

## 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

Executive Director

PRINT NAME AND TITLE

1/13/2025

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:** HAWAII PERFORMING ARTS COMPANY, LTD.

**DBA/Trade Name:** Manoa Valley Theatre

**Issue Date:** 01/13/2025

**Status:** **Compliant**

Hawaii Tax#: 20290352-01

New Hawaii Tax#: T-0420462592

FEIN/SSN#: XX-XXX8833

UI#: XXXXXX4068

DCCA FILE#: 18034

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.

Hawaii Performing Arts Company, LTD dba Manoa Valley Theatre

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



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

**Kathleen Young**

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

**01/13/2025**

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

**Executive Director**

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

## 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, 2024.

Certificate of Vendor Compliance attached.

#### **2.      Declaration Statement**

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

Declaration Statement attached.

#### **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.

Hawaii Performing Arts Company Ltd (dba: Mānoa Valley Theatre) confirms that the requested grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i 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;**

For more than 55 years, Mānoa Valley Theatre has evolved as one of Hawaii's most important performing arts organizations. The theatre serves Hawaii's audience with high-quality entertainment and hands-on training and experiential opportunities in multi-disciplinary theatre arts.

Mānoa Valley Theatre annually produces 7 musicals and plays during its Mainstage Seasons. Each production is scheduled to run a minimum of 9 and maximum of 23 performances, as determined by box office demand. The selected musicals and plays include hits and award winners from recent Broadway and Off-Broadway seasons, most of which are presented by MVT in their Hawaii debuts, as well as Hawaii favorites.

With an average of 7 productions per year for over 55 years, MVT has presented an estimated 385 live theatre productions over the course of its lifespan.

In all of the work that we do, Mānoa Valley Theatre has consistently strived to:

- 1) Provide live, high-quality theatrical entertainment
- 2) Develop Hawaii's theatre artists through classroom and hands-on opportunities
- 3) Present provocative and educational experiences via unique play selection and production methodologies
- 4) Improve program quality and professionalism
- 5) Increase social change and meaningful relevance for audience members

Mānoa Valley Theatre's dynamic programming has earned it a reputation as a place of new discovery and lifelong learning. We serve as a vibrant and innovative community workplace for theatre arts students at the high school and university levels covering all aspects of live stage production.

Recently voted the "best live theatre in Hawaii" by Broadway World, MVT has maintained a high level of artistic production integrity, bringing in the very best lighting and sound designers in Hawaii. Not only has Mānoa Valley Theatre produced in its facility, but it has also demonstrated its technical expertise by producing annually off-site at larger venues, including producing the award-winning Hawaii premiere of Allegiance at the Hawaii Theatre.

## **2. The goals and objectives related to the request;**

The primary goal of Mānoa Valley Theatre is to increase access to the arts and utilize arts education to foster greater creativity and innovation in Hawaii.

This is accomplished through the attainment of the following measurable objectives:

- Produce 7 live theatre musicals, comedies, and dramas, reaching a total attendance of 15,000 (11,278 unduplicated) individuals through the Mainstage season.
- Deliver at least 9 Music & Comedy Series performances featured performances, reaching a total attendance of 1,000 unduplicated individuals.
- Facilitate 14 kūpuna nights for partner senior living communities to attend dress rehearsals of each Mainstage play.
- Provide unlimited senior and student pricing tickets for Mainstage plays.
- Scholar 10 students in the MVT Studio Arts Education classes.

## **3. The public purpose and need to be served;**

### **PUBLIC PURPOSE, VALUES AND GOALS OF MVT PROGRAMS**

- 1) **Equitable Access to the Arts:** MVT is dedicated to breaking down barriers to participation, ensuring theater is accessible to all. To expand reach, MVT provides free tickets to select schools and retirement communities for invited dress rehearsals, offering an inclusive opportunity for students and older adults to experience live theater. In addition, volunteer ushering opportunities allow community members to see

shows at no cost, fostering community involvement and engagement. Discounted tickets are available for students, teachers, seniors, and military members. All performances offer a limited inventory of introductory-priced seating allowing individuals and families of all backgrounds to attend. For our Education Program, we offer scholarships and financial aid, ensuring that no student is turned away due to financial limitations.

- 2) **Amplifying Community Voices:** MVT prioritizes the representation and elevation of local stories, artists, and creators, providing a platform for voices that may otherwise go unheard. The Black Voices Matter series, developed in partnership with Volcanic Voices, amplifies the voices of Black artists within the Hawaii community and headlining national talent.
- 3) **Social and Civic Discussions:** Mānoa Valley Theatre has branded itself as a community theatre that promotes "Arts with Purpose." The Theatre stands out not only for its artistic excellence, but for the subject matter of the selected plays that convey important social and civic messages. As such, MVT's impact in the community is provoking thoughtful reflection on issues confronting our community and society, while at the same time, cultivating artistic talents and providing meaningful entertainment to theatregoers. It has evolved into one of Oahu's major cultural arts organizations.
- 4) **Cultural Representation:** Each production and program is carefully chosen to represent the rich cultural tapestry of Hawaii. MVT's season features stories that celebrate and honor the distinct voices within Hawaii, offering audiences an opportunity to see themselves reflected on stage. Productions like *Kim's Convenience* and *Once on This Island* illuminate the diversity of our community, while the Music and Comedy Series highlights local performers and themes that resonate deeply with Hawaii's audiences.
- 5) **Out-of-School STEAM Learning:** MVT's Education program and partnership with Kaimuki High School are critical to addressing a need for more out-of-school STEAM, art, and culture programming for youth – especially those from low-income families. Researchers have found that sustained learning in music and theatre correlates to greater success in math and reading, and that students from lower socioeconomic backgrounds see the greatest benefits (Americans for the Arts, 2014). Learning in and through the arts can help level the playing field for youngsters from disadvantaged circumstances. Students who have had significant arts education have higher grade point averages and test scores and lower dropout rates, among other signs of school success (Civil Beat, July 2013).
- 6) **Supporting Early-Career Musicians:** Mānoa Valley Theatre and our *On the Rise* partner, the Henry Kapon Foundation, are dedicated to advancing Hawaii's entertainment industry through meaningful work opportunities, education and resources, inspiring community partnerships, and further supporting Hawaii's music and creative industries. Unique performance events at MVT give *On the Rise* musicians more opportunities, professional experience, and coveted publicity with significant publications and digital media channels.

#### 4. Describe the target population to be served; and

The target population—including low- to moderate-income residents, kūpuna, and emerging artists—will benefit directly through accessible arts experiences, enhanced community bonds, and new professional opportunities. For many, this series may be their first live concert experience, deepening their appreciation for local arts and enhancing their cultural connection. Emerging artists gain valuable exposure, mentorship, and income opportunities, strengthening the local arts economy and inspiring future generations.

##### **Diversity of Audiences**

MVT's constituents represent a broad range of ethnically and economically diverse community members:

- MVT programming serves Oahu residents (89%), ages 5 to 95, as well as neighbor island residents (1%) and visitors to Oahu (10%).
- Special groups of at-risk or underserved students, senior citizens, and individuals receiving social assistance are provided with free admission to selected performances to ensure equitable access to programs for a broader range of patrons.
- The ages ranges of audience members we expect to serve are:
  - Generation Z (Born after 1997): 5.1%
  - Generation Y (Born 1981-1997): 16.7%
  - Generation X (Born 1965-1980): 34.0%
  - Baby Boomers (Born 1946-1964): 38.8%
  - Silent (Born 1928-1945): 4.8%
  - Greatest Generation (Born prior to 1928): 0.6%

This distribution underscores the importance of cultivating future generations of theatergoers and arts supporters to ensure long-term audience sustainability. With only 5.1% of patrons under the age of 25, MVT sees an urgent need to increase engagement among younger audiences, building a foundation for the future of the arts in Hawaii.

- Included in the population to be served are over 260 local artists, designers, musicians, and volunteers (ages 8-80) – that participate with MVT during the performance season.
- The final production of the Mainstage Season will be produced in partnership with Kaimuki High School Performing Arts Center, benefiting 160 students. This program is a critical resource for Kaimuki High School where a high percentage of students (60% are eligible for free or reduced cost lunch) face socioeconomic barriers to participate in extra-curricular arts and culture programs.
- MVT's theatre is ADA-accessible and offers seating for patrons that require mobility assistance, service dogs, or those that are visually impaired. For all performances, MVT offers assisted listening devices for hearing-impaired attendees.

- Ethnically, MVT’s patron base is more diverse than the national average for arts organizations, with 51.6% identifying as BIPOC/AAPI. Specifically, 41.4% of patrons identify as Asian, 7.8% as Hispanic, and 2.4% as Black, compared to a national arts sector average of 11.2% BIPOC/AAPI participation. This data validates MVT’s focus on presenting stories that authentically represent the cultural and social experiences of Hawaii’s communities, ensuring that the arts are accessible, relatable, and impactful for all.

**5. Describe the geographic coverage.**

MVT programming predominantly serves Oahu residents (89%), with additional outreach to neighbor island residents (1%) and visitors to Oahu (10%).

**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;**

**SCOPE OF WORK**

Mānoa Valley Theatre’s programming is designed to uphold the values of equitable access to the arts, cultural representation, and the amplification of diverse voices that reflect Hawaii’s unique tapestry. Each program—from the seven-play mainstage season to the Music and Comedy Series and the Education Program—is infused with these values, fostering a space where the arts are accessible, culturally resonant, and deeply connected to our local community.

**SEASON COMPONENTS**

**1) Seven-Play Mainstage Season**

Each play or musical selection serves as a vehicle for community dialogue, cultural expression, and artistic growth. These works are produced in formats that invite inclusivity and audience engagement.

- **Diverse Programming:** Our productions are carefully curated to address both global and local themes that resonate with Hawaii’s unique community. By exploring issues that impact our islands as well as the world beyond, MVT’s programming invites audiences to engage with art as a powerful medium for connection, cultural insight, and dialogue. Each season spans genres and topics that reflect Hawaii’s diverse experiences and perspectives, encouraging community members to explore shared ideas, stories, and values that shape our community.
- **Post-Show Engagement:** Post-performance talkbacks at select performances provide a space for dialogue between audiences and artists, fostering deeper connections and an understanding of the themes and cultural contexts behind each production.

## 2) Music and Comedy Series

This expanded series includes performances that bring local voices to the forefront, celebrating Hawaii's artists, musicians, and comedians.

- **Local Artist Spotlights:** Featuring events like *Aloha Comedy Series*, *Black Voices Matter*, *PolyAF* and *Henry Kapon Foundation's Artists On the Rise*, the series creates a stage for Hawaii-based artists, amplifying their voices and connecting them with audiences.
- **Culturally Resonant Productions:** The Music and Comedy Series integrates familiar Hawaiian themes and regional nuances, ensuring that performances reflect the life, humor, and perspectives unique to the islands.

## 3) Education Program

MVT's revamped Education Program seeks to nurture the next generation of theater artists while ensuring broad, equitable access to professional training and mentorship.

- **Mentorship and Professional Development:** The Jo Pruden Theatre Arts Fellowship specifically aims to support young women in theater, offering hands-on learning opportunities across six mainstage shows. This program empowers the fellow to gain insights and experience in directing, stage management, lighting, sound, and more, paving the way for future leaders in the arts.

## IMPLEMENTATION, RESPONSIBILITIES, AND PARTNERSHIPS

MVT's is managed by a dedicated team all of whom bring extensive experience and a commitment to realizing MVT's values in each program. MVT's operations team ensures each show and event runs smoothly, adhering to rigorous production schedules and working with community organizations to coordinate outreach.

- **Collaboration with Community Partners:** MVT maintains strong partnerships with local organizations such as the HMSA, Volcanic Voices, and the Henry Kapon Foundation. These partnerships are essential to creating programming that is responsive to the needs and interests of Hawaii's diverse communities.
- **Marketing and Outreach:** A robust marketing campaign will ensure that season programming reaches a broad audience, with targeted outreach to underserved groups. Social media campaigns, community newsletters, and collaborations with local media will spotlight productions, classes, and fellowship opportunities.
- **Program Evaluation and Feedback:** Success will be measured through ticket sales, participant feedback, surveys, and community response. MVT's commitment to continuous improvement means that each program will be evaluated and refined, ensuring alignment with the needs and expectations of the community.

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

**Mainstage Production (Jul 2025)**

- *Side-by-Side by Sondheim*, July 17 -27 2025 (MVT 2024-2025 Season)

**Pre-Season FY26 Preparation (Jul - Aug 2025)**

- Planning, budgeting, securing partnerships

**Season Launch (Sep. 1, 2025)**

- Official start of MVT 2025-2026 Season.

**Mainstage Productions (Sep 2025 - June 2026)**

- Staggered throughout the season, each production scheduled for a minimum of 14 performances and a maximum of 29 performances, depending on box office demand; Community engagement activities will be integrated into each production

**Music and Comedy Series (Oct 2025 - Jun 2026)**

- Monthly performances, with at least 6 presentations scheduled on nights when the facility is otherwise dark

**On the Rise Concerts/Music Makers (Jul 2025 - Jun 2026)**

- 6 concerts featuring 10 emerging performing artists, one during each mainstage production at the MVT location

**Education Program (Sep 2025 - Jun 2026)**

- Ongoing classes in Theatre Arts, with quarterly sessions offered

**Season Review (June 30, 2026)**

- Evaluation and feedback collection to assess season's impact, followed by planning for the next season

**3. Describe its quality assurance and evaluation plans for the request.**

Specify how the applicant plans to monitor, evaluate, and improve their results;

Mānoa Valley Theatre employs a comprehensive evaluation strategy to assess the success of its programs and identify areas for improvement. This strategy incorporates both qualitative and quantitative measurements, allowing MVT to gain a well-rounded understanding of its impact on audiences and the broader community.

**Evaluation Goals**

The primary goals of MVT's evaluation process include:

1. **Enhancing Audience Engagement:** Understand how well MVT engages different demographic groups and fosters a sense of community.
2. **Measuring Artistic Impact:** Evaluate the effectiveness of productions in conveying relevant themes and cultural narratives.

3. **Assessing Educational Outcomes:** Determine the success of educational programs in reaching and impacting students and community members.
4. **Improving Operational Efficiency:** Identify areas where processes can be streamlined for better resource allocation and audience satisfaction.

### Evaluation Criteria

MVT's evaluation framework focuses on several key criteria:

- **Ticket Sales and Attendance:** Tracking the number of tickets sold and total audience attendance at each production to measure financial success and community interest.
- **Audience Surveys:** Implementing post-show surveys to gather audience feedback on their experiences, perceptions, and overall satisfaction.
- **Digital Engagement Metrics:** Monitoring virtual attendance for live streaming and on-demand offerings, including the number of purchased links and viewers, to evaluate audience reach in the digital realm.

### Data Collection

MVT collects data through various methods, ensuring a comprehensive overview of its impact:

- **Audience Arts Impact Survey:** An annual survey collects quantitative data on audience perceptions of MVT's contributions to arts and culture. Key questions and responses from the 2024 survey include:
  - "Attending performances at Mānoa Valley Theatre gives me new perspective on human relationships and/or social issues."
    - *Results:* 20% Strongly Agree / 80% Agree
  - "Do performances at Mānoa Valley Theatre expose you to cultures outside of your own life experiences?"
    - *Results:* 100% Yes
  - "Do you believe that exposure to arts can enhance empathy and understanding of different perspectives?"
    - *Results:* 100% Yes
- **Qualitative Feedback:** MVT also places great value on direct audience impressions, which provide insights that quantitative data cannot capture. Some audience testimonials reflect the profound impact of MVT's productions:
  - "The arts make me feel more connected to humanity and my community and less lonely. They also educate me about subjects I'm unfamiliar with and the human condition."
  - "The arts contribute immensely to our community and social cohesion by holding up a mirror to our vulnerabilities, faults, strengths, challenges, and abilities."
  - "The arts provide storytelling about other cultures. It's easier to see and understand when you're learning through a compelling story."
  - "I love MVT. It's the best theater in town!"

### Analyzing and Reporting Results

Once data is collected, MVT analyzes the information to identify trends, strengths, and areas for growth. This analysis includes:

- **Comparative Studies:** Evaluating attendance and sales trends over time to assess the impact of marketing strategies and program changes.

- **Thematic Analysis:** Reviewing qualitative feedback to extract common themes regarding audience experiences and perceptions of MVT's impact on their lives and community.
- **Stakeholder Meetings:** Engaging staff and board members in discussions to review findings, brainstorm improvements, and align future programming with community needs.

### **Continuous Improvement**

MVT believes in a cycle of continuous improvement. Feedback from audience surveys and qualitative responses informs programming decisions and operational changes for future seasons. For instance, if surveys indicate a desire for more diverse programming or educational workshops, MVT can adapt its offerings accordingly. By actively involving the community in the evaluation process, MVT ensures its programming remains relevant, engaging, and impactful.

**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.**

- 1) Produce 7 live theatre musicals, comedies, and dramas, reaching a total attendance of 16,000 (11,278 unduplicated) individuals through the Mainstage season.
- 2) Deliver at least 9 Music & Comedy Series performances reaching a total attendance of 1,000 unduplicated individuals.
- 3) Facilitate 14 kūpuna nights for partner senior living communities to attend dress rehearsals of each Mainstage play.
- 4) Provide unlimited senior and student pricing tickets for Mainstage plays.
- 5) Scholar 10 students in the MVT Studio Arts Education classes.

## **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](#))**

Budgets attached.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
22,500	22,500	22,500	22,500	90,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

Season Sponsorships  
Show Sponsorships  
Season Ticket Sales Revenue  
Single Ticket Sales Revenue  
Annual Fund  
Private Foundations  
National Endowment for the Arts  
City and County of Honolulu GIA  
State Foundation on Culture and Arts

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

None.

- 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 2026 for program funding.

Government Contracts, Grants, and/or Grants In Aid attachment.

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

As of December 31, 2024, Mānoa Valley Theatre’s unrestricted current assets are \$1,481,613

## **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.

### **Organizational Knowledge**

Over more than 55 years, Mānoa Valley Theatre has become firmly established within Hawaii's creative community and is woven into the fabric of the islands where arts and culture are intrinsically valued. By consciously engaging artists and organizations of diverse backgrounds, MVT is viewed as an impactful partner for thousands of community members, helping the community flourish by strengthening our economy and workforce development, inspiring and enriching communities, and bringing people together.

### **Stakeholders and Relationships**

Mānoa Valley Theatre is led by a 26-member Board of Directors. Each member brings a wealth of knowledge and experience in a wide range of fields including theatre production, fundraising, marketing, community outreach, education, legal, finance, and more.

Annually MVT will provide access to the performing arts for 16,000 attendees which includes 15,000 attendees at musicals, comedies, and dramas and 1,000 attendees at Music & Comedy Series performances presented by MVT.

### **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.

Mānoa Valley Theatre's 180 seat theatre is ADA-accessible and offers seating for patrons that require mobility assistance, service dogs, and/or those that are visually impaired. Selected performances are interpreted into ASL for hearing-impaired attendees.

The first six productions of the seven-play season will take place at Mānoa Valley Theatre, our home base for vibrant artistic expression. The Music and Comedy Series will also be held at Mānoa Valley Theatre, providing an engaging atmosphere for monthly performances that bring the community together.

The final production of the season will be hosted at Kaimuki High School Theatre, in collaboration with the Kaimuki High School Performing Arts Center. This partnership creates meaningful opportunities for Kaimuki High School students and alumni to engage in various aspects of the production process, including performance, design, set construction, and running crew, enriching their educational experience while strengthening community ties through the arts.

Additionally, our Education Program will take place in our new education classroom, offering a dedicated space for classes and workshops that empower the next generation of theater artists.

## **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.

Executive Director, Kathleen “Kat” Young, has a 30+ year career in performing arts. Since 2011, she has been a leader in Hawai‘i’s nonprofit sector, at Susan G. Komen Hawai‘i and Honolulu Theatre for Youth. At MVT, Kat is responsible for artistic and business management, including play selection, marketing, budgeting, reporting, staffing, fundraising.

Kat is assisted by a full-time professional staff of five and two part-time employees and utilizes over 260 community volunteers in all areas of its operations:

- Rob Duval, Artistic Director
- Erich Steinwandt-Gudoy, Production Stage Manager, Box Office Manager
- Julianne Castillo, Marketing Associate
- Willie Sabel, Technical Director
- Mira Fey, Associate Technical Director
- Amber Baker, Costume Supervisor
- Kristin Jackson, Publicist

In addition, MVT engages production personnel independently for each play production, including directors, actors, set designs, choreographers, sound operators, lighting crew, props and running crew for each specific production. This structure provides the largest number of opportunities for theatre arts practitioners and keeps productions "fresh" with new insights and interpretations. These positions are filled through ongoing recruitment.

### **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.

Organization Chart attached.

### 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	\$80,000 to \$90,000
Artistic Director	\$65,000 to \$75,000
Box Office Manager	\$42,000 to \$52,000

## VII. 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.

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 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

## Fiscal Resources

MVT is supported by a diverse mix of earned and contributed income, including ticket sales, individual contributions, tuition fees, sponsorships, and foundation grants. MVT will leverage the City and County of Honolulu GIA award to secure funding from other private foundations, individuals, and corporations.

To sustain and expand the Mānoa Valley Theatre offerings beyond the grant period, we will leverage strategic funding, audience development, and partnerships to build long-term stability through these strategies:

### Funding and Revenue Diversification

- **Increased Sponsorships and Donations:** We will actively seek new sponsorships from local businesses and organizations invested in supporting Hawaii's arts and emerging talent. Additionally, we will introduce a "Friends of *On the Rise*" giving program to encourage recurring donations from loyal attendees and supporters.
- **Grant Applications:** MVT will continue applying for relevant arts, cultural, and community development grants to support the series, emphasizing the success and measurable outcomes achieved during the grant period.
- **Ticketing Options:** While maintaining a new "donate-what-you-can" model for some of our offerings, we will explore additional tiered donations and VIP experiences to increase revenue from patrons who wish to further support the series.

### Audience Development and Engagement

- **Community Outreach:** We will enhance outreach to local schools, community centers, and senior organizations, inviting new audiences to participate. Our goal is to cultivate a dedicated audience that will sustain attendance and engagement over time.
- **Engagement Programs:** MVT will implement audience engagement programs such as artist Q&As, meet-and-greets, and social media initiatives that foster community connection and loyalty.

### Strategic Partnerships

- **Strengthening Partnerships:** We will explore collaborations with other arts organizations, cultural groups, and local nonprofits to expand the reach and resources of the programs.
- **Corporate Partnerships:** Building on successful outcomes, we aim to partner with corporate sponsors committed to arts accessibility, creating a sustainable funding pipeline that will support and potentially expand the programs.

### Funding Resources

We rely on a diverse mix of contributed and earned revenue that will be used to carry out the above plan beyond the applicable grant period. In FY24, single and season ticket sales accounted for 48% of earned and contributed revenue. Our annual fund generated 10% of revenue and the remaining funds came from sponsorships, private foundations, fundraising events, government support, and other event revenue. In FY24, MVT received 287 individual contributions for a total of \$729,844. MVT will continue to secure a diverse mix of earned and contributed income, including tuition fees and ticket sales, individual contributions, and foundation grants to support future programming.

# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Performing Arts Company, LTD dba Manoa Valley Theatre

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	15,288		10,817	388,016
2. Payroll Taxes & Assessments				72,745
3. Fringe Benefits				31,574
<b>TOTAL PERSONNEL COST</b>	<b>15,288</b>		<b>10,817</b>	<b>492,335</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Artistic Honoraria (designers, actors, etc)	16,000			130,000
2. Royalties and Licensing	9,712			40,288
3. Scripts	2,500			2,500
4. Music and Comedy Series Artists Fees	6,000			6,000
5. Teachers Fees	4,650			
6. Outside Facility Fee				6,000
7. Sound Rentals	2,000			4,100
8. Sets	10,000			6,500
9. Props	3,300			
10. Costume Rentals	1,700			
11. Hair & Make-up	1,850			
12. Costumes	14,500			
13. Production Expenses				6,000
14. Music and Comedy Production Expenses				39,000
15. Hospitality				7,800
16. Postage and Consumable Supplies				3,200
17. Marketing				45,392
18. Programs and Ticketing	2,500			3,332
19 Administration				140,257
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>74,712</b>			<b>440,369</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>90,000</b>		<b>10,817</b>	<b>932,704</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	90,000	Kathleen Young <span style="float: right;">808-988-6131</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	10,817			
(d) Total Private/Other Funds Requested	932,704	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>1,033,521</b>	Name and Title (Please type or print) _____		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Performing Arts Company, LTD dba Manoa Valley Theatre

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$85,000.00	0.00%	\$ -
Artistic Director	1	\$72,000.00	0.00%	\$ -
Production Stage Manager/Box Office	1	\$52,000.00	0.00%	\$ -
Marketing Associate	1	\$43,680.00	0.00%	\$ -
Technical Director	1	\$37,440.00	15.00%	\$ 5,616.00
Costume Supervisor	1	\$37,440.00	15.00%	\$ 5,616.00
Associate Technical Director	0.75	\$27,040.00	15.00%	\$ 4,056.00
Publicist	0.5	\$24,960.00	0.00%	\$ -
Deelopment Associate	0.5	\$20,000.00	0.00%	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>15,288.00</b>

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Performing Arts Company, LTD dba Manoa Valley Theatre

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

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawaii Performing Arts Company, LTD dba Manoa Valley Theatre

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>N/A</b>	<b>N/A</b>	N/A	N/A	N/A	N/A
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: Hawaii Performing Arts Company, LTD dba Manoa Valley Theatre

Contracts Total: 740,578

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	FY 2025 City and County GIA	10/15/24-9/14/25	DCS	Honolulu County	64,234
2	FY 2023 State GIA	3/1/23	OCS, DOL	State Of Hawaii	100,000
3	FY 2025 Biennium Grants	07/01/24-06/30/25	SFCA	State of Hawaii	15,000
4	FY 2024 Biennium Grants	07/01/23-06/30/24	SFCA	State of Hawaii	15,000
5	FY 2023 Biennium Grants	07/01/22-06/30/23	SFCA	State of Hawaii	15,000
6	FY 2022 Biennium Grants	07/01/21-06/30/22	SFCA	State of Hawaii	15,000
7	Shuttered Venue Operators Grant	7/05/21-12/28/22	SBA	Federal	516,344
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# Mānoa Valley Theatre Organizational Chart

