

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

Rebecca Dunning, Managing Director

PRINT NAME AND TITLE

1/16/2025

DATE

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:

Honolulu Theatre for Youth (HTY)

Amount of State Funds Requested: \$ 175,000

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

The State GIA funding will provide children from Title 1 schools with the opportunity to attend HTY productions. Funding will pay for bus transportation to HTY productions statewide. Students are identified by their participation in free & reduced lunch programs and are considered Economically Disadvantaged. By providing bus transportation funding for children from Title 1 schools to attend HTY productions, children who might not otherwise be able to attend will have the opportunity to experience live theatre. HTY plays are targeted to meet the Standards and Benchmarks of the DOE, and HTY's work helps fill the gap left by Hawaii public schools' limited resources for arts education programs.

HTY is committed to keeping ticket prices affordable for all students. Often the cost of bus transportation exceeds the cost of HTY tickets. To help underwrite the additional transportation cost for Title 1 students to attend performances, HTY seeks financial support from the community.

Amount of Other Funds Available:

State: \$

Federal: \$

County: \$

Private/Other: \$ 35,000

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

\$ 1,638,671

Unrestricted Assets:

\$ \$1,064,384 as of 12/31/2024

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:

1164 Bishop Street, Suite 910

City:

Honolulu

State:

HI

Zip:

96813

Contact Person for Matters Involving this Application

Name:
REBECCA DUNNING

Title:
Managing Director

Email:
manager@htyweb.org

Phone:
808-839-9885 x 703


Authorized Signature

REBECCA DUNNING, Managing Director

Name and Title

1/16/2025

Date Signed



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: Honolulu Theatre for Youth

DBA/Trade Name: Honolulu Theatre for Youth

Issue Date: 01/08/2025

Status: Compliant

Hawaii Tax#: 20276042-01
New Hawaii Tax#: GE-0816330752-01
FEIN/SSN#: XX-XXX7563
UI#: XXXXXX1168
DCCA FILE#:

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, HAWAII REVISSED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

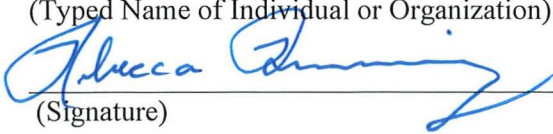
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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, Hawaii'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, Hawaii'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, Hawaii'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.

Honolulu Theatre for Youth

(Typed Name of Individual or Organization)



(Signature)

1/16/2025

(Date)

REBECCA DUNNING

(Typed Name)

Managing 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.

See attached Hawaii Compliance Express Certificate.

2. Declaration Statement

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

See attached Declaration Statement.

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](#).

Honolulu Theatre for Youth (HTY) will use State GIA funds for the public purpose of providing bus transportation assistance for children from Title 1 schools (poor/needful families) to attend HTY's educational theatre productions statewide.

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 Honolulu Theatre for Youth (HTY) is to produce professional theatre and drama education programs that make a difference in the lives of young people, families and educators in the State of Hawaii. HTY is dedicated to serving all young people in Hawaii, regardless of their geographic, social, cultural or economic background.

Honolulu Theatre for Youth is a theatre of place, deeply rooted in the cultures and people of the Pacific and dedicated to serving young people, families and educators across the Hawaiian Islands. Founded in 1955, HTY is one of the oldest professional Theatre for Young Audiences companies in the country and is recognized for its long history of innovative drama education programming and the creation of original

theatrical works that celebrate the diverse cultures of Hawaii. HTY was awarded the 2022 Children's Theatre Foundation of America, Corey Medallion in recognition of the significant work they have done in the field of Theatre for Youth.

Recognizing that in many parts of Hawaii, children do not have any other opportunity to experience live, professional theatre performances and arts education programs, HTY has been touring its plays and providing programming statewide since the 1960s. Pre pandemic, HTY annually served over 100,000 children, families and teachers on all 6 major Hawaiian Islands. HTY produced 6-8 plays per season, all plays were presented on Oahu, and 2 plays were designed to tour to the Neighbor Islands. HTY was able to return to that model for the 2022-23 Season, the 2024-25 Season includes 9 productions. HTY programs are a vital resource for Neighbor Island school children who lack access to the educational and cultural opportunities that are available to Oahu children. For many Neighbor Island students, contact with HTY programs provides them with their sole exposure to live professional theatre.

HTY reaches more school aged children, teachers and families in Hawaii than any one group outside of the Hawaii State Department of Education (DOE). With our move to digital content over the last few years our average audience of 100,000 statewide has ballooned to over 1 million views per year with the addition of digital programming in addition to rebuilding our live audience attendance. Currently, HTY's digital work including an Emmy award winning TV show, a series on social emotional learning, and a podcast series have received over 7 million views. As important as the breadth of our reach, is the depth of connection we are able to make within our island communities. For 70 years HTY has been building trust and cultivating relationships across Hawaii.

2. The goals and objectives related to the request;

Honolulu Theatre for Youth (HTY) remains one of the few providers of live in-person theatrical experiences geared specifically to children in a world dominated by screen-based interaction. A theatrical performance offers young people the increasingly rare chance to unplug and experience something exhilaratingly real (as opposed to virtual) and interactive (with the performers and other audience participants).

"Field trips to live theater enhance literary knowledge, tolerance, and empathy among students, according to our study," states Jay Greene, professor of education reform, who conducted a gold standard of research with the "Learning from Live Theater" study. The research team found that reading and watching movies of HAMLET and A CHRISTMAS CAROL could not account for the increase in knowledge experienced by students who attended live performances of the plays. Students who attended live performances of the play also scored higher on the study's tolerance measure than the control group and were better able to recognize and appreciate what other people think and feel."

Science is finally catching up to what artists and educators have known for ages. With the discovery and study of mirror-neurons – a type of brain cell that activates when a person performs an action or observes someone else perform the same action – sheds light on Greene's findings. Scientists now consider art a basic human need.

"Art that pushes us beyond our limits helps form new neural pathways that might not otherwise develop in our day-to-day. Exercising these through art can help build resilience to get us through the suffering and uncertainties of life," states Susan Magsamen, founder and executive director of the International Arts + Mind Lab (IAM Lab) at Johns Hopkins University School of Medicine.

HTY's goal is that every child in Hawaii has access to a professional arts experience every year. As an ARTS FIRST Affiliate Partner, HTY's plays are rich in material that meets Hawaii Department of Education (DOE) Content Standards, so that teachers can integrate the live theatre experience into their classroom curriculum. Study Guides and National Core Arts Standards accompany each production. The plays we present are based upon our 70 years of experience, and direct feedback from stakeholders and the constituents we serve. Each play is designed for specific age groups of children so that teachers and parents may select plays appropriate to the interest level, need and focus of their children.

2. The public purpose and need to be served;

Seismic events of the past few years have taken a toll, the pandemic, global instability, climate crisis, inequalities, insecurities and the possible consequences of the 2024 US elections. If adults are having a hard time comprehending and processing what is happening, how are children and young people who are the most vulnerable expected to fare in this new uncharted and chaotic landscape?

The "Screen Time Linked with Developmental Delays in Toddlerhood" study found "having anywhere from 1 to 4 hours of screen time per day at age 1 (year), is linked with higher risks of developmental delays in communication, fine motor, problem-solving and personal and social skills by age 2, according to a study of 7,097 children published in the journal JAMA Pediatrics."

The "Effects of Excessive Screen Time on Child Development: An Updated Review and Strategies for Management" report cites, "Children's heavy reliance on screen media has raised serious public health issues since it might harm their cognitive, linguistic, and social-emotional growth."

The online world offers tremendous opportunities and benefits. But it also poses serious risks and dangers to children. It poses such a threat that the U.S. Senate Committee on the Judiciary held a full committee hearing on January 31, 2024, featuring testimony from the CEOs of social media companies Discord, Meta, Snap, TikTok, and X (formerly known as Twitter.) Unfortunately, as of January 2025, one year later, the limited safeguards that were implemented as a result have essentially been eliminated. Meta CEO Mark Zuckerberg announced that the social media company which owns Facebook and Instagram would stop working with 3rd party fact checking organizations.

How have these specific issues affected Hawaii keiki? Students are still struggling with the after-effects of school lock downs and remote learning. Some examples are cited in an article from the Honolulu Civil Beat "Legislators Look To Support Student Recovery From The Pandemic" (December 27, 2024). Highlights below:

- "Lawmakers and education advocates have taken it upon themselves to address the long-term effects of online learning on student achievement. Data released this fall showed some students who were already struggling before the pandemic have since fallen further behind their peers."
- House Education Committee Chair Justin Woodson said boosting student attendance will be a priority this session, pointing to the roughly 25% of students who were chronically absent last year. Before the pandemic, the state's chronic absenteeism rate was less than half that — 12%.
- "If kids are not in school, they are definitely not learning," Woodson said.

To make sense of what has taken place in recent years, and to continue to heal and move toward healthy development, young people need to emotionally process these dark moments in history, but also move beyond them. Research shows, the performing arts are uniquely situated to fill that need. Live in-person theatre helps mitigate the negative effects of screen time and misinformation in an increasingly online / virtual oriented world.

Mary Helen Immordino-Yang, a professor of education, psychology and neuroscience at UCLA, said the physical act of creativity begins at a young age. She sees the arts as vital to education. It is the part of a school day where students learn that their classwork has meaning, and it keeps them coming back. "The things that we traditionally consider arts are often kids' biggest reason for being at school."

Through the landmark study, "Spark Change: The Impact of Performing Arts on Children," it showed that children's access to and engagement with the performing arts:

- Cultivates an enduring love of the performing arts.
- Expands perspectives and interpersonal skills that strengthen teamwork.
- Inspires creative thinking, which encourages innovation and problem solving.
- Nurtures hope and improves self-confidence, which fosters optimism and resilience.

One of the longstanding barriers to deeper engagement with the performing arts and its benefits has simply been one of exposure. Children can't learn about and through the arts if they are unable to access them which is often the case in under-resourced schools like many in the DOE. "The arts often take a back seat in education, or have been totally eliminated from school curriculum. Our students learn valuable lessons through HTY performances. It is critical that we keep the arts in our children's lives." ~DOE Teacher.

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

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

4. Describe the target population to be served; and

HTY requests funding to provide bus transportation assistance for children from Title 1 schools (poor/need families) to attend HTY's educational theatre productions statewide.

The DOE's "Title 1 Schools for SY 2024-25" showed 66% of the DOE schools statewide were considered Title 1, and the severity of need has increased within the schools considered Title 1. Therefore the majority of students, teachers and families HTY serves are considered Title 1, coming from economically disadvantaged families. HTY fills the gap for arts experiences in the lives of Hawaii keiki. HTY serves all schools (public, private, homeschool etc.) and this program focuses on DOE Title 1 school students.

HTY already receives more requests for funding assistance than we can fulfill and the requests have increased over the years. "We are appreciative of the bus grants, but we could definitely use more funds to

subsidize the cost of plays and buses,” writes one DOE teacher. Another teacher writes, “Our students live in extreme poverty and although we were able to receive bus grants and some monies from the school, a few students could not attend due to the cost - \$2.

HTY is committed to keeping ticket prices affordable for all students so we charge only \$8 per student for school performances that cost \$30 per person to produce. Students who attend Title 1 Schools receive a further discount and pay only \$6 for admission. Often the cost of bus transportation (\$10 or higher) exceeds the cost of HTY tickets. To help underwrite the additional transportation cost for Title 1 students to attend performances, HTY seeks financial support from the community.

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

- Thank you for providing the bus grant so ALL students could go.
- The bus grants are so appreciated as many of our students struggle to pay for buses.
- Getting help with buses so that the kids can experience a play in the theatre helps out a lot. Buses are VERY expensive these days.
- I really appreciate how HTY paid for our bus, which enabled us to bring our students. We are a TITLE 1 school, and majority of our students are not able to afford the entrance fee and bus fee. I wish we could have the same opportunity more than once.
- Our biggest deterrent is the cost of transportation, but we feel that your shows provide such excellent cultural and art opportunities that our students would not typically get through the home, and so we try to bring them to see an HTY performance as often as we can.
- My students would not be able to attend a play/performance without the grants to supplement the costs. This performance will most likely be the only one that many will attend all year. It's great for students to see a live performance instead of just a movie or video. Live performances are an entirely different experience.
- I really appreciate that you all take the time to put together an AMAZING show. Our kids NEVER get the opportunity to see the arts like this. You should have seen their eyes just walking into a theater, they are in awe. Then when the performance began with the lights and music and the live human beings (not a tv screen), their jaws dropped. It's wonderful.
- Students get the rare opportunity to see live theater designed specifically for them. They always leave with a message that touches their heart and head and a skip in their step. Thank you for reaching out to outer islands and keeping it affordable!
- The experience of seeing a play is something my students would not get if you didn't offer it. The chance to see performers on a stage in a theater really brings narratives to life and provides an opportunity to develop storytelling, imagination and culture that the students really use in their reading comprehension and writing after seeing it.
- Theatre is a form of art. Most kids nowadays are only exposed to technology (tv, ipads, iphones). Being able to expose them to a play is refreshing, just being able to watch actual people on stage is an amazing human experience.

5. Describe the geographic coverage.

HTY's performance home is Tenney Theatre, a 300-seat theatre located on the grounds of The Cathedral

of Saint Andrew. HTY has been at this site for 20 years.

All productions are held in Tenney Theatre & various Neighbor Island theatres (Hawaii Island, Maui, Kauai), schools and libraries across the State of Hawaii for touring shows.

Oahu school audiences are bussed in daily (Monday - Friday, 2 school shows/day) and family audiences (Opening night and Sat/Sun) attend the weekend performances. HTY annually tours 2-3 of its plays to theatres, school gymnasiums, school cafeterias and community halls on the 5 Neighbor Islands, and at preschools and libraries statewide.

We anticipate FY26 Statewide Tour will be held in the venues listed below:

Oahu: Tenney Theatre.

Hawaii Island: UH Hilo Performing Arts Center, Aloha Theatre, Kahilu Theatre

Maui: Iao Theatre, Hana Elementary

Kauai: Kauai Community College Performing Arts Center

Lanai and Molokai Schools

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;

Honolulu Theatre for Youth requests State of Hawaii GIA funding to provide bus transportation assistance for children from Title 1 schools (poor/needy families) to attend HTY's educational theatre productions statewide.

It is our best estimate that the State GIA Award of \$175,000 will help cover the cost of 400 BUSES for approximately 20,000 Title 1 School Children statewide and provide them with the opportunity to experience a live professional theatrical performance that will enhance their learning and enrich their daily lives. HTY plays are targeted to meet the Standards and Benchmarks of the DOE.

\$150,000 of the \$175,000 covers direct costs of bus transportation. An average size bus can carry approximately 50 children. Currently, the average cost of a bus is \$400 with either Roberts Hawaii or Ground Transportation. The price varies depending on length of trip. There has been an approximate 32% increase in the cost of bus transportation within the last year. The remaining \$25,000 of the \$175,000 is for personnel cost to administer the program.

HTY is in constant contact with local teachers to discover the work relevant for each grade level. In Spring 2025, the HTY School Reservations Manager will send out the HTY 2025-2026 Season Brochure and Teacher Reservation Form directly to schools. Throughout the rest of the school year he is engaged directly with teachers and school coordinators, collecting feedback, addressing all of their questions and concerns about attending a HTY production. During the reservation process, he collects all requests for bus transportation assistance and distributes the funds based upon a fair and equitable process.

HTY School Reservations Manager coordinates with the HTY House Manager who oversees the arrival of students and teachers, their traffic flow in-out of the theatre complex, seating arrangements and ensures

health and safety protocols are adhered to per Government requirements.

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

Timeline: Project Period: (Fiscal Year July 2025-June 2026)

(The exact program start date will be TBD pending execution of the State of Hawaii GIA contract.)

Note: Our performance season follows the DOE school year. Performances begin in August/September and run through Winter Break in December. Performances resume in January and run through May. We anticipate the Neighbor Island Tour to be conducted between the months of September-November.

Fall 2025: When State GIA Funds are available, schools will be notified that they can apply to HTY for bus transportation assistance.

Fall 2025-Spring 2026: Bus grants will be awarded to schools that apply based upon a fair and equitable process.

- Once schools apply and are awarded bus transportation, the schools will provide the number of students attending, (which determines the number of buses needed), and they will book the buses directly with the bus companies.
- The bus companies will bill and provide an invoice to HTY and HTY will pay for the awarded schools' buses.
- Schools will use attendance forms to track the number of students who attended HTY shows and how many buses were used.

Spring 2026: Data will be compiled and evaluated.

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

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

- Once schools apply and are awarded bus transportation, the schools will provide the number of students attending, (which determines the number of buses needed), and they will book the buses directly with the bus companies.
- The bus companies will bill and provide an invoice to HTY and HTY will pay for the awarded schools' buses.
- Schools will use attendance forms to track the number of students who attended HTY shows and how many buses were used.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of

appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

It is our best estimate that the State GIA Award of \$175,000 will help cover the cost of 400 BUSES for approximately 20,000 Title 1 School Children statewide and provide them with the opportunity to experience a live professional theatrical performance that will enhance their learning and enrich their daily lives. HTY plays are targeted to meet the Standards and Benchmarks of the DOE.

\$150,000 of the \$175,000 covers direct costs of bus transportation. An average size bus can carry approximately 50 children. Currently, the average cost of a bus is \$400 with either Roberts Hawaii or Ground Transportation. The price varies depending on length of trip. There has been an approximate 32% increase in the cost of bus transportation within the last year. The remaining \$25,000 of the \$175,000 is for personnel cost to administer the program.

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 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$65,750	\$ 18,500	\$45,000	\$45,750	\$175,000

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

Annie Sinclair Knudsen Memorial Fund of HCF, Atherton Family Foundation, Cades Foundation, Cooke Foundation, The Clarence T.C. Ching Foundation, Elsie H. Wilcox Foundation, First Hawaiian Bank Foundation, The Freeman Foundation, Gee Hing Chinese Company Charitable Trust, George N. Wilcox Trust, GuavaGar Westfall Charitable Fund, Lanai Community Benefit Fund of HCF, HCF Robert Black Fund, HEI Charitable Foundation, John R. Halligan Fund, Johnson Ohana Foundation, Jhamandas Watumull Fund, McNerny Foundation, Samuel & Mary Castle Foundation, Shubert Foundation, Ulupono Initiative, Zilber Family Foundation, City & County of Honolulu GIA, State Foundation on Culture and the Arts, National Endowment for the Arts, State Department of Health (DOH) Office of Public Health Preparedness, DOH Healthy Hawaii Initiative (HHI), City Department of Environmental Services and private donors.

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

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
National Endowment for the Arts	\$30,000	\$60,000	\$50,000	TBD
SFCA Professional Development for Arts and Culture Educator	\$23,000	n/a	n/a	n/a
SFCA Teaching Artist Logistics & Coordination	\$45,000	n/a	n/a	TBD
SFCA Poetry Out Loud Hawaii	\$20,000	\$20,000	\$25,000	TBD
SFCA Biennium Grants	\$15,000	\$15,000	\$15,000	TBD
SFCA Artists in the Schools (AITS) (APP WOA)	\$65,450	\$72,950	\$85,850	TBD
SFCA Project Management for Museum Immersive Experience and Tour	\$45,000	\$47,000	\$48,000	TBD
SFCA FESTPACT 2024	n/a	\$60,000	n/a	n/a
DOH Public Health Preparedness	\$30,000	\$30,000	\$35,000	TBD
DOH Healthy Hawaii Initiative	\$14,500	\$14,500	\$14,500	TBD
DOH – Maternal & Child Health	n/a	\$49,000	\$25,000	TBD

		Applicant Honolulu Theatre for Youth		
State GIA	\$150,000	\$100,000	n/a	TBD
HTA HCF Kukulu Ola	n/a	\$30,000	n/a	TBD
City Dept Environmental Services	\$50,000	n/a	n/a	TBD

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

The Total Net Assets as of 12/31/2024 is \$1,064,384.

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.

Honolulu Theatre for Youth is a theatre of place, deeply rooted in the cultures and people of the Pacific. Founded in 1955, HTY is one of the oldest professional children's theatres in the country and is recognized nationally for its long history of innovative drama education programming and the creation of original theatrical work. As the only professional nonprofit theatre in the State and the largest independent provider of arts education in Hawaii, the company has long played a leading role in the region. HTY was awarded the 2022 Children's Theatre Foundation of America, Corey Medalion in recognition of the significant work they have done in the field of Theatre for Youth.

Recognizing that in many parts of Hawaii, children do not have the opportunity to experience live, professional theatre performances and arts education programs HTY has been touring its plays and providing programming statewide since the 1960s. HTY presents plays for Hawaii youth based upon our 70 years of experience, direct feedback from stakeholders and the constituents we serve. Each play is designed for specific age groups of children so that teachers and parents may select plays appropriate to the interest, need and focus of their children. Teachers frequently request plays that include classic literature, multicultural folktales, Native Hawaiian content, social-emotional learning and sustainability issues.

We have administered this program for several years prior to the pandemic. For 2018-19 HTY received a City GIA (\$75,000) and a State GIA (\$75,000) for bus funding. The program was implemented as planned and all 2018-19 City and State GIA funds were expended.

For 2019-20 HTY was awarded a City GIA (\$100,000) and a State GIA (\$90,000) for bus funding. Due to the

unprecedented nature and impact of the COVID-19 global pandemic and in keeping with the Governor's and Mayor of Honolulu Emergency Proclamations, all live performances were canceled. HTY applied and received contract amendments for the City GIA and State GIA to pivot to digital educational programs (THE HI WAY) for children and families available online and broadcast statewide on all Hawaii News Now stations. HTY's THE HI WAY, won 3 regional Emmy awards for the episodes *Pono*, *Racism* and *DA HOLIDAYS*. All 2019-20 City and State GIA funds were expended.

For 2022-23 HTY was awarded a State GIA (\$150,000) for bus funding. The delayed timing of this FY23 State GIA grant affected contracting for our FY24 State GIA (\$100,000). We applied for the FY23 State GIA grant in January 2022. In October 2022 we were officially notified of a delay in implementing the awards. We did not receive the final contract until February 2023. The FY23 State GIA was finally completed and closed successfully in July 2024. We requested and were awarded an extension for our FY24 State GIA. We are in the process of implementing this FY24 contract and are on track to complete it successfully.

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.

All productions are held in Tenney Theatre & various Neighbor Island theatres (Hawaii Island, Maui, Kauai), schools and libraries across the State of Hawaii for touring shows.

Oahu school audiences are bussed in daily (Monday - Friday, 2 school shows/day). HTY annually tours 2-3 of its plays to theatres, school gymnasiums, school cafeterias and community halls on the 5 Neighbor Islands, and at preschools and libraries statewide.

We anticipate FY26 Statewide Tour will be held in the venues listed below:

Oahu: Tenney Theatre.

Hawaii Island: UH Hilo Performing Arts Center, Aloha Theatre, Kahilu Theatre

Maui: Iao Theatre, Hana Elementary

Kauai: Kauai Community College Performing Arts Center

Lanai and Molokai Schools

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.

HTY is led by a 3 person Management Team who work with a board of directors that provides overall organizational guidance and leadership. HTY has a paid staff of 22 and approximately 100 volunteers. Artistic Director Eric Johnson's over 25 years of professional theatre production experience includes 20 seasons at HTY. Managing Director Rebecca Dunning is concerned with budgets, finances, contracts, tour

logistics and personnel, and has worked in nonprofit management in Hawaii for over 35 years. Director of Drama Education Daniel A. Kelin II holds a MFA in Child Drama from the University of Hawaii and has headed HTY's Drama Education Department since 1987.

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

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

School Reservations Duties:

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

General Office & Box Office Duties:

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

2. Organization Chart

The applicant shall illustrate the position of each staff and line of

responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached HTY Organization Chart.

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.

Managing Director \$77,000.⁰⁰

Artistic Director \$77,000.⁰⁰

Drama Education Director \$77,000.⁰⁰

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.

N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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.

HTY has developed a diversified funding base and continuously seeks new sources of funding for programs. Approximately half of HTY's annual budget was typically earned through admissions and tuition; the other half was contributed by foundations, individuals, and businesses. HTY received significant pandemic relief funding to produce digital content, which has expanded our reach. The GIA funds will allow us to continue rebuilding our live productions, as we know that many schools and families will be facing economic challenges. Over the last two years HTY has begun touring some productions to the continental US and that revenue has provided additional support for our local programming. We will continue researching other funding sources from both government and private sources to help subsidize transportation and admissions for Title 1 schools to attend HTY's educational productions beyond the 2025-26 Season.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Honolulu Theatre for Youth

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	22,082			
2. Payroll Taxes & Assessments	2,918			
3. Fringe Benefits				
TOTAL PERSONNEL COST	25,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. BUS TRANSPORTATION	150,000			35,000
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	150,000			35,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	175,000			35,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,000	Rebecca Dunning 808-839-9885 x 703		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		 1/16/25		
(d) Total Private/Other Funds Requested	35,000	Signature of Authorized Official Date		
TOTAL BUDGET	210,000	Rebecca Dunning Managing Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Honolulu Theatre for Youth

POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
School Reservations Manager		1	\$45,527.00	20.00%	\$ 9,105.40
Managing Director		1	\$72,096.00	18.00%	\$ 12,977.28
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL:					22,082.68
JUSTIFICATION/COMMENTS:					

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Theatre for Youth

For Fiscal Year 2024-25

Contracts Total: 385,450

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	To support the development and production of "Joseph Kekuku and the Olelo of the Hawaiian Steel Guitar" by Moses Goods with Noa Gardner, and the Kealakai Center for Pacific Strings.	1/2025 - 12/2025	National Endowment for the Arts	US	50,000
2	Poetry Out Loud - Hawaii	9/2024-6/2025	State Foundation on Culture and the Arts	HI	25,000
3	Biennium Grants- Statewide Tour	7/2024-6/2025	State Foundation on Culture and the Arts	HI	15,000
4	Artists in the Schools Program (AITS)	8/2024-5/2025	State Foundation on Culture and the Arts	HI	72,950
5	Project Management for Museum Immersive Experience and Tour	7/2024-6/2025	State Foundation on Culture and the Arts	HI	48,000
6	Prepare NOW educational materials, performance and distribution for school aged youth, families and teachers.	9/2024-11/2024	DOH-Office of Public Health Preparedness	HI	35,000
7	Resource creation services for vulnerable and high-risk children around chronic disease prevention	6/2024 - 2/2025	DOH-Primary Prevention Branch	HI	14,500
8	To develop, perform and implement child abuse prevention show focusing on empathy kindness friendship.	4/2024-3/2025	DOH-Maternal & Child Health Branch	HI	25,000
9	State GIA (FY24) - Bus Transportation for Title 1 Schools	6/2024-5/2025	State Foundation on Culture and the Arts	HI	100,000
10					
11					
12					
13					
14					
15					
16					



Honolulu Theatre for Youth Organizational Chart

