

**THE THIRTIETH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual:    Db:  
Aloha Performing Arts Company                                      Aloha Theatre

Amount of State Funds Requested: \$ 42,500

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Aloha Performing Arts Company dba Aloha Theatre (APAC) seeks Grant-in-Aid funds in support of its MainStage theatrical performance program. The MainStage program is a critical component of the theatre's mission to enrich the lives of Hawai'i residents and visitors by providing quality live theatre, performing arts education, and a venue for artistic expression. MainStage plays and musicals are managed by Aloha Theatre staff, and presented by volunteer actors and crew for the benefit of the West Hawai'i community.

Amount of Other Funds Available:

State:                      \$ \_\_\_\_\_  
Federal:                      \$ \_\_\_\_\_  
County:                      \$ \_\_\_\_\_  
Private/Other:    \$ 134,055

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 84,698

Unrestricted Assets:

\$ 1,171,924

New Service (Presently Does Not Exist):     Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation  
 Other Non Profit  
 Other

Mailing Address:

PO Box 794  
City:                                      State:                                      Zip:  
Kealakekua                                      HI                                      96750

**Contact Person for Matters Involving this Application**

|                                    |  |
|------------------------------------|--|
| Name:<br>Melissa Geiger            | Title:<br>President & Executive Director |
| Email:<br>melissa@alohatheatre.com | Phone:<br>808-322-9924                   |

|                                |                             |
|--------------------------------|-----------------------------|
| Federal Tax ID#:<br>[REDACTED] | State Tax ID#<br>[REDACTED] |
|--------------------------------|-----------------------------|

  
\_\_\_\_\_  
Authorized Signature

Melissa J Geiger, President & Executive Director  
\_\_\_\_\_  
Name and Title

January 18, 2023  
\_\_\_\_\_  
Date Signed

## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
  - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

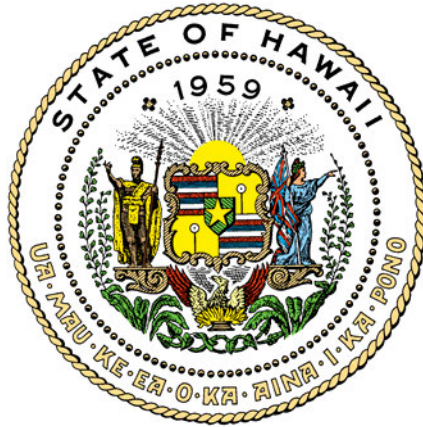


Melissa Geiger, President & Executive Director January 18, 2022

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



## 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

ALOHA PERFORMING ARTS COMPANY

was incorporated under the laws of Hawaii on 08/27/1987 ; 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 10, 2023

Director of Commerce and Consumer Affairs



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

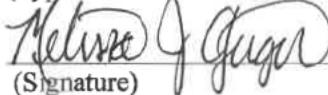
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

Aloha Performing Arts Company dba Aloha Theatre  
(Typed Name of Individual or Organization)

  
(Signature)

January 18, 2023  
(Date)

Melissa J Geiger  
(Typed Name)

President and Executive Director  
(Title)

**Aloha Performing Arts Company  
Aloha Theatre**



**STATEMENT OF PUBLIC PURPOSE**

Aloha Performing Arts Company dba Aloha Theatre confirms that all funds approved as a result of this Grant-in-Aid application will be used for public purposes in keeping with its designation as a 501(c)(3) corporation.

Funds will be used to produce live theatrical performances in the Aloha Theatre's MainStage program. The MainStage program is a critical component of the theatre's mission to enrich the lives of Hawai'i residents and visitors by providing quality live theatre, performing arts education, and a venue for artistic expression. MainStage plays and musicals are managed by Aloha Theatre staff, and presented by volunteer actors and crew for the benefit of the West Hawai'i community.

Signed:

A handwritten signature in black ink that reads "Melissa J Geiger". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Melissa J Geiger

President & Executive Director

January 18, 2023

## Application for Grants

### II. 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 the Aloha Performing Arts Company dba Aloha Theatre (“APAC”) is to enrich the lives of Hawai'i residents and visitors by providing quality live theatre, performing arts education, and a venue for artistic expression. APAC was formed in 1987 by West Hawai'i residents who wanted to create and share theatre with their community. This vision has grown and expanded over the years to include ownership of the Aloha Theatre; support for performances by artists in dance, music, comedy, improv, and film; and a performing arts education program.

APAC attracts more than 10,000 people annually to the Aloha Theatre as patrons, performers, crew, students, and volunteers. The Mainstage program includes five full theatrical productions each season, including plays and musicals with multigenerational casts, as well as a youth production with a cast under 18. Cast and crew of Mainstage shows are exclusively volunteer. APAC also welcomes performing artists to the Aloha Theatre stage, greatly increasing the diversity of entertainment and cultural enrichment in West Hawai'i. APAC's educational program provides educational opportunities for all ages to explore the performing arts, building skills and knowledge in a safe and welcoming environment.

2. The goals and objectives related to the request;

#### **Goal 1: Present 5 Mainstage productions**

- Plan, rehearse, present, and evaluate the following plays and musicals
  - *Toil & Trouble* (play, Artistic Director)
  - *The Play That Goes Wrong* (play, Guest Director)
  - *The Lion, the Witch and the Wardrobe* (musical, Artistic Director)
  - Title to Be Determined. (musical, Artistic Director)
  - Title to Be Determined (play or musical, Guest Director)

**Goal 2: Foster 'ohana through maintaining a safe, welcoming environment for volunteer cast and crew that enables personal and community growth**

- Communicate mission, vision and values to all participants, and apply all three in practice
- Conduct regular check-ins with volunteers to ensure a positive environment is maintained
- Build educational components into the rehearsal schedule, enhancing the learning opportunities for participants

**Goal 3: Provide quality live theatre for the West Hawai'i community**

- Ensure careful production planning to enable highest possible production quality
- Survey audience for feedback regarding selections and production elements, providing valuable information for future programming

3. The public purpose and need to be served;

APAC fulfills dual roles with its Mainstage program. For volunteer actors and crew, Mainstage provides an opportunity to hone their craft and to perform before a live audience. Performers and technicians exercise creativity, build skills, and develop deep connections with cast and crew alike, building community within and between each show. For the West Hawai'i community, Mainstage is a source of reliable entertainment, sometimes an escape from the cares of everyday life, and sometimes a challenging view of the human condition. It is always a warm environment, focused on fostering a sense of 'ohana through equitable inclusion of all people, regardless of background or ability.

4. Describe the target population to be served; and

Programs provided by the Aloha Performing Arts Company reach participants of all ages, and are open to all regardless of race, color, national origin, religion, creed, age, sex, sexual orientation, gender identity, gender expression, or disability. In fact, the company takes pride in providing a safe space for expression of many viewpoints, and seeks to provide diverse artistic opportunities through its own programs and programs provided by others at the Aloha Theatre.

5. Describe the geographic coverage.

APAC serves all of West Hawai'i from its base at the Aloha Theatre in Kainaliu. Situated close to the border of North and South Kona, the theatre attracts students, performers, crew members, and volunteers from as far north as Waimea and as far south as Ka'u. Patrons hail from all parts of Hawai'i Island, around the state, the continental United States and Canada.

### **III. 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;

Mainstage is at the core of APAC’s programming, combining service to participants, volunteers, and the patron community. Performing is the heart of all APAC programming, and Mainstage is the most visible representation of APAC’s capacity to produce quality live theatre. Each Mainstage season includes 5 fully staged theatrical productions requiring more than 85 volunteer actors and crew, and an additional 75 volunteers ushers. The resulting performances will be seen by more than 10,000 patrons.

Staff and volunteers collaborate heavily on production tasks, carefully dividing duties based on experience and knowledge. Production tasks and responsibilities are generally assigned as shown in the table below.

| <b>Responsibility</b> | <b>Tasks</b>  | <b>Responsible Party</b>                                       |
|-----------------------|---|--|
| Vision                | <ul style="list-style-type: none"> <li>● Clearly articulate artistic vision for the season and each show</li> <li>● Guide designers, cast and crew to develop and expand vision for each show</li> </ul>                        | Artistic Director  |
| Production Management | <ul style="list-style-type: none"> <li>● Scheduling</li> <li>● Script analysis</li> <li>● Audition planning</li> <li>● Rehearsal management</li> <li>● Resource allocation</li> <li>● Monitor participant experience</li> </ul> | Artistic Director  |
| Production Design     | <ul style="list-style-type: none"> <li>● Set design</li> <li>● Lighting design</li> <li>● Sound design</li> <li>● Prop design</li> <li>● Costume, hair &amp; makeup design</li> </ul>   | Artistic Director<br>Technical Director<br>Volunteer Designers |
| Oversight             | <ul style="list-style-type: none"> <li>● Monitor budget and expenditures</li> <li>● Monitor participant and patron satisfaction</li> </ul>  | Artistic Director<br>House Manager<br>Administrative Staff     |



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

Mainstage productions generally require 7-9 months from initial planning to completion of review and evaluation, varying depending on the complexity of the show. Activities can generally be grouped into 4 categories, as follows:

- Planning and Preparation
  - Script analysis
  - Detailed scheduling based on production design and content
  - Production team vision and design meetings
  - Technical analysis and preparation of equipment
  - Audition training
- Rehearsal
  - Open auditions—APAC does not pre-cast parts, welcoming all to audition regardless of prior experience
  - 5 or more weeks of rehearsals Sunday through Thursday, including script review, character development, blocking, music, and choreography as required
  - Educational components to improve skills and to increase knowledge of script setting and issues presented; includes actor and crew individual research and presentation, as well as instructional units taught by staff and crew
  - Creation and implementation of artistic elements including set construction, costumes, props, lighting plot, and sound design
  - Technical rehearsals are also scheduled to allow crew time to refine lighting, sound, special effects, quick costume changes, and set changes
- Performances
  - Mainstage productions run for 3 to 5 weeks, with 9 to 15 weekend performances for each run
- Review and Evaluation
  - Cast and crew surveys are distributed closing weekend
    - Surveys are reviewed in detail by the production team and staff
  - Production team debriefing is held to ascertain areas of success and areas needing improvement
  - Data from participant surveys and production analysis are the basis for process changes that improve the participant experience and the quality of production
  - Sales and audience input is reviewed to inform future show selection and design

The table below illustrates how these four activity categories are scheduled for upcoming productions.

### Mainstage Production Timeline

| Production                           | Activity                   | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 | May-24 | Jun-24 |
|--------------------------------------|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Toil & Trouble                       | Rehearsal                  |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Performances               |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Evaluation                 |        |        |        |        |        |        |        |        |        |        |        |        |
| The Play That Goes Wrong             | Planning                   |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Rehearsal                  |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Performances<br>Evaluation |        |        |        |        |        |        |        |        |        |        |        |        |
| The Lion, the Witch and the Wardrobe | Planning                   |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Rehearsal                  |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Performances<br>Evaluation |        |        |        |        |        |        |        |        |        |        |        |        |
| Musical<br>Title TBD                 | Planning                   |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Rehearsal                  |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Performances<br>Evaluation |        |        |        |        |        |        |        |        |        |        |        |        |
| Youth Production                     | Planning                   |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Rehearsal                  |        |        |        |        |        |        |        |        |        |        |        |        |
|                                      | Performances<br>Evaluation |        |        |        |        |        |        |        |        |        |        |        |        |

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

APAC will measure the success of Mainstage through the following means:

- **Cast/Crew Surveys**--cast and crew on their experience and their own sense of growth through the production, conducted at the mid-point and after closing
- **Attendance data**--Aloha Theatre will analyze ticket data to ascertain demographics and reach
- **Audience surveys**--Aloha Theatre will survey patrons to gather patron comments regarding show quality and impact

Surveys have been in regular use at APAC for several years, and have resulted in changes to programming to improve participant experience. For example, cast noted that the final week was made more difficult for cast and crew because of the lack of available healthy food options in the area. As a result, APAC now provides dinner for all volunteers to alleviate this concern and ensure that volunteers are happy and healthy.

APAC continues to refine survey instruments to improve transparency and influence of participants on the future shape of the Aloha Mainstage program, as

well as to ensure season selection fit the community's needs

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.

APAC will report the following measures:

- Number of program participants
- Audience count by production
- Actor and crew survey results, including satisfaction and personal growth data
- Audience satisfaction survey results

## **IV. 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)

# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant:  Aloha Performing Arts Company dba Aloha Theatre

| BUDGET CATEGORIES                       | Total State Funds Requested<br>(a) | Total Federal Funds Requested<br>(b)  | Total County Funds Requested<br>(c) | Total Private/Other Funds Requested<br>(d) |
|---|------------------------------------|---|-------------------------------------|--|
| A. PERSONNEL COST                       |                                    |   |                                     |  |
| 1. Salaries                             | 11,900                             |   |                                     | 66,850                                     |
| 2. Payroll Taxes & Assessments          |                                    |   |                                     | 3,040                                      |
| 3. Fringe Benefits                      |                                    |   |                                     | 7,308                                      |
| TOTAL PERSONNEL COST                    | <b>11,900</b>                      |   |                                     | <b>77,198</b>                              |
| B. OTHER CURRENT EXPENSES               |                                    |   |                                     |  |
| 1. Airfare, Inter-Island                |                                    |   |                                     |  |
| 2. Insurance                            |                                    |   |                                     | 2,355                                      |
| 3. Lease/Rental of Equipment            |                                    |   |                                     |  |
| 4. Lease/Rental of Space                |                                    |   |                                     | 19,152                                     |
| 5. Staff Training                       |                                    |   |                                     |  |
| 6. Supplies                             | 500                                |   |                                     | 4,340                                      |
| 7. Telecommunication                    |                                    |   |                                     |  |
| 8. Utilities                            |                                    |   |                                     | 2,400                                      |
| 9 Musicians                             | 4,800                              |   |                                     | 4,860                                      |
| 10 Guest Directors                      | 500                                |   |                                     | 1,500                                      |
| 11 Vocal, Music, Dance Directors        |                                    |   |                                     | 3,500                                      |
| 12 Costumes, Props, Hair, Makeup        | 4,000                              |   |                                     | 4,050                                      |
| 13 Set Construction                     | 1,500                              |   |                                     | 4,000                                      |
| 14 Marketing                            | 1,800                              |   |                                     | 6,450                                      |
| 15 Licensing Fees                       | 17,500                             |   |                                     | 4,250                                      |
| 16                                      |                                    |   |                                     |  |
| 17                                      |                                    |   |                                     |  |
| 18                                      |                                    |   |                                     |  |
| 19                                      |                                    |   |                                     |  |
| 20                                      |                                    |   |                                     |  |
| TOTAL OTHER CURRENT EXPENSES            | <b>30,600</b>                      |   |                                     | <b>56,857</b>                              |
| C. EQUIPMENT PURCHASES                  |                                    |   |                                     |  |
| D. MOTOR VEHICLE PURCHASES              |                                    |   |                                     |  |
| E. CAPITAL                              |                                    |   |                                     |  |
| <b>TOTAL (A+B+C+D+E)</b>                | <b>42,500</b>                      |   |                                     | <b>134,055</b>                             |
| <b>SOURCES OF FUNDING</b>               |                                    | Budget Prepared By:   |                                     |  |
| (a) Total State Fund Requested          | 42,500                             | Melissa Geiger <span style="float: right;">808-345-9373</span>                            |                                     |  |
| (b) Total Federal Funds Requested       |                                    | Name (Please type or print) <span style="float: right;">Phone</span>                      |                                     |  |
| (c) Total County Funds Requested        |                                    | January 18, 2023  |                                     |  |
| (d) Total Private/Other Funds Requested | 134,055                            | Signature of Authorized Official <span style="float: right;">Date</span>                  |                                     |  |
| <b>TOTAL BUDGET</b>                     | <b>176,555</b>                     | Melissa Geiger, President and Executive Director<br>Name and Title (Please type or print) |                                     |  |

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES Period: July 1, 2023 to June 30, 2024

Applicant: Aloha Performing Arts Company dba Aloha Theatre

| POSITION TITLE  | FULL TIME EQUIVALENT | ANNUAL SALARY A | % OF TIME ALLOCATED TO GRANT REQUEST B | TOTAL STATE FUNDS REQUESTED (A x B) |
|---|----------------------|-----------------|--|-------------------------------------|
| Artistic Director   | 1                    | \$59,000.00     | 14.92%                                 | \$ 8,800.00                         |
| Technical Director  | 1/3                  | \$12,000.00     | 7.92%                                  | \$ 950.00                           |
| House Manager   | 1/8                  | \$5,940.00      | 36.20%                                 | \$ 2,150.00                         |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
|   |                      |                 |  | \$ -                                |
| <b>TOTAL:</b>   |                      |                 |  | <b>11,900.00</b>                    |
| <b>JUSTIFICATION/COMMENTS:</b> The Artistic Director plans and leads all MainStage productions and ensures a safe, creative environment for volunteer actors and technicians which results in high quality performances that provide a moving experience for patrons. The Technical Director supervises the lighting, sound and backstage elements of each production, supporting technical volunteers who create the magic of theatre behind the scenes. Finally, the House Manager is responsible for creating an experience that enhances patrons' enjoyment of the attending the theatre while supporting the theatre's business functions. |                      |                 |  |                                     |

Applicant: Aloha Performing Arts Company dba

| 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: 2021-2022                                | FY: 2022-2023 | FY:2023-2024          | FY:2023-2024                     | FY:2024-2025                         | FY:2025-2026 |
| PLANS                          |  |               |                       |                                  |                                      |              |
| LAND ACQUISITION               |  |               |                       |                                  |                                      |              |
| DESIGN                         |  |               |                       |                                  |                                      |              |
| CONSTRUCTION                   |  |               |                       |                                  |                                      |              |
| EQUIPMENT                      |  |               |                       |                                  |                                      |              |
| <b>TOTAL:</b>                  |  |               |                       |                                  |                                      |              |
| <b>JUSTIFICATION/COMMENTS:</b> |  |               |                       |                                  |                                      |              |

Applicant Aloha Performing Art Company dba Aloha

| DESCRIPTION<br>EQUIPMENT | NO. OF<br>ITEMS | COST PER<br>ITEM | TOTAL<br>COST | TOTAL<br>BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$            |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$            |                   |
|                          |                 |                  | \$ -          |                   |
| <b>TOTAL:</b>            |                 |                  |               |                   |

JUSTIFICATION/COMMENTS: Not Applicable

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

JUSTIFICATION/COMMENTS: Not Applicable

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

Applicant: Aloha Performing Arts Company dba Aloha Theatre

Contracts Total: \$448,288.42

|    | <b>CONTRACT DESCRIPTION</b>             | <b>EFFECTIVE DATES</b> | <b>AGENCY</b>        | <b>GOVERNMENT ENTITY<br/>(U.S./State/Hawaii/<br/>Honolulu/ Kauai/<br/>Maui County)</b> | <b>CONTRACT VALUE</b> |
|----|---|------------------------|----------------------|--|-----------------------|
| 1  | County of Hawaii Nonprofit Grant FY2020 | 7/1/2019-6/30/2020     | County of Hawaii     | County   | \$8,762.00            |
| 2  | HI SFCA - CARES Act Regrant             | 3/1/2020-5/31/2021     | HI SFCA              | State  | \$14,301.00           |
| 3  | Holomua Hawaii Local Grant              | 3/23/2020-9/30/2020    | County of Hawaii     | County   | \$10,000.00           |
| 4  | HI PIVOT Grant                          | 4/1/2020-11/23/2020    | State of Hawaii      | State  | \$2,593.04            |
| 5  | Paycheck Protection Program 1           | 4/20/2020-6/14/2020    | Small Business Admin | US   | \$55,050.00           |
| 6  | HI SFCA FY2021                          | 7/1/2020-6/30/2021     | HI SFCA              | State  | \$12,000.00           |
| 7  | County of Hawaii Nonprofit Grant FY2021 | 7/1/2020-6/30/2021     | County of Hawaii     | County   | \$8,000.00            |
| 8  | Paycheck Protection Program 2           | 3/31/2021-9/5/2021     | Small Business Admin | US   | \$55,050.00           |
| 9  | Shuttered Venue Operators Grant         | 7/15/2021-6/30/2022    | Small Business Admin | US   | \$257,532.38          |
| 10 | HI SFCA - ARP Regrant                   | 10/1/2021-11/30/2021   | HI SFCA              | State  | \$15,000.00           |
| 11 | HI SFCA FY2023                          | 7/1/2022-6/30/2023     | HI SFCA              | State  | \$10,000.00           |
| 12 |   |                        |                      |  |                       |
| 13 |   |                        |                      |  |                       |
| 14 |   |                        |                      |  |                       |
| 15 |   |                        |                      |  |                       |
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| 28 |   |                        |                      |  |                       |
| 29 |   |                        |                      |  |                       |
| 30 |   |                        |                      |  |                       |



- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$25,000  | \$10,000  | \$7,500   |           | \$42,500    |

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

APAC's MainStage program is funded in part through ticket sales to the community. APAC will seek additional funding from private funders and foundations.

- 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 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 2024 for program funding.

See Page 10 Government Contracts, Grants, and/or Grants in Aid for prior history.

APAC has applied to Hawaii State Foundation on Culture and the Arts for funding for its Aloha Teen Theatre program for FY2024. The theatre also anticipates applying to the County of Hawaii Grants in Aid FY2024 for its education program

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

The Aloha Performing Arts Company's unrestricted current assets as of December 31, 2022 are \$1,171,924

## **V. 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.

APAC has demonstrated extensive experience in the design, management, and presentation of live theatre since its earliest incarnation in the early 1980's. Staff and volunteers have many years experience at the Aloha Theatre and beyond, as performers, designers, technicians, producers and directors.

Recent Mainstage productions are:

#### **2022 Season**

*Little Shop of Horrors*  
*Disney's Moana Jr.*  
*Clue Onstage: The Musical*  
*Eddie Would Go*  
*The Rocky Horror Show*  
*Winter Wonderettes*

#### **2020-2021 Productions**

*Romeo & Juliet*  
*The Two Musketeers*  
*It's a Wonderful Life: A Live Radio Play*

#### **2019-2020 Season**

*A Cage of Fireflies*  
*Beyond Therapy*  
*The Rocky Horror Show Elf: The Musical Jr.*  
*Tnto the Woods*  
*The Laramie Project*

#### **2018-2019 Season**

*The Addams Family*  
*A Christmas Story Mamma Mia!*  
*Harvey*  
*Peter Pan Jr.*

## **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.

APAC owns and operates the Aloha Theatre, which serves as its primary performance venue, rehearsal space, and offices. The theatre was built in 1932, retrofitted to better accommodate live theatre with the assistance of a Grant in Aid in the early 1990's, and purchased by APAC in 2016. Accommodating 304 patrons, the theatre facility and its technical equipment have been upgraded in recent years to improve safety and artistic capacity, which has been accomplished through targeted fundraising and reinvestment of earned income.

## **VI. 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.

APAC presently has a staff of 9, four of whom will work directly on the Mainstage program. Staff have well-defined roles and work plans, and incorporate technology to enable strong staff communication and project management.

#### **Sara Athans**

Artistic Director

*Program Director for MainStage*

Sara is a community arts administrator, facilitator, and director originally from Anchorage, Alaska. Prior to joining the Aloha Theatre as its Artistic Director, Sara served as the theatre's Education Director. Sara worked in a pre-K special education classroom in Kona, as the Director of Programs at the UMLAUF Sculpture Garden & Museum in Austin, Texas and as the Executive Director of Anchorage Community Theatre in Anchorage, Alaska. She holds a BA in Theatre & Dance from the University of Texas and an MA in Applied Theatre from the Royal Central School of Speech and Drama in London. Sara has a passion for creating theatre that is accessible, equitable, and joyful.

**Stefani Pelletier**

Production Manager

*Production management and support, administrative support*

Stefani joined the APAC staff in August 2019, bringing a wealth of knowledge of theatre administration and production and stage management. She has extensive experience in community, professional, and immersive theatre, as well as strong administrative skill. Stefani is completing her final semester of study for a Bachelor of Arts in Theatre at the University of Hawaii at Hilo. Her role for Mainstage will include resource management, marketing and administrative support, including financial oversight of budgets and expenditures.

**Guest Directors**

*Direction of two Mainstage productions*

APAC staff are currently vetting candidates to serve as guest directors for Mainstage productions in 2023 and 2024. As APAC transitions to a new Artistic Director, the committee is focusing on a core group in order to provide continuity in production quality. All candidates have extensive acting, directing and technical experience, and will be required to complete the theatre’s director training program.

Guest directors are responsible for all artistic decisions for their productions, working closely with the Artistic Director and staff to give life to their vision.

**Technical Director**

Coordinating technical aspects of all shows

This position is currently vacant

**Melissa Geiger** President & Executive Director

*Administrative oversight*

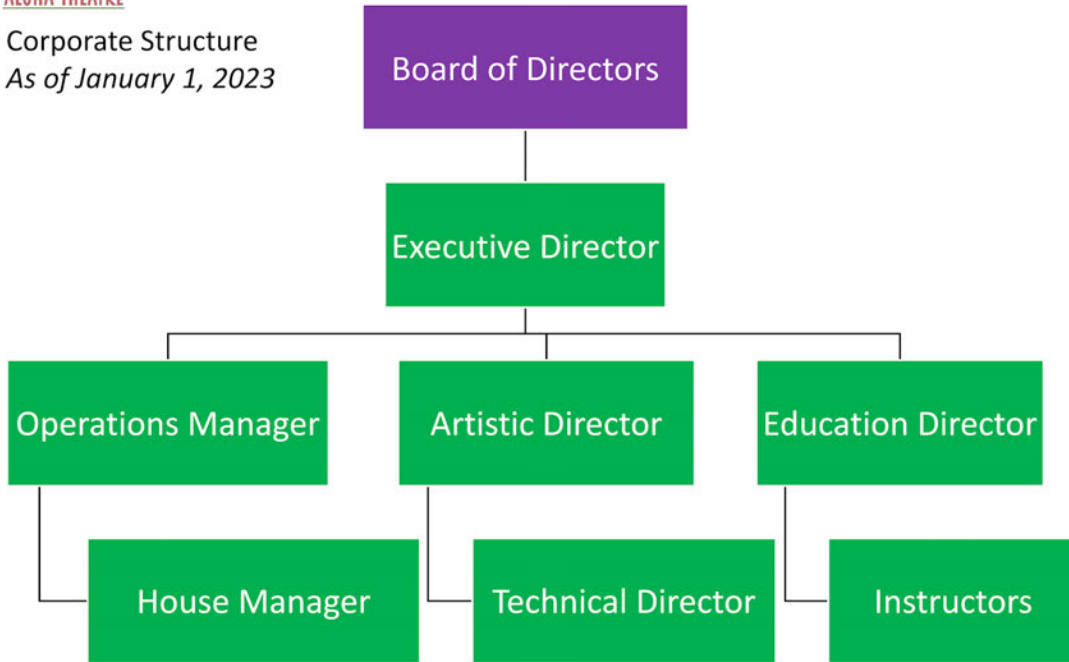
Melissa has served in a management capacity at APAC since 2014, having also performed on the Aloha Theatre stage and on the Board of Directors. She has extensive project management experience from her prior employment in investment banking and real estate, and is presently Chair of the Board of Directors of HANO (Hawai’i Alliance of Nonprofit Organizations). Her role for Mainstage will be administrative oversight, fund development, financial management, contracting, and support for program evaluation.

**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.



Corporate Structure  
As of January 1, 2023



### **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

|                    |                      |
|--------------------|----------------------|
| Executive Director | \$60,000 to \$70,000 |
| Artistic Director  | \$50,000 to \$60,000 |
| Education Director | \$45,000 to \$50,000 |

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

APAC does not have any pending litigation to which they are a party, including any outstanding judgment.

### **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.

Not applicable.

### **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

No funds will be used to support nor to benefit any sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.