



January 23, 2026

**To Whom It May Concern:**

Hawai'i Youth Symphony (HYS) respectfully submits this request for grant support pursuant to HRS §42F-102. Below is the summary you requested, stating the grant's **Public Purpose** and other requested items. More information is included herein, in the narrative and budgetary documents.

1. **Requesting Organization:**

Hawai'i Youth Symphony, a 501(c)(3) nonprofit organization operating statewide since 1964.

2. **Public Purpose:**

To expand equitable access to music education and free public arts services for youth and families across Hawai'i, advancing educational equity, youth well-being, and community vitality.

3. **Services to be Supported:**

Financial aid for any qualified student seeking to participate in HYS; school-year and summer music instruction; free community and school concerts; intergenerational engagement programming; neighbor island participation and outreach by HYS students, and our Orchestral Learning Alliance Teaching Fellows; and the Pacific Music Institute summer intensive.

4. **Target Group:**

Children and youth ages 0–18 statewide, with emphasis on low-income, Title I, rural, and underserved communities. Also, families, intergenerational communities, kupuna, and the general public.

5. **Cost and Budget:**

Total grant request: \$340,000. A detailed line-item budget is attached.

**Thank you very much** for the opportunity to apply, and for all the State of Hawai'i does to support nonprofits in our communities. Please reach me by email at [randy@hiyouthsymphony.org](mailto:randy@hiyouthsymphony.org) or (808) 941-9706 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Randy Wong".

Randy Wong

President & CEO

Hawai'i Youth Symphony

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

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

  
(Signature)

Randy Wong

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

1/21/2026

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

President & CEO

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



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 YOUTH SYMPHONY ASSOCIATION

**DBA/Trade Name:** HAWAII YOUTH SYMPHONY

**Issue Date:** 01/15/2026

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: [REDACTED]  
UI#: XXXXXX7104  
DCCA FILE#: 12560

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

## **II. Background and Summary**

### **1. A brief description of the applicant's background;**

Founded in **1964**, Hawai'i Youth Symphony (HYS) is a statewide nonprofit dedicated to advancing high-quality musical development for young people while expanding equitable access to music as a public good. HYS's mission is to **foster fun and creative experiences through music** inspire a deep appreciation for music and lifelong relationships within the culture of our islands. **Guided by our vision for Hawaii where Music Is A Right**, HYS serves youth and families across the state through a continuum of programs that support both deep artistic excellence and broad community impact.

HYS engages participants across the full developmental spectrum, from early childhood to elementary, middle, and high school students, emerging teachers/early-career musicians, and elders.

Through this multi-layered service model, HYS functions simultaneously as a youth development engine, a training pipeline for future educators and performers, and a cultural anchor for Hawai'i's communities.

The heartbeat of our work is outlined in our **Theory of Change logic model**: the belief that **sustained access + high-quality instruction + community integration = long-term impact**.

Specifically:

- **If** young people are given sustained, high-level musical training within supportive, inclusive learning environments,
- **and if** financial and geographic barriers are reduced through financial aid, scholarships, tuition assistance, and free public programming,
- **and if** music is embedded into community life through outreach, partnerships, and intergenerational engagement,
- **then** youth develop not only as technically proficient musicians, but also as confident, creative, and civically engaged leaders; all while communities benefit from the increased cultural vitality, social connection, and educational equity that **music** innately imbues.

This framework informs every aspect of HYS's programming, from early childhood engagement through pre-professional training, workforce development, and free public services, and will be referenced throughout this application.

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

HYS advances youth development and community well-being through a continuum of high-quality music programs that are intentionally designed to scale access, deepen artistic excellence, and strengthen Hawai'i's cultural ecosystem. Guided by its Theory of Change, HYS integrates rigorous musical training, workforce development, and free public services into a unified impact model that serves youth, emerging teaching artists, and intergenerational audiences statewide.

To advance this model, HYS seeks State GIA Funding (Operations) to achieve three interlocking goals:

### **Goal 1: Expand Equitable Access to Neighbor Island Students & their Communities**

**Objective:** Reduce geographic and financial barriers so that youth and families from Hawai‘i’s neighbor islands can fully participate in HYS programs—while simultaneously bringing high-quality music education and performance directly into their communities.

This funding will support:

- A. **Need-based financial aid, travel subsidies, and housing assistance** for neighbor island students traveling to O‘ahu to participate in HYS ensembles and intensives
- B. **Statewide outreach tours** that deploy HYS ensembles and Orchestral Learning Alliance (OLA) Teaching Fellows to neighbor islands for concerts, school visits, and community-based instruction
- C. **Intergenerational and place-based partnerships** with libraries, senior living communities, Boys & Girls Clubs, and local arts venues to embed music into everyday community life

#### **Intended outcomes:**

- Increased enrollment and retention of neighbor island students
- Expanded geographic reach of HYS concerts and education programs
- Stronger local music ecosystems through sustained, reciprocal community partnerships

### **Goal 2: Sustain a High-Quality Teaching & Leadership Workforce**

**Objective:** Invest in the people who make HYS’s mission possible by stabilizing faculty and staff capacity, strengthening instructional quality, and formalizing workforce development pathways for emerging teaching artists.

This funding will support:

- A. **Faculty compensation** for conductors, coaches, teaching artists, and ensemble directors
- B. **Staff salaries** for financial oversight, program operations, student services, and community outreach coordination
- C. **Workforce development through the OLA Teaching Fellows**, providing paid training, mentorship, and supervised teaching experiences for early-career musicians

#### **Intended outcomes:**

- Faculty and staff retention and continuity
- Instructional consistency
- A stronger pipeline of culturally responsive teaching artists and community musicians

### **Goal 3: Deliver High-Impact Programs and Remove Financial Barriers**

**Objective:** Ensure that high-quality music education and performance opportunities remain accessible to all youth—regardless of income—while maintaining professional production standards and broad public visibility.

This funding will support:

- **Rehearsal and concert production costs**, including venue rental, technical services, music licensing, and equipment
- **Marketing and audience development**, expanding awareness of free public concerts and education programs
- **Financial aid programs**, including need-based scholarships, instrument loan support, and tuition assistance
- **Free public services**, such as Listen & Learn education concerts, library performances, and community outreach events

**Intended outcomes:**

- Increased student participation across income levels
- Expanded public access to free or low-barrier concerts
- Higher program quality and visibility across Hawai'i

**3. The public purpose and need to be served:**

Hawai'i Youth Symphony (HYS) exists to advance music as both a **public good** and a **developmental force**—serving young people, families, and communities through a model that honors the intrinsic value of music while amplifying its broader educational and social benefits. Guided by its vision to **Make Music a Right**, HYS is grounded in a Theory of Change that holds that when sustained access to high-quality musical instruction is combined with equitable pathways, community integration, and intergenerational engagement, young people develop as confident, creative, and civically engaged individuals—and communities become more connected, culturally vibrant, and resilient.

At the core of HYS's public purpose is a belief that **music matters for its own sake**. The discipline of learning an instrument, the joy of ensemble playing, the pursuit of beauty, and the shared experience of live performance are not merely tools for secondary outcomes; they are essential expressions of human creativity and cultural life. HYS affirms that every young person deserves the opportunity to experience music as a serious artistic practice, not only as enrichment or recreation, and that access to artistic excellence should not be determined by income, geography, or background.

At the same time, HYS recognizes music as a powerful form of **progressive education**; one that integrates cognitive, social, emotional, and cultural learning into a single, holistic practice:

- Through **sustained musical training**, youth develop discipline, collaboration, critical listening, creativity, and leadership.
- Through **performance and community engagement**, they cultivate empathy, confidence, and a sense of belonging.
- Through **near-peer mentorship and workforce development pathways**, emerging teaching artists gain professional skills, pedagogical training, and civic responsibility.

These layered benefits reflect a contemporary educational philosophy that values experiential learning, social-emotional development, and lifelong creative agency.

Ultimately, HYS's public purpose is dual and indivisible: to **cultivate artistic excellence in young musicians** and to **strengthen the cultural, educational, and social vitality of Hawai'i's communities**.

By treating music not only as a means to other ends, but as a meaningful end in itself, one that also generates wide-ranging personal and civic benefits. HYS advances a model of arts education that is equitable, future-facing, and deeply rooted in the belief that music belongs to everyone.

4. **Describe the target population to be served**

Hawai'i Youth Symphony (HYS) engages participants across the full developmental spectrum, serving individuals and communities at multiple life stages through an integrated model of artistic training, workforce development, and public service. HYS students currently attending K-12 schools represent over 110 public, independent, home, and charter schools statewide; **the majority being public schools.**

**1. Early Childhood (Ages 0–6)**

On O'ahu, HYS will serve young children and their families through **family-centered, exploratory music experiences** that support early cognitive, social-emotional, and sensory development. These programs introduce music as a joyful, accessible part of everyday life and establish early pathways into sustained musical engagement.

**2. Elementary, Middle, and High School Students (Ages 7–18+)**

HYS serves youth across Hawai'i through a continuum of **sequential ensemble pathways, intensives, and pre-professional training**, with intentional inclusion of **complete beginners** (students with no prior musical experience, no access to instruments, and limited exposure to formal arts education). By pairing high-quality instruction with financial aid, instrument access, and travel support, HYS reduces income- and geography-based barriers and ensures that youth from diverse backgrounds can participate and persist.

**3. Emerging Teaching Artists and Early-Career Musicians**

Through the **Orchestral Learning Alliance (OLA) Teaching Fellows**, HYS serves early-career musicians and aspiring educators by providing **paid, mentored workforce development** opportunities. Fellows receive pedagogical training, supervised teaching experiences, and leadership development, strengthening Hawai'i's future arts workforce while expanding instructional capacity for youth programs and community outreach.

**4. Intergenerational Audiences, Elderly, and Vulnerable Populations**

Through dignified, respectful collaborations with healthcare and well-being professionals allied with HYS's **Harmonizing Intergenerational Engagement (HIE)** initiative, HYS serves older adults, individuals experiencing isolation, and other vulnerable populations such as memory care units.

**5. General Community Members of any age**

HYS serves the broader public through **free public concerts, education programs, and outreach partnerships**. These services embed music into the civic fabric of Hawai'i, ensuring that community members of all ages and backgrounds can access high-quality live music regardless of income or prior arts exposure.

5. **Describe the geographic coverage.**

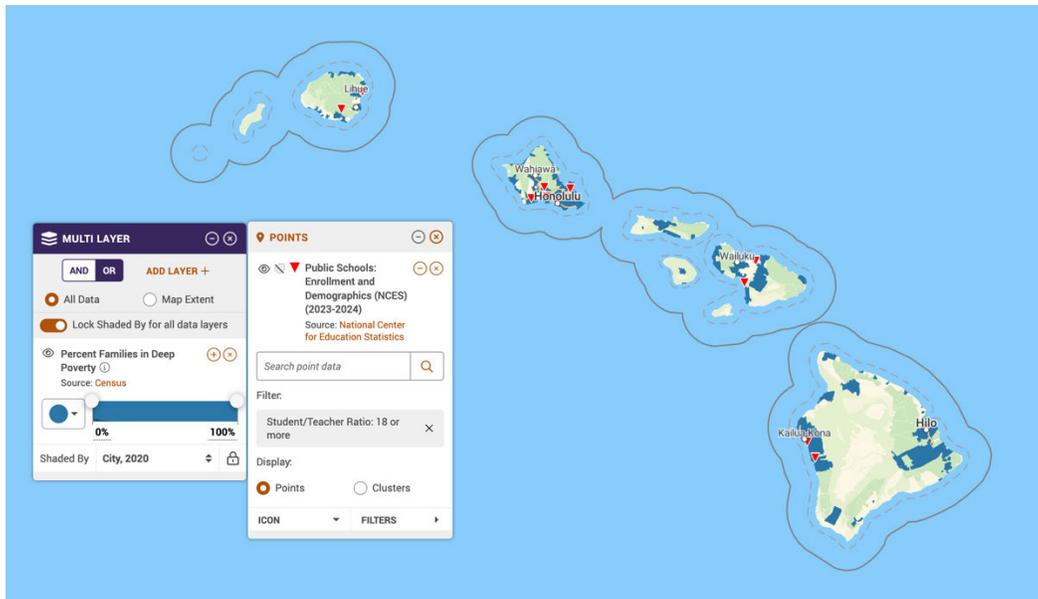
Hawai'i Youth Symphony (HYS) operates as a truly **statewide** organization, both enrolling youth in direct instruction and delivering free public services across Hawai'i's full island geography. HYS serves and engages youth across **all six major islands** (O'ahu, Hawai'i Island, Maui, Moloka'i, Lāna'i, and

Kaua'i) and provides **free community concerts and education programs** across **all four counties**: the City and County of Honolulu, Hawai'i County, Maui County, and Kaua'i County.

HYS's geographic model is intentionally designed to reduce the structural barriers created by Hawai'i's island-to-island distances. While many core ensembles and intensives are based on O'ahu, HYS actively **enrolls neighbor island students** by providing **need-based financial aid, travel reimbursement, and coordinated housing at below-market rates**, ensuring that geography does not determine a young person's access to high-quality musical training.

To extend impact beyond what traveling youth can deliver alone, HYS deploys **small, mobile squads of Orchestral Learning Alliance (OLA) Teaching Fellow chamber groups** to serve communities statewide. These paid teaching-artist teams will perform and teach in regions with low AMI, Title I schools, high poverty, or whose geographies are otherwise rural/difficult to access. Utilizing data from Hawaii Policy Map, the State GIS Database, and other publicly available sources, HYS will identify areas of need, then determine the appropriate usage of the OLA squads.

For example, **HYS could deploy a brass quintet to serve communities statewide that exhibit both a high percentage of families living in deep poverty and public schools with elevated student-teacher ratios**. In such areas, students are far less likely to have access to private instrumental instruction, and schools typically lack the staffing and resources to offer specialized brass or chamber music programming. A targeted visit by the OLA Teaching Fellows Brass Quintet would therefore fill a demonstrable instructional gap by providing high-quality, otherwise unavailable music education experiences to students who would not encounter them through existing school or private-market pathways.



Through this dual strategy (**bringing students to programs and bringing programs to communities**) HYS achieves broad geographic coverage while advancing its Theory of Change: expanding equitable access, deepening artistic excellence, and integrating music into the civic life of Hawai'i. This model ensures that high-quality music education and free public services are not confined to a single island or urban center, but function as a **shared cultural resource** for communities statewide.

### **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;**

Hawai'i Youth Symphony (HYS) will design, implement, and sustain a multi-tiered continuum of music education and engagement programs serving youth and families statewide across the school year, summer, and year-round cycles. Programming will be inclusive of all skill levels, musical interests, and socioeconomic backgrounds, and will emphasize equitable access, developmental progression, and community-based learning.

#### **A. Program Delivery**

HYS will operate the following programmatic tiers:

- FREE music appreciation classes for young children, their parents/caregivers, and elders, delivered in accessible community venues including public libraries, public parks, and partner facilities.
- FREE and partially-subsidized tuition-based instruction spanning a full spectrum of musical pathways, including:
  - General music, violin, and ukulele classes
  - String orchestras
  - Rock bands
  - Jazz bands
  - Chamber music ensembles (e.g. string quartets, wind or brass quintets, percussion ensembles)
  - Symphony orchestras
- Our *Pacific Music Institute (PMI)* summer intensive for intermediate and advanced middle- and high-school students.
- Year-round offerings for casual, field-trip, and drop-in learners, including:
  - *Listen & Learn* educational school concerts (in partnership with the DOE)
  - *B# = C Success: College & Career Pathways* seminars (in collaboration with the P-20 / College is Within Reach Hawai'i, National Orchestral Institute, etc.)
  - Audition preparation workshops (in partnership with instrumental music educators, professional musicians, etc.)
- Concerts and music experiences for kupuna and vulnerable populations through the *Harmonizing Intergenerational Engagement (HIE)* initiative, Side-by-Sides with the Hawaii Symphony Orchestra and Chamber Music Hawaii

## **B. Staffing, Safety, and Operations**

HYS will plan and implement all program activities using credentialed, paid employees. All employees will:

- Undergo background checks
- Complete annual child safety training
- Be subject to annual performance reviews
- Operate in accordance with the HYS Employee Handbook and organizational policies

In addition, HYS utilizes background-checked volunteers to assist its staff.

## **C. Program Management and Administration**

To implement the above programs, HYS will:

- Contract, supervise, and manage qualified instructional and operational vendors
- Conduct fundraising and financial stewardship to support program sustainability
- Coordinate logistics, facilities, scheduling, and materials procurement
- Maintain compliance with all funder, regulatory, and reporting requirement

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

### **July 2026 — Advanced Training Launch & Infrastructure Setup**

- Deliver the **Pacific Music Institute (PMI)** summer intensive (July 3–12) for intermediate and advanced middle- and high-school students.
- Deploy **OLA Teaching Fellows** for Neighbor Island outreach, initiating intergenerational and access-focused engagement activities.
- Take part in **PMI x Hawaii Symphony Orchestra Side-by-Side**
- Open enrollment for all **school-year programs** across youth instrumental learning tiers.
- Finalize and issue contracts for credentialed **school-year faculty**.
- Begin annual safety compliance cycle (background checks, training refreshers).

### **August 2026 — Youth Program Activation**

- Open enrollment for **Music in the Clubhouse**, **Academy String**, and **Jazz** programs.
- Launch weekly rehearsals for **Symphony Program** orchestras.
- Confirm facilities, schedules, and vendor contracts for all school-year activities.
- Initiate outreach planning for early childhood and community-based programming.
- Conduct the annual **Board Retreat** to review outcomes, financial sustainability, and strategic priorities.

### **September 2026 — Full Instructional Ramp-Up**

- Begin all **weekly and semi-weekly classes** across instrumental learning pathways.
- Launch early childhood **music appreciation classes (Ages 0–6)** at libraries, parks, and partner sites.
- Activate data collection tool (PRE-survey) aligned with the Theory of Change.

### **October 2026 — Systemwide Program Stabilization**

- All **school-year programs** operating.
- Ongoing delivery of youth ensembles, chamber groups, jazz bands, and orchestras.
- Continued early childhood programming and casual learner engagement.

### **November–December 2026 — Public Engagement & Outreach Outcomes**

- Deliver **FREE community concerts**, including the *Listen & Learn* DOE school concert series.
- Present intergenerational concerts for kupuna and vulnerable populations through **HIE**.
- Collect MID-year outcome data.
- Conduct funder reporting and mid-cycle program adjustments as needed.

### **January 2027 — Program Continuity & Summer Planning**

- Resume all **weekly and semi-weekly classes** following the holiday break.
- Begin contracting faculty and venues for **summer programs** and PMI 2027.
- Refresh recruitment strategy for outreach, intergenerational, and Neighbor Island initiatives.

### **February 2027 — Statewide Access Expansion**

- Present **Neighbor Island concerts** by Youth Symphony and Jazz ensembles, supported by OLA Teaching Fellows.
- Launch marketing for **PMI 2027** and other summer programs.
- Expand early childhood and casual learner programming as part of community access goals.

### **March 2027 — Enrollment & Pathway Development**

- Open enrollment for **PMI 2027** and additional summer offerings.
- Open enrollment for **Symphony Program placement auditions**.
- Participate as a launch partner in **Mele Ho‘okele** at the Waikīkī Shell (Honolulu Festival), supporting statewide visibility and pathway development.

### **April 2027 — Culminating Performance Outcomes**

- Present **FREE spring concerts** by HYS ensembles statewide.
- Deliver additional *Listen & Learn* and community-based outreach concerts.

- Collect POST-program outcome data/reflections from students, partners, and other stakeholders.

### **May 2027 — Evaluation, Workforce Development & Transition**

- Conduct **Symphony Program auditions**.
- Begin annual performance evaluations for **school-year faculty**.
- Launch new **summer activities** (general music, outreach, intergenerational sessions).

### **June 2027 — Summer Delivery & Strategic Reset**

- Deliver all **summer programs**, including early childhood, outreach, and casual learner offerings.
- Hold annual **Staff Retreat** focused on program learning, equity review, and strategic refinement.

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

HYS will implement an integrated quality assurance and evaluation framework to ensure accountability, continuous learning, and equitable impact across all program tiers. Evaluation activities will be embedded into program delivery and aligned with the organization’s Theory of Change.

HYS will collect both quantitative and qualitative data through standardized surveys of students, parents/caregivers, faculty, staff, and key external stakeholders, as well as attendance, retention, enrollment, and participation tracking across all programs. Surveys and reflection tools will be administered multiple times per program cycle (e.g., pre-, mid-, and post-program) to support longitudinal analysis of growth, engagement, access, and learning outcomes.

Evaluation instruments used with students and parents will be mapped to HYS’s logic model. Periodic internal reviews will examine enrollment trends, instructional quality, and stakeholder feedback, alongside annual performance evaluations of faculty.

Evaluation findings will be used to guide adaptive program management, including refinements to curricula, recruitment strategies, and mission/vision/core values alignment. Program and evaluation data will be reviewed annually at staff and Board retreats to assess progress toward strategic goals, set evidence-informed priorities for the following year, and ensure accountability to funders, partners, and participants.

### **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.**

Hawai'i Youth Symphony (HYS) will report the following objective measures of effectiveness to the State Foundation on Culture and the Arts (SFCA), aligned with the SFCA's ARTS FIRST Partnership Strategic Plan. All applicable measures will be disaggregated to support equity analysis and statewide access monitoring.

**A. Student Reach and Access:**

Number of students participating across all HYS programs; number and type of schools represented (public, independent, charter, and home schools); State education districts and counties of origin; and island of residence (O'ahu, Hawai'i Island, Maui, Moloka'i, Lāna'i, Kaua'i).

**B. Engagement and Retention:**

Average attendance rate (percentage) and tardy rate (percentage) across all instructional programs.

**C. Workforce Development and Employment:**

Number of artists, educators, and administrators employed within the HYS workforce during the grant period; total instructional and program contact hours delivered, where applicable.

**D. Public Access and Outreach Activity:**

Number of FREE concerts and public-facing activities presented during the grant period; geographic distribution of those activities; and qualitative alignment of each activity to HYS's Theory of Change framework.

**E. Qualitative Impact Indicators:**

Thematic analysis of qualitative responses from students and parents/caregivers reflecting program impact on inclusivity, civic leadership, self-understanding, confidence, social-emotional learning, and creative expression.

**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](#))

See attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
136,289	45,819	104,226	53,664	340,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

Other Sources of Funding	Request Amount
Federal Grants	50,000
C&C GIA	150,000
Foundation Grants and Contributions	350,000
<b>Total</b>	<b>550,000</b>

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 2027 for program funding.

Grant	Amount	Comments
FY23 C&C GIA	200,000	
FY25 NEA	50,000	
FY26 C&C GIA	150,000	
FY27 C&C GIA	150,000	Application under review

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

Unrestricted Current Assets (As of 12/31/25):	<b>828,315</b>
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**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2026 to June 30, 2027

Applicant: **Hawaii Youth Symphony Association**

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Director of Orchestral Activities (Exempt)	1	\$68,000.00	30.00%	\$ 20,400.00
Conductor, Youth Symphony II	1	\$12,000.00	30.00%	\$ 3,600.00
Conductor, Concert Orchestra	1	\$9,540.00	30.00%	\$ 2,862.00
HYS Jazz Program Faculty	1	\$7,850.00	30.00%	\$ 2,355.00
Conductor, Concert String Orchestra (CSO) and String Orchestra Ensemble	1	\$8,600.00	30.00%	\$ 2,580.00
Conductor for Intermediate String Ensemble (ISE) and Beginning Strings	1	\$5,555.00	30.00%	\$ 1,666.50
HYS Jazz Program Instructor	1	\$7,850.00	30.00%	\$ 2,355.00
Jazz Program Director	1	\$8,500.00	30.00%	\$ 2,550.00
Honolulu Music4Kids Instructor	1	\$5,600.00	30.00%	\$ 1,680.00
Nanakuli Music4Kids Instructor	1	\$3,900.00	30.00%	\$ 1,170.00
Super Strings: Beginner & Intermediate Classes Instructor	1	\$4,558.00	30.00%	\$ 1,367.40
Nanakuli Music in the Clubhouse (MITCH) Instructor	1	\$3,280.00	30.00%	\$ 984.00
PMI Program: Strings Program Faculty	1	\$16,225.00	30.00%	\$ 4,867.50
PMI Program: Wind Ensemble Faculty	1	\$13,950.00	30.00%	\$ 4,185.00
PMI Program: Jazz Intensive Faculty	1	\$4,100.00	30.00%	\$ 1,230.00
PMI Program: Middle School All-State Band Faculty	1	\$900.00	30.00%	\$ 270.00
PMI Program: Ukulele Workshop Faculty	1	\$1,500.00	30.00%	\$ 450.00
Programs Director	1	\$80,000.00	20.00%	\$ 16,000.00
Operations Manager	1	\$50,000.00	20.00%	\$ 10,000.00
Philanthropy & Outreach Manager	1	\$68,500.00	20.00%	\$ 13,700.00
Pacific Music Institute General Manager	1	\$12,000.00	20.00%	\$ 2,400.00
Director of Finance	1	\$110,000.00	3.50%	\$ 3,850.00
Chief Operating Officer	1	\$120,500.00	5.00%	\$ 6,025.00
<b>TOTAL:</b>				106,547.40
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: **Hawaii Youth Symphony Association**

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

**JUSTIFICATION/COMMENTS:**

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

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: **Hawaii Youth Symphony Association**

<b>FUNDING AMOUNT REQUESTED</b>						
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:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS	N/A					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

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

Applicant: **Hawaii Youth Symphony Association**

Contracts Total: 300,000

	<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	C&C Honolulu GIA	10/1/25 - 9/30/26	DCS OGM	Honolulu	150,000
2	C&C Honolulu GIA (Application still under review)	10/1/26 - 9/30/27	DCS OGM	Honolulu	150,000
3					
4					
5					
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28					
29					
30		10			Application for Grants

## **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.**

Hawai‘i Youth Symphony has operated continuously since 1964 and is the only statewide instrumental music education organization in Hawai‘i with systems designed to serve youth from every island while also having the capacity and experience to implement additional community-based programming. HYS maintains the infrastructure, staffing, and governance necessary to deliver large-scale, multi-tiered arts education services in compliance with public funding requirements.

HYS is governed by a 17-member Board of Directors and led by a four-member executive team. The organization employs a workforce of over 100 highly respected faculty, operations, and development staff. Many HYS teaching artists and administrators have built distinguished careers across leading cultural and educational institutions, including the Hawai‘i Symphony Orchestra, Royal Hawaiian Band, University of Hawai‘i, and the Hawai‘i Music Teachers Association. Collectively, this team brings deep expertise in youth development, performance pedagogy, curriculum design, community engagement, and nonprofit administration.

Over the past year, more than 60 parent and community volunteers have played an essential role in fulfilling the HYS mission, contributing:

- 240+ hours through tour chaperoning, ushering, percussion and equipment movement, truck driving, and front-of-house concert assistance
- 800+ hours by Concert Parent volunteers supporting weekly rehearsals through attendance tracking and room setup/breakdown
- 1,000+ hours by the HYS Board of Directors; each board member serves on at least one committee, makes a personally meaningful annual gift, supports special events, and connects HYS to their professional networks. The Board maintains a 95%+ attendance rate across all meetings and 100% participation in annual giving.

### **Verifiable Related Projects and Contracts (Most Recent Three Years)**

- Annual Memoranda of Understanding (MOUs) with the **Boys & Girls Clubs of Hawai‘i**, under which HYS delivers instrumental music programming to clubhouse youth
- Annual MOUs with the **Hawai‘i Symphony Orchestra** to plan and implement semiannual *Side-by-Side* programs, placing HYS youth musicians on stage alongside

professional orchestra members.

- Grant contracts with major private funders supporting HYS's mission, vision, and equitable access programming, including multi-year foundation grants.
- Ongoing contracts and partnership agreements supporting the **Pacific Music Institute, Listen & Learn** educational school concerts (with the Hawai'i DOE), and **Harmonizing Intergenerational Engagement (HIE)** community programming.

## **Compliance and Fiscal Controls**

HYS maintains robust financial management and compliance systems appropriate for the stewardship of public funds. The organization operates under Board-approved financial policies governing budgeting, procurement, internal controls, and conflict of interest.

Fiscal oversight is provided by the Board Finance Committee, which reviews monthly financial statements, cash flow, and budget-to-actual variances, and makes recommendations to the full Board.

HYS utilizes segregation of duties across accounting, authorization, and reconciliation functions, and maintains documented procedures for contract management, payroll, and vendor payments.

The organization undergoes annual independent financial audits, and files all required federal and State compliance reports, including IRS Form 990. Grant funds are tracked in the accounting system to ensure proper allocation, reporting accuracy, and audit readiness.

To further strengthen fiscal governance and compliance capacity, HYS is in the process of adding a Chief Financial Officer (CFO) position. The CFO will be responsible for advancing financial strategy, enhancing internal controls, overseeing grant compliance and reporting, and supporting long-range financial sustainability planning. This role will deepen HYS's ability to manage public funds at scale and reinforce best-practice standards in transparency, accountability, and risk management.

Together, these credentials demonstrate that HYS possesses the organizational stability, professional expertise, governance capacity, and verifiable performance history necessary to successfully deliver the services proposed in this application and to steward State funds responsibly.

## **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.**

## **Facilities and Adequacy**

Hawai‘i Youth Symphony does not own or operate dedicated rehearsal, classroom, or concert facilities. Instead, HYS utilizes a distributed, partnership-based facilities model supported by annually updated Memoranda of Understanding (MOUs) with public and private schools, government-operated venues, and nonprofit partners. This model provides flexible, cost-effective, and geographically distributed access to appropriate spaces aligned with the organization’s statewide service mandate.

For its activities on O‘ahu, HYS maintains active facility partnerships with public and private schools including McKinley High School, Niu Valley Middle School, ‘Iolani School, and Le Jardin Academy; City and State–operated venues including the Neal S. Blaisdell Concert Hall, Waikīkī Shell, University of Hawai‘i at Mānoa facilities, and the Hawai‘i Convention Center; and community-based nonprofit partners including the Boys & Girls Clubs of Hawai‘i. These facilities support the full range of HYS program activities, including instructional classes, ensemble rehearsals and public concerts. Neighbor Island programming is generally held in public libraries, public schools, and performing arts centers, depending on island-specific available community resources.

All partner facilities are reviewed annually for suitability, safety, accessibility, and scheduling reliability. Facility agreements specify usage terms, insurance requirements, custodial services, and other compliance items. This decentralized facilities strategy enables HYS to scale programming responsively across multiple islands while mitigating long-term capital risk and ensuring continuity of service.

## **Contingency and Expansion Planning**

In the event that existing facilities become unavailable, HYS maintains standing relationships with alternative schools, municipal venues, faith-based institutions, libraries, and community centers to ensure uninterrupted program delivery. As program demand increases, HYS will expand its facilities portfolio through additional MOUs with partner institutions, prioritizing geographic equity, accessibility, and proximity to underserved communities.

## **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.**

#### **Staffing Pattern and Service Capacity**

Hawai'i Youth Symphony (HYS) will deliver the proposed services using a hybrid staffing model that integrates full-time administrative leadership, program management staff, and contracted credentialed teaching artists. This structure is designed to support year-round programming across early childhood, youth instrumental learning, intergenerational engagement, and advanced training tiers while maintaining appropriate supervision, fiscal oversight, and compliance capacity.

**Core leadership and administrative positions** supporting this request include:

1. Chief Operating Officer: Operations, budgeting, HR, partner org MOUs
2. Director of Finance: Budgeting, grant accounting, fiscal reporting
3. Director of Orchestral Activities: Artistic leadership, curriculum oversight, faculty supervision
4. Programs Director: Program scheduling, enrollment management, quality assurance
5. Operations Manager – Facilities, transportation, logistics, safety compliance
6. Philanthropy & Outreach Manager – Fundraising, marketing, development support
7. Pacific Music Institute (PMI) General Manager – Summer intensive operations and logistics

**Program delivery** is executed by contracted faculty across the following instructional roles:

1. Conductor, Youth Symphony II
2. Conductor, Concert Orchestra
3. Conductor, Concert String Orchestra (CSO) and String Orchestra Ensemble (SOE)
4. Conductor, Intermediate String Ensemble (ISE) and Beginning Strings Ensemble (BSE)
5. Jazz Program Director
6. Jazz Program Instructors
7. Music4Kids Instructors (Honolulu and Nānākuli)
8. Super Strings: Beginner & Intermediate Classes Instructor
9. Nānākuli Music in the Clubhouse (MITCH) Instructor
10. PMI Program Faculty (Strings, Wind Ensemble, Jazz Intensive, Middle School All-State Band, Ukulele Workshop)

This staffing pattern supports an annual service capacity of approximately 800 students, 50 public performances and outreach events, and over 1,000 contact hours across O'ahu and Neighbor Islands.

## **Staff Qualifications and Experience**

HYS faculty and staff are selected through a process emphasizing professional credentials and youth development experience. Many teaching artists and administrators have built distinguished careers across leading musical and educational institutions, including the Hawai‘i Symphony Orchestra, Royal Hawaiian Band, University of Hawai‘i, and the Hawai‘i Music Teachers Association.

Key qualifications across the instructional workforce include:

- Degrees in music performance, music education, or conducting (where applicable)
- Professional orchestral, chamber, jazz, or commercial performance experience
- Demonstrated success working with, or representing stakeholders across diverse socioeconomic and cultural contexts
- Experience in music education, music business, and/or nonprofits
- Current background checks and completion of annual child safety training

Administrative leadership staff bring deep expertise in nonprofit management, fiscal controls, operations, and grant compliance, with a combined 82 years of experience in arts administration, education program management, and/or public funding stewardship.

## **Supervision, Training, and Administrative Direction**

HYS maintains a formal supervision and reporting structure to ensure instructional quality, operational accountability, and compliance with funder requirements. Teaching artists report to the Director of Orchestral Activities and Programs Director, who provide artistic oversight or curriculum guidance, and performance evaluation. Administrative and operational staff report through the COO, with fiscal functions overseen by the Director of Finance and Board Finance Committee. The President/CEO oversees the COO, Director of Orchestral Activities, and Director of Finance.

All employees and contracted faculty:

- Undergo background checks prior to engagement
- Complete annual child safety and harassment prevention training
- Receive written job descriptions and performance expectations
- Operate in accordance with the HYS Employee Handbook and organizational policies

HYS provides ongoing professional development through:

- Periodic instructional coaching and peer observation (for faculty)
- Workshops on safety protocols
- Annual Staff Retreat focused on program quality, equity review, and continuous improvement
- Coaching for executive leaders
- Opportunities to attend local and national conferences

## **2. Organization Chart**

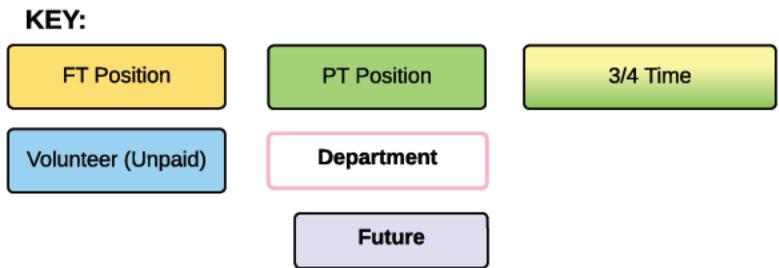
**The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.**

See attached.

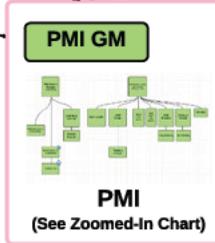
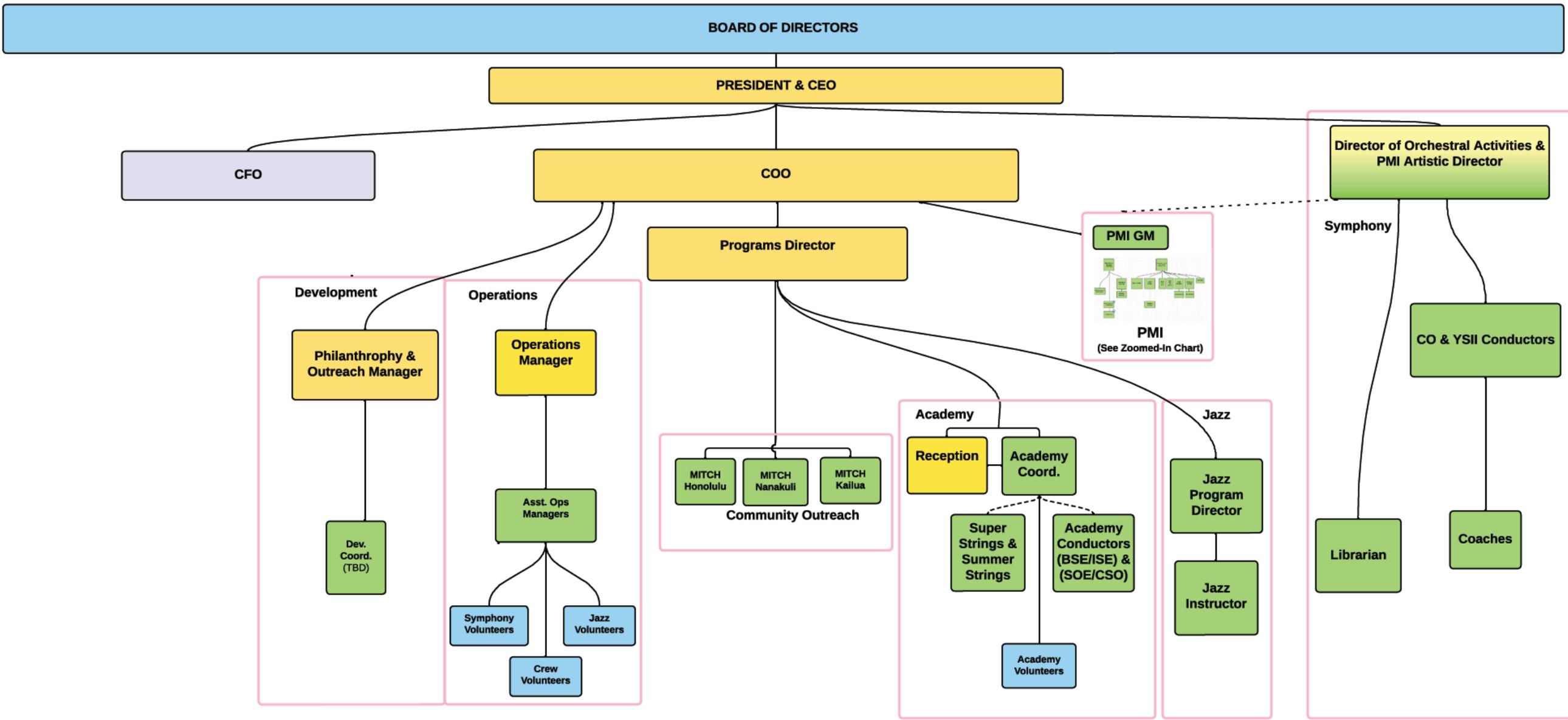
## **3. Compensation**

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.

- President & CEO: \$125,000 to \$155,000
- COO: \$115,000 to \$145,000
- Programs Director: \$65,000 to \$95,000



FY27 (Projected)





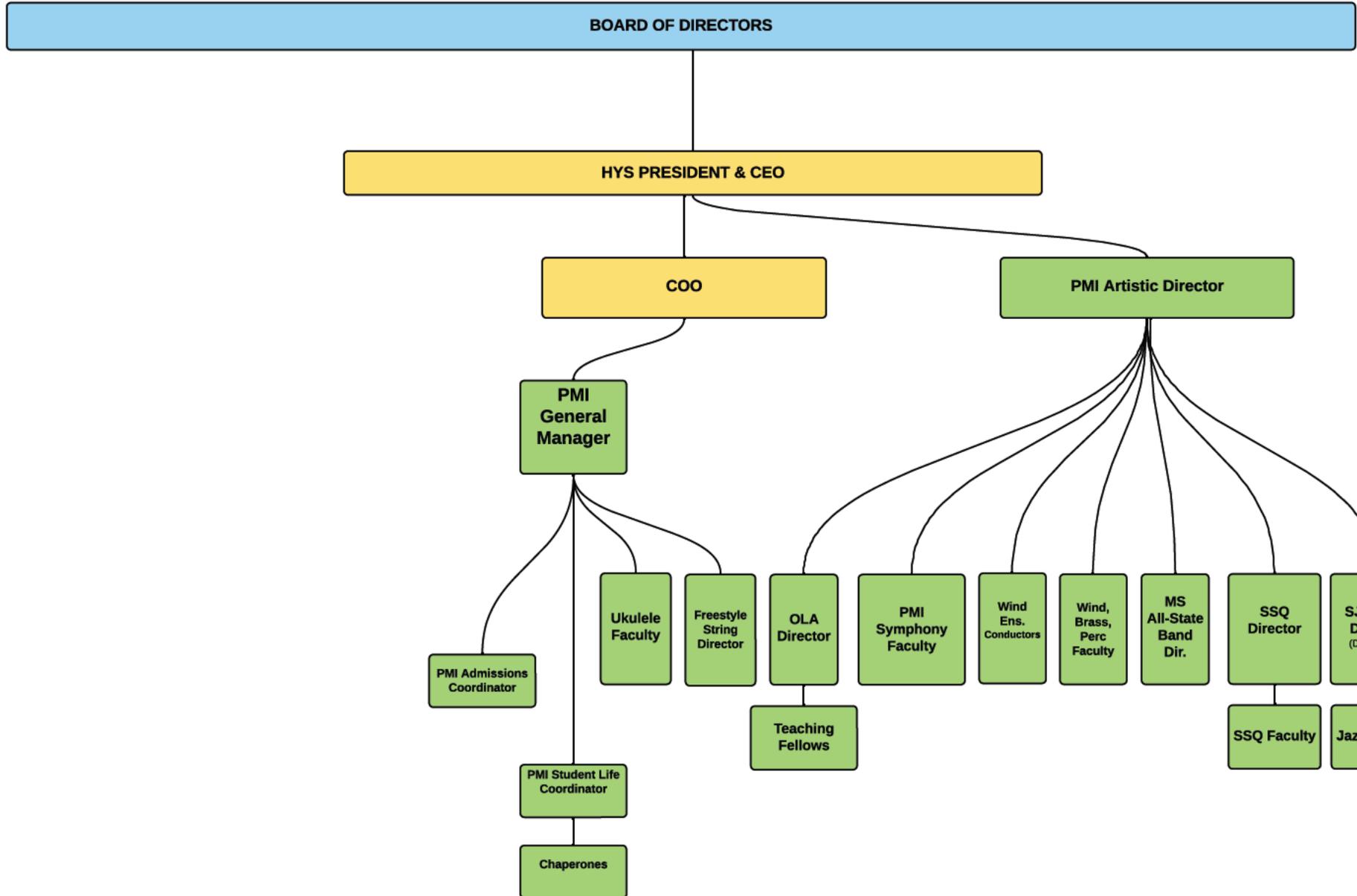
# Pacific Music Institute

**KEY:**

FT Position

PT Position

Volunteer (Unpaid)



**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.**

No pending litigation.

**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 2027 the activity funded by the grant if the grant of this application is:**

- (a) Received by the applicant for fiscal year 2027, but**
- (b) Not received by the applicant thereafter**

Hawai'i Youth Symphony maintains a diversified sustainability strategy designed to ensure continuity of services beyond the grant period. If funding is received for FY2027 but not thereafter, HYS will sustain the supported activities through a combination of philanthropic growth, diversified public funding, cost controls, and reserve deployment.

HYS has already incorporated conservative assumptions into its long-range financial plan, budgeting for revenue reductions and expense increases to stress-test organizational resilience while preserving its commitment to the "Music Is A Right" vision. Program pricing is intentionally kept accessible and below cost to reduce financial barriers for families; accordingly, sustainability efforts are focused on fundraising expansion rather than tuition escalation.

HYS will pursue replacement support from alternative public and quasi-public sources, including City and County of Honolulu grants, and foundation and corporate underwriting aligned with equity and youth development priorities.

To strengthen fiscal governance, HYS is in the process of adding a Chief Financial Officer (CFO) to oversee long-term financial strategy, grant compliance, and sustainability planning. The CFO will lead multi-year forecasting, diversification modeling, and scenario planning to institutionalize successful grant-funded programs into the core operating budget. Limited reserve funds may be used as bridge financing during a transition period, subject to Board Finance Committee oversight.