supervise school brochure/teacher guide distribution. Prepare teacher packet contents, mailing labels, delivery routes, and reservation forms. Supervise volunteers with collating, packet assembly, mailing and delivery
- Schedule all school performances for Oahu and Neighbor Islands for Preschool through High School grades
- Point of contact for teachers and school contacts
- Process and enter reservation requests for school performances
- Schedule American Sign Language Interpreters for School and Family performances
- Prepare and maintain school performance schedules
- Distribute School Schedules to HTY Box Office coordinator, House Manager, and Stage Manager and provide them with regular updates
- Prepare and distribute Confirmation and Attendance forms to schools
- Administer Bus Grant Program
- Maintain school database, edit database forms, and design new layouts using Filemaker Pro
- Field incoming calls and emails from teachers and school administrators

#### **General Office & Box Office**

- Assist Office Manager with maintaining office supplies and equipment (postage meter, photocopy machine)
- Monitor and distribute incoming faxes using an online program
- Monitor online ticket sales and manage online credit card processing interface
- Supervise Box Office Coordinator and provide additional support for performances as needed
- Reconcile School and Family box office reports after each performance
- Maintain School and Family box office totals and attendance numbers for accounting and grant reporting purposes
- Provide back up support for family box office ticket sales
- Respond to outside requests for gift certificate donations for auctions and special events
- Other duties as assigned



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.

Please see attached

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.

Managing Director \$74,525.00

Artistic Director \$74,525.00

Drama Education Director \$74,525.00

**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.

N/A

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.

N/A

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.

N/A

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.

HTY has developed a diversified funding base and continuously seeks new sources of funding for programs. Approximately half of HTY's annual budget is earned through admissions and tuition; the other half is contributed by foundations, individuals, and businesses. HTY is currently researching other funding sources from both government and private sources to help subsidize transportation for Title 1 schools to attend HTY's educational productions. We are also in the process of developing a specific campaign to raise funds to assist with bus transportation costs. The State's support is critical as the anchor funder during this transitional period.

In a world where diversity is threatened and many young people will encounter struggles and hardships either personally, at school or in their surroundings, there is a clear need for engaging, creative conduits to raise awareness in the community. By productively engaging with hard topics and areas of vulnerability early in life, young people build resilience, and hopefully may find better solutions to the problems of today. This is where theatre excels.

The State of Hawaii's support of HTY's programs is mutually beneficial. The State's support helps HTY fulfill its mandate to provide quality educational theatre programs for all Hawaii children and also addresses the State's objective to support the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas in the State of Hawaii.

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.

Please see attached

6.  **Declaration Statement**

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

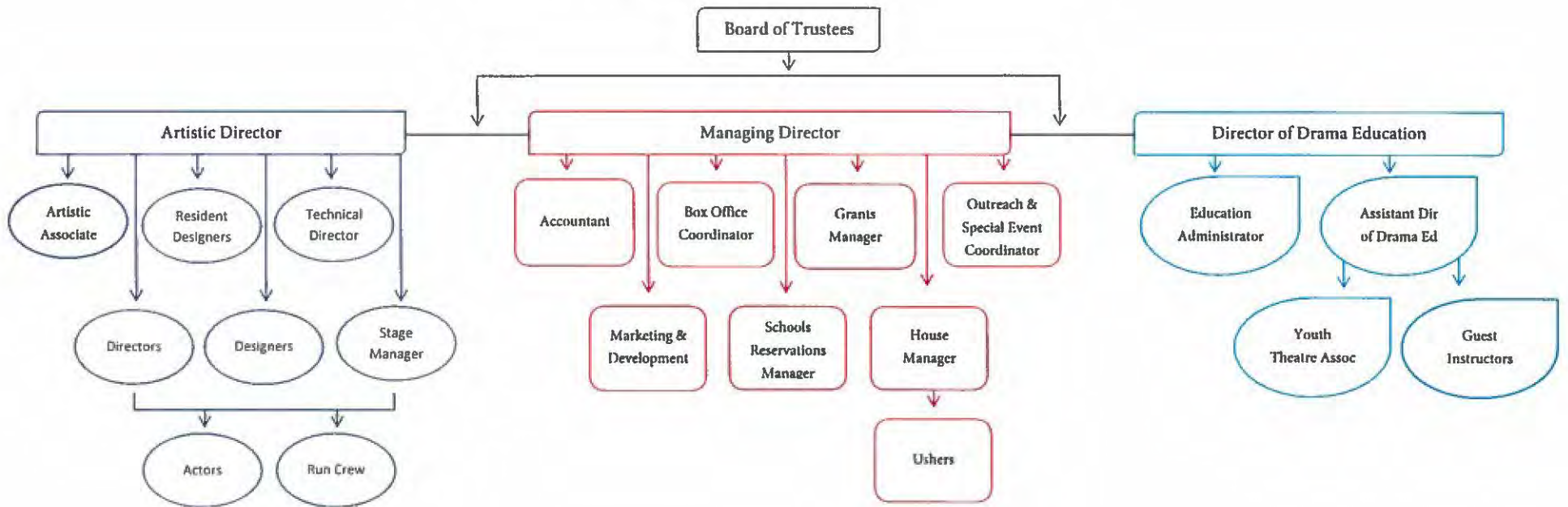
7.  **Public Purpose**

Applicant: Honolulu Theatre for Youth

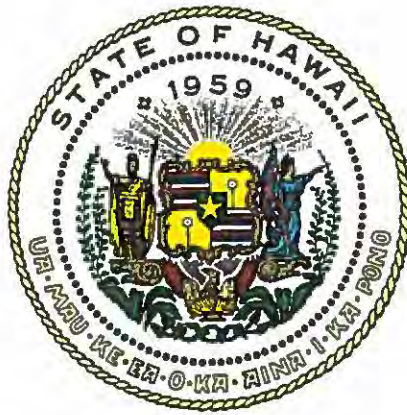
The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))



## Honolulu Theatre for Youth Organizational Chart







## 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

HONOLULU THEATRE FOR YOUTH

was incorporated under the laws of Hawaii on 05/04/1959 ; 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 12, 2018

Director of Commerce and Consumer Affairs



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: Honolulu Theatre for Youth

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	3,500		4,260	
2. Payroll Taxes & Assessments	900			
3. Fringe Benefits	1,350			
<b>TOTAL PERSONNEL COST</b>	<b>5,750</b>		<b>4,260</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	250		500	
7. Telecommunication			240	
8. Utilities				
9. Bus Transportation	69,000		70,000	10,000
10.				
11.				
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19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>69,250</b>		<b>70,740</b>	<b>10,000</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>75,000</b>		<b>75,000</b>	<b>10,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	75,000	Rebecca Dunning	808-839-9885 x703	
(b) Total Federal Funds Requested			Phone	
(c) Total County Funds Requested	75,000		1/18/18	
(d) Total Private/Other Funds Requested	10,000		Date	
<b>TOTAL BUDGET</b>	<b>160,000</b>	Rebecca Dunning, Managing Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Honolulu Theatre for Youth

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
School Reservations Manager	1	\$34,814.00	10.00%	\$ 3,481.40
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>3,481.40</b>
<b>JUSTIFICATION/COMMENTS:</b>				
Rounded up to \$3,500 on page 5				

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Honolulu Theatre for Youth

Contracts Total: 176,733

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY</b> (U.S. / State / Haw / Hon / Kau / Mau)	<b>CONTRACT VALUE</b>
1	"SHOCKA: THE STORY OF ENERGY AND HAWAII" - Production	FY 2017-2018	National Endowment for the Arts - US		35,000
2	Professional Development for Classroom Teachers Program Support	FY 2017-2018	State Foundation on Culture and the Arts - HI		22,000
3	Poetry Out Loud - Hawaii	FY 2017-2018	State Foundation on Culture and the Arts - HI		17,500
4	Statewide Tour	FY 2017-2018	State Foundation on Culture and the Arts - HI		10,233
5	Plan conduct & evaluate a PREPARE NOW production for elementary school aged youth. Script writing & professional performance of a	FY 2017-2018	Department of Health	Hawaii	30,000
6	theatre piece to promote healthy eating & active living.	FY 2017-2018	Department of Health	Hawaii	14,500
7	Recycling Performance Workshops & Theater performance	FY 2017-2018	Department of Environmental Services - City		47,500
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**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.

Honolulu Theatre for Youth

1/18/18  
(Date)

Rebecca Dunning, Managing Director

(Typed Name)

(Title)