

January 19th, 2024

State of Hawaii
Ka Moku'Āina O Hawai'i
Department of Labor and Industrial Relations
Ka 'Oihana Pono Limahana
Office of Community Services
830 Punchbowl Street
Room 420
Honolulu, Hawaii 96813

Aloha,

I am writing to submit the grant application on behalf of the Alexander & Baldwin Sugar Museum, a cultural institution dedicated to preserving and presenting the rich history of Hawaii's sugar industry. Our organization, under my role as Executive Director, has been a steadfast contributor to the community, fostering education, and community engagement since our establishment in 1987.

Enclosed herewith, please find our comprehensive grant application for your review and consideration. The proposed initiatives outlined in the application, including the expansion of our educational programs and community outreach efforts, align seamlessly with the mission of the Office of Community Services. The Museum's commitment to cultural enrichment and inclusivity resonates with the values upheld by the State of Hawaii.

The requested grant will play a pivotal role in elevating our school program, establishing recurring community events, and enhancing our outreach efforts. Through these initiatives, we aim to further connect with the community, broaden access to cultural education, and contribute to the overall well-being of residents and visitors alike.

We are confident that the proposed projects will have a meaningful and lasting impact, and we are excited about the opportunity to collaborate with the State of Hawaii in advancing our shared goals. The sustainability plan outlined in the application underscores our commitment to ensuring the continued success of the funded activities beyond the fiscal year 2023-24.

We appreciate your time and consideration of our application.
Sincerely,

Jill Pridemore
Executive Director
Alexander & Baldwin Sugar Museum

Application Submittal Checklist

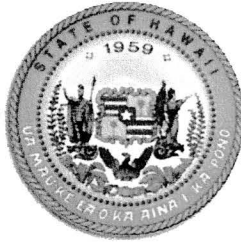
The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (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


AUTHORIZED SIGNATURE

Jill Pridemore / Executive Director
PRINT NAME AND TITLE

1/18/24
DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: ALEXANDER & BALDWIN SUGAR MUSEUM

Issue Date: 01/18/2024

Status: Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX0210

UI#: XXXXXX9038

DCCA FILE#: 44529

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED STATUTES**

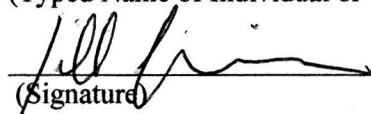
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Alexander & Baldwin Sugar Museum
(Typed Name of Individual or Organization)

 1/19/24 _____
(Signature) (Date)

Jill Pridemore _____ Executive Director
(Typed Name) (Title)

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

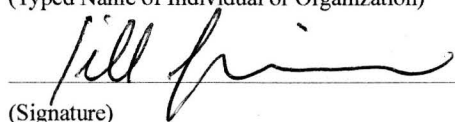
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Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Alexander & Baldwin Sugar Museum
(Typed Name of Individual or Organization)


(Signature)

1/18/24
(Date)

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

2. Declaration Statement

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

3. Public Purpose

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

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;

Established in 1980, the Alexander & Baldwin Sugar Museum, located in historic Puunene, Maui, has been a vital institution since its public opening on July 15, 1987. The museum's six exhibit rooms and outdoor displays are dedicated to preserving and presenting the rich history and heritage of the sugar industry, as well as the multi-ethnic plantation lifestyle it fostered.

In 1990, the museum achieved 501c3 status and has since garnered local, state, and national recognition for its adaptive use of a plantation residence and outstanding exhibits. Situated on the grounds are two original 1902 plantation residences, the sole remnants of the once-thriving Puunene camp. One residence currently houses the museum, offices, and a retail store, while the other is being adapted to better preserve and store collections, provide office and storage space for educational programs, and is poised for public use.

The museum's meticulously designed grounds offer a glimpse into the 1920s and 1930s sugar plantation era, featuring historic plantation equipment exhibits, interpretive signage, and plant identification signs. The setting serves as a poignant tribute to the significant role played by individuals who migrated from around the world to work in Hawaii's plantations, becoming an integral part of the island's cultural fabric.

Residents frequently visit the museum to reconnect with their heritage, while global visitors provide a unique opportunity to share Hawaii's plantation history on an international scale. Over a million people have visited the museum to date, and its education program has positively impacted over 56,000 students. The Alexander & Baldwin Sugar Museum stands as a beacon, bridging the past with the present and fostering a deeper understanding of Hawaii's cultural evolution.

2. The goals and objectives related to the request;

In line with our commitment to fostering educational opportunities and community engagement, we are seeking funding to expand our school program and community outreach efforts. This grant will play a crucial role in realizing our vision to provide an immersive and accessible educational experience for students, broaden our impact within the community, and establish recurring events that bring people together. Through the proposed initiatives, we aim to make our school program more inclusive, create a recurring and anticipated Family Day event, and host a series of community workshops and talk story events. The goals and objectives outlined below outline our strategic approach to achieving these aspirations, contributing to a more enriched and interconnected community.

Expanding School Program:

Goal: Broaden the reach of our school program to provide a more accessible educational experience for students.

Objectives:

1. Increase the number of schools participating in our program by providing bus subsidies to cover transportation costs.
2. Develop new and engaging educational materials and activities that align with curriculum standards to enrich the learning experience.
3. Collaborate with educators to tailor program content, ensuring relevance to diverse student groups and grade levels.

Recurring Family Day Event:

Goal: Establish the successful free-to-the-public Family Day event as a recurring and anticipated community gathering.

Objectives:

1. Plan and organize a series of Family Day events throughout the year, each offering unique themes and activities to attract a diverse audience.
2. Increase community participation and attendance through strategic marketing, partnerships with local organizations, and interactive exhibits.
3. Collect feedback from attendees to continually improve and refine the Family Day experience, making it a staple in the community calendar.

Community Workshops and Talk Story Events:

Goal: Foster community engagement and dialogue by hosting a series of workshops and talk story events.

Objectives:

1. Develop a range of workshops addressing topics such as cultural heritage and practices.
2. Organize talk story events featuring local experts, historians, and community leaders to facilitate meaningful discussions and knowledge-sharing.
3. Promote inclusivity and cultural diversity by collaborating with community organizations and leaders to ensure a broad spectrum of perspectives and voices.

These goals and objectives align with the museum's mission to preserve and present the history and heritage of the sugar industry while actively engaging and enriching the community through educational initiatives and cultural events. The successful execution of this grant request will contribute to a more vibrant and interconnected community, fostering a deeper appreciation for Hawaii's cultural legacy.

3. The public purpose and need to be served;

The desire to expand the educational programs and community outreach initiatives is rooted in the fundamental importance of preserving Hawaii's cultural heritage and fostering a sense of community connection. By expanding our school program, we aim to address the need for comprehensive and accessible educational experiences that go beyond traditional classroom settings, providing students with a deeper understanding of their cultural roots.

Our commitment to community outreach responds to the need for shared spaces that facilitate meaningful interactions and conversations. Hawaii's diverse population, influenced by the multi-ethnic plantation lifestyle, calls for initiatives that celebrate this cultural tapestry. The recurring Family Day event seeks to meet the need for inclusive, family-friendly activities that bring people together, fostering a stronger sense of community pride and unity.

Furthermore, the hosting of community workshops and talk story events is driven by the necessity for platforms where residents can engage in open dialogue, share stories, and learn from one another. This initiative responds to the need for cultural exchange, knowledge dissemination, and the promotion of sustainability practices, creating a more informed and connected community.

In essence, the public purpose served by these initiatives is to contribute to the well-being of the community by offering educational resources, fostering cultural pride, and providing spaces for dialogue and connection. By addressing these needs, the Sugar Museum seeks to be a catalyst for community enrichment, ensuring that Hawaii's unique heritage is celebrated, preserved, and shared with present and future generations.

4. Describe the target population to be served; and

The target population for the expanded educational programs and community outreach initiatives encompasses a diverse range of individuals, reflecting the multicultural fabric of Hawaii and its unique historical background. Our initiatives are designed to serve the following key groups:

1. Students and Educators:

- **Elementary School Students:** The school program expansion specifically targets students across various grade levels, offering age-appropriate and curriculum-aligned educational experiences.
- **Educators:** Collaborative efforts with teachers and educators to enhance the impact of our educational materials and activities, ensuring they align seamlessly with classroom objectives.

2. Families and Community Members:

- **Local Families:** The recurring Family Day event aims to engage local families in fun and educational activities, fostering a sense of community pride and connection.
- **Community Members:** Community workshops and talk story events are designed to appeal to a broad audience, inviting residents from diverse backgrounds to participate in cultural exchanges and knowledge-sharing.

3. Global Visitors:

- **Tourists and Visitors:** The museum's community outreach efforts extend to tourists and visitors, providing them with an opportunity to learn about Hawaii's unique history and cultural heritage.

Underrepresented Groups: Targeting communities that may have historically been underrepresented or underserved, with a focus on inclusivity and providing access to cultural education.

By catering to such a diverse target population, the Sugar Museum aims to create an inclusive and welcoming space for all, ensuring that its educational initiatives and community events resonate with a wide range of individuals, fostering a shared appreciation for Hawaii's rich cultural tapestry and historical legacy.

5. Describe the geographic coverage.

These initiatives are designed to serve a broad geographic range, reaching both local residents and visitors. The primary focus areas for our initiatives include:

Local Communities on Maui:

Recognizing the interconnectedness of communities on Maui, the museum's programs aim to have island-wide coverage, making educational resources and community events accessible to residents across the entire island.

Visitors to Hawaii:

Our community outreach initiatives are designed to attract not only local residents, but tourists exploring Maui, providing them with an opportunity to learn about the island's unique cultural heritage.

Global Outreach:

By leveraging virtual and online platforms to extend the geographic coverage beyond physical boundaries, we are able to allow individuals worldwide to access educational materials and participate in virtual events.

The museum recognizes the importance of reaching diverse audiences and ensuring that its programs are accessible to both local residents and those around the world. The Sugar Museum aims to create a widespread impact, fostering a deeper understanding and appreciation for Hawaii's cultural history across different communities and regions.

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;

The scope of work for the Alexander & Baldwin Sugar Museum's expanded educational programs and community outreach initiatives is comprehensive and multi-faceted. Key tasks and responsibilities include:

- Developing and implementing an enhanced school program with engaging educational materials and activities.
 - Organizing recurring Family Day events with diverse themes and activities to attract a broad audience.
 - Hosting a series of community workshops and talk story events addressing cultural heritage and practices.
 - Collaborating with schools to provide bus subsidies, ensuring accessibility for students to participate in museum programs.
 - Conducting marketing and outreach efforts to promote events and programs to local residents, tourists, and the broader community.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

The Alexander & Baldwin Sugar Museum's expanded educational programs and community outreach initiatives will be executed within a one-year timeframe, strategically organized into quarters. Key tasks and responsibilities include:

- **Quarter 1:**
 - Develop and refine enhanced school program materials.
 - Initiate marketing and outreach efforts.
 - Host the first recurring Family Day event.

- **Quarter 2:**
 - Begin the community workshop series.
 - Implement bus subsidies for selected schools.
 - **Quarter 3:**
 - Expand the school program to additional grade levels.
 - Organize multiple Family Day events.
 - Continue and evaluate the community workshop series.
 - **Quarter 4:**
 - Consolidate successful program elements.
 - Host established recurring events.
 - Assess and refine community workshops.
 - Finalize and report on bus subsidy program effectiveness.
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
- Regular surveys and feedback collection from participants to assess program satisfaction and impact.
 - Collaborative evaluation sessions with educators to ensure alignment with curriculum standards.
 - Periodic reviews of Family Day events and community workshops to identify areas for improvement.
 - Continuous engagement with the community through focus groups to gather qualitative insights.
 - Quarterly assessments of bus subsidy utilization and impact on school participation.
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.
- **Participation Rates:**
 - Number of schools participating in the expanded school program.

- Attendance figures for recurring Family Day events.
- Community workshop and talk story event attendance.
- **Educational Impact:**
 - Evaluation of educational materials by educators.
- **Community Engagement:**
 - Number of new partnerships established with local organizations.
 - Attendance numbers for event participation.
- **Bus Subsidy Program Impact:**
 - Utilization rates of bus subsidies.
 - Qualitative feedback from schools on the impact of subsidies.

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](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$29,750	\$37,250	\$37,250	\$29,750	\$134,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.
 - County of Maui Office of Economic Development
 - Atherton Family Foundation, administered by Hawaii Community Foundation

- Alexander & Baldwin Kokua Giving

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.

No tax credits have been received, nor will be applied for.

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 2025 for program funding.

The Alexander & Baldwin Sugar Museum has received the following federal, state or county grants in the past three years. All of these grants have been expended or will be by the beginning of this grant implementation periods.

Agency	Year	Amount	Purpose
State Foundation on Culture and the Arts (ARP Recovery Grant)	2021	\$15,000.00	Museum Operations
SBA Shuttered Venue Operators Grant	2021	\$93,662.08	Museum Operations
PPP Loan	2021	\$44,710.00	Museum Payroll
Maui County Adaptability Fund	2021	\$10,000.00	Museum Programs
County of Maui Office of Economic Development	2022	\$20,000.00	Plantation Days Community Event
County of Maui Office of Economic Development	2023	\$70,000	Museum Operations
State of Hawaii	2023	\$150,000	Capital
State of Hawaii, County of Maui, Maui Economic Opportunity (MEO), and Maui Economic Development Board (MEDB)	2023	\$10,000	Maui Business Bridge Grant

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

\$115,264.59

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.

Since its inception in 1987, the Alexander & Baldwin Sugar Museum has maintained financial sustainability through a diversified funding approach. Funding sources include support from the former Hawaiian Commercial & Sugar Company, successful foundation grant applications, revenue from admission fees and retail sales, generous donations, strategic use of grant funds, and the valuable contributions of qualified volunteers.

Financial stewardship and operational oversight are entrusted to a dedicated team, including staff, volunteers, and an all-volunteer Board of Directors. Their collective expertise, gained through extensive involvement with the museum, ensures a profound understanding of its operations and programs. The Board, comprised entirely of volunteers, reflects a shared commitment to preserving Hawaii's sugar industry history.

The museum's sustainability extends to its team's diverse skill sets, knowledge, and experience, providing a strong foundation for the proposed projects outlined in this application. With a history of sound financial management, community support, and a capable team, the Alexander & Baldwin Sugar Museum is well-prepared to successfully execute its mission and enrich the cultural tapestry of the community.

The current all-volunteer Board of Directors is composed of:

- Robert Stoner, Board President, *owner, S&F Land Company*
- Ken Ota, Vice President, *owner, Irrigation Systems Incorporated*
- Wil Cambra, Treasurer, *Vice President, Walker Industries*
- Alyson Nakamura, Secretary, *Vice President, Governance & Sustainability, and Corporate Secretary at Alexander & Baldwin*
- Richard Cameron, Director, *Retired General Manager, Hawaiian Commercial & Sugar Company*
- Meredith Ching, Director, *Vice President External Affairs at Alexander & Baldwin*
- Estefano Ferrari, Director, *Director of Facilities and Project Management, Hawaii Petroleum, LLC*
- Roger MacArthur, Director, *Retired First Hawaiian Bank Senior Vice President*
- Grant Nakama, Director, *Operations Manager at Mahi Pono LLC*
- Maryanna G. Shaw-Stockholm, Director, *Retired Vice President, Alexander & Baldwin*
- Douglas Sheehan, Director, *Retired Vice President of Sales, Kaman Industries*
- Darren Strand, Director, *Vice President of Agricultural Outreach and Business Development at Mahi Pono, LLC*
- Rick Volner, Jr., Director, *General Manager at Honolulu Construction & Draying Co., Ltd., Maui*

The Board of Directors oversees Museum Director:

- Jill Pridemore, Museum Director

The Museum Director oversees staff consisting of:

- Holly Buland, Assistant Director
- Traci Kala, Front Desk and Retail Manager
- Liane Pasion, Education Program Manager
- Charles Kanno, Maintenance and Security

Projects completed in the last three years:

- 2022: Plantation Days Event
- 2023: Local Artisans Craft Fair
- 2023: Family Days Event
- 1990-current: Sugar Museum education program

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 Alexander & Baldwin Sugar Museum is housed in a preserved 1902 plantation-era wooden house, covering approximately 1800 square feet. This historic structure serves as the main museum building, creating an authentic and immersive environment for visitors. Adjacent to this building is another 1902 wooden plantation-era house designated as the Annex building. Currently utilized to house our archive and object collection, the Annex is also being prepared for public use, enhancing the overall museum experience.

Situated on a spacious 4.166-acre property, the museum grounds have been thoughtfully designed to reflect the ambiance of the sugar plantation era in the 1920s and 1930s. The expansive area accommodates the museum's mission to preserve and present the history and heritage of the sugar industry.

Accessibility is a priority at the museum, with wheelchair access provided to ensure inclusivity for all visitors. Additionally, a well-maintained public parking lot, complete with designated handicapped and bus stalls, ensures convenient and safe access to the facility.

In terms of adequacy for the grant request, the current facilities offer a solid foundation for the museum's exhibits, educational programs, and public engagement. The Annex building, with its archive and object collection, adds a valuable dimension to the museum's offerings.

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.

The Alexander & Baldwin Sugar Museum boasts a dedicated and qualified team to support the successful implementation of the proposed project. Our staffing pattern is designed to ensure effective supervision, training, and administrative direction, aligning with the viability of the grant request.

Jill Pridemore - Museum Director:

Jill has been an integral part of the Sugar Museum since February 2020, bringing with her a degree in visual arts. As the Museum Director, Jill's role is pivotal in overseeing all aspects of the project tied to this funding request. With a rich background as the founder of an educational nonprofit, she possesses extensive experience in grant writing, budget management, and financial statement reporting. Jill is well-versed in historic and artistic exhibit development, including the curation of large, outdoor industrial exhibits. Her leadership extends to supervising all staff involved in the grant-funded project, and she will be personally responsible for financial reports and tasks.

Holly Buland - Assistant Director:

Holly has been an integral part of the Sugar Museum team since 2009 and currently holds the position of Assistant Director. With a certification as a small museum professional and 15 years of experience, Holly brings a wealth of expertise in historic building maintenance, rehabilitation, and construction project management. Her proficiency in grant and budget writing, reporting, and management makes her an invaluable asset to the project. Holly works directly with the Museum Director, Jill Pridemore, collaborating on all aspects of the funding request to ensure seamless coordination and execution.

Liane Pasion – Education Director

Liane Pasion, Education Director at the Alexander & Baldwin Sugar Museum for the past decade, brings a wealth of experience and dedication. With a degree in education, Liane has played a pivotal role in expanding the museum's educational initiatives. Her expertise lies in curriculum development, program management, and successful grant applications. Liane excels in supervising, training, and providing administrative direction to the education team, ensuring seamless implementation of projects that contribute to the museum's commitment to cultural enrichment and community engagement.

Traci Kala – Front Desk Manager/Community Outreach Coordinator

Traci Kala has been an invaluable asset to the Alexander & Baldwin Sugar Museum, initially joining as a volunteer and seamlessly transitioning into a crucial role over the past two years. In her current position overseeing the management of the front desk, Traci's responsibilities extend beyond administrative tasks, as she actively assists with the education program and plays a key role in staffing for community events. With a keen eye for detail and organizational efficiency, Traci ensures the smooth operation of the museum's front desk while actively contributing to educational initiatives and community engagement efforts. Her adaptability, combined with her hands-on experience, positions Traci as a reliable and effective team member, embodying the museum's commitment to excellence in every aspect of its operations.

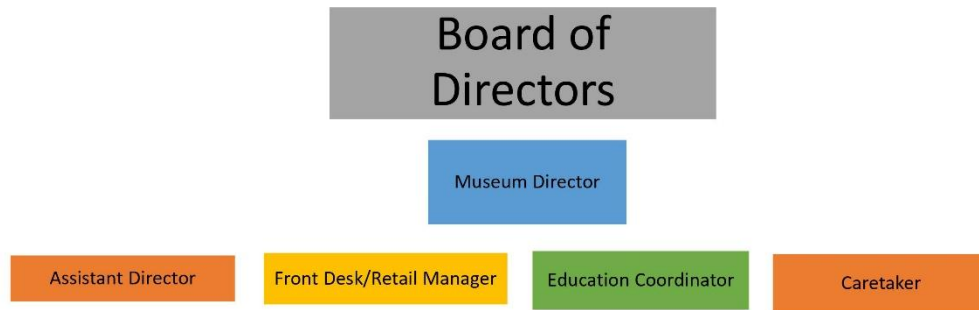
Supervision and Chain of Command:

The organizational structure adheres to a clear chain of command, with the Board of Directors at the apex. The Museum Director, Jill Pridemore, reports to the Board and is responsible for supervising all museum staff. This established hierarchy ensures effective communication, decision-making, and project oversight.

The combined qualifications and experience of Jill Pridemore and Holly Buland underscore the museum's commitment to the success of the proposed project. Their leadership, coupled with a supportive Board of Directors, creates a robust framework for the efficient execution of the grant request, guaranteeing a seamless and impactful outcome.

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.



Alexander & Baldwin Sugar Museum Organizational Chart, FY 2023-2024

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.

- | | |
|------------------------------|----------|
| 1. Museum Director | \$90,000 |
| 2. Assistant Director | \$29,406 |
| 3. Front Desk/Retail Manager | \$15,210 |

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.

Not Applicable

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.

Not Applicable

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

In the event that the grant application for fiscal year 2023-24 is successfully received by the Alexander & Baldwin Sugar Museum, but not secured thereafter, a comprehensive sustainability plan is in place to ensure the continued success of the funded activities. The key components of this plan include:

1. Community Event Revenue:
 - Once established, the community events initiated through the grant will become an integral part of the museum's annual calendar.
 - These events are strategically designed to attract diverse audiences, generating revenue through admission fees, merchandise sales, and potential partnerships with local businesses.
2. Diversification of Funding Sources:
 - Acknowledging the dynamic nature of grant funding, the museum will actively seek additional funding from various sources to sustain the educational programs and community events.

- Continuous efforts will be made to identify and apply for grants from foundations, local organizations, and government entities to supplement and diversify financial support.

3. Bus Subsidy Grant Applications:

- Recognizing the importance of the bus subsidy program, the museum will proactively apply for grants specifically dedicated to transportation subsidies for school visits.
- Cultivating relationships with relevant grant providers and staying informed about upcoming opportunities will be a priority to ensure the continuous support of school participation in museum programs.

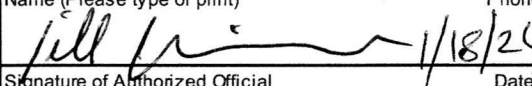
Through these strategic measures, the Alexander & Baldwin Sugar Museum aims to build a robust and diverse financial foundation, ensuring the long-term sustainability of the educational programs and community events beyond the fiscal year 2023-24, even if the grant is not renewed in subsequent years.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

App

Alexander & Baldwin Sugar Museum

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	74,250			
2. Payroll Taxes & Assessments	9,653			
3. Fringe Benefits	2,100			
TOTAL PERSONNEL COST	86,003			
B. OTHER CURRENT EXPENSES				
1. Bus Subsidies	15,000			5,000
2. Insurance	5,000			15,000
3. Event supplies	10,000			
4. School Program Supplies	10,000			
5. Shade Structures for school program and com	6,000			
6. Utilities	3,750			11,250
7. Marketing	10,000			
7				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	59,750			31,250
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	145,753			31,250
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	145,753	Jill Pridemore	808-283-3878	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			1/18/24 1/19/24	
(d) Total Private/Other Funds Requested	31,250	Signature of Authorized Official	Date	
TOTAL BUDGET	177,003	Jill Pridemore	Executive Director	
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Alexander & Baldwin Sugar Museum

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$90,000.00	25.00%	\$ 22,500.00
Assistant Director	0.5	\$32,000.00	50.00%	\$ 16,000.00
Front Desk Manager	0.5	\$26,000.00	25.00%	\$ 6,500.00
Education Director	0.25	\$13,000.00	100.00%	\$ 13,000.00
Education Personnel	0.25	\$13,000.00	25.00%	\$ 3,250.00
Community Outreach Personnel	0.25	\$13,000.00	100.00%	\$ 13,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				74,250.00

JUSTIFICATION/COMMENTS: