

Applicant Hokulani Children's Theatre of Molokai

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) *Not Applicable*
 - d) Capital project details (Link) *Not Applicable*
 - e) Government contracts, grants, and grants in aid (Link)
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

Vicki F. Powell
AUTHORIZED SIGNATURE

Vicki F. Powell
PRINT NAME AND TITLE

1/16/2026
DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: HOKULANI CHILDREN'S THEATRE OF MOLOKAI

Issue Date: 01/13/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX2555
DCCA FILE#: 326875

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 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...").

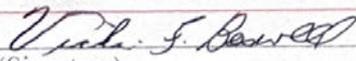
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with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

Hōkūlani Children's Theatre of Molokai

(Typed Name of Individual or Organization)

1/16/2026


(Signature)

(Date)

Vicki F. Boswell

President/Acting Executive Director

II. Background and Summary

1. A brief description of the applicant's background:

Hōkūlani Children’s Theatre of Molokai (HCTOM) is a nonprofit, 501(c) (3) youth performing arts organization based on the island of Molokai providing the only ongoing performing art education and community performances. Founded in 2023, HCTOM provides free access to theatre, music, and creative media education for youth ages 4–18 in a rural, geographically isolated community with limited enrichment and workforce development opportunities. The organization is community-rooted and volunteer-supported, working closely with local families, schools, artists, kupuna mentors and cultural practitioners to ensure equitable access to high-quality arts education regardless of a family’s ability to pay.

2. The goals and objectives related to the request:

The goal of this request is to sustain and strengthen HCTOM’s core operations so the organization can continue delivering consistent, high-quality youth/kupuna programming while expanding leadership and workforce pathways for older youth students.

Objectives include: ·

- Maintaining free, accessible performing arts and creative media programs for Molokai youth;
- Give support services to kupuna and keep them engaged in active community building opportunities and engaging activities;
- Supporting youth skill development in theatre, music, leadership, and digital media;

- Providing advanced students with internship opportunities and exposure to college level creative media coursework and hands on experience in live theater and filming;
- Strengthening organizational capacity to support growing participation and community demand.

3. The public purpose and need to be served:

This request serves a public purpose as defined under Chapter 42F, Hawai'i Revised Statutes, by supporting youth education, community development, and workforce readiness in an underserved rural community. Molokai youth face limited access to arts education, extracurricular enrichment, and career exploration opportunities due to geographic isolation and resource constraints. Operational support through this grant ensures continuity of services that promote positive youth development, educational engagement, and long-term community well-being.

4. Describe the target population to be served:

The primary population served includes Molokai youth ages 4–18, with focused programming for:

- Children and youth participating in theatre, music, film, and creative arts education;
- High school students ready for leadership, internship, and workforce-oriented learning;
- Families seeking safe, enriching, and accessible youth programs.

5. Describe the geographic coverage:

Hōkūlani Children’s Theatre of Molokai provides services island-wide on Molokai, ensuring equitable access for youth regardless of location or ability. Programs are primarily based in community and partner facilities, including the Home Pumehana Senior Center, which serves as the organization’s primary program hub for training and performance venue. Additionally, CTOM utilizes the Molokai Education Center and ‘Ākaku Media sites for advance training classes and performing art camp training. Off-island activities and collaborations with partner organizations are utilized to expand access to professional training, mentorship, and advanced learning opportunities for participating students.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities:

Hōkūlani Children’s Theatre of Molokai will use grant-in-aid funds to support the core operations necessary to deliver year-round youth arts education and creative media programming. Operational activities supported by this request include program coordination, instruction, rehearsal and workshop facilitation, youth leadership development, creative media and film production activities, community engagement, administrative oversight, and partnership coordination. Programming includes theatre, music, film, and creative media education for youth ages 4–18, with progressive opportunities for older students to take on leadership roles, internships, and advanced training. Activities are designed to support skill development, collaboration, creativity, and confidence while exposing students to potential education and career pathways in the arts and media fields.

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

Services and activities will be provided throughout Fiscal Year 2026 (July 1, 2026 – June 30, 2027), guided by Hōkūlani Children’s Theatre of

Molokai's year-round programming structure. Key planned activities include:

July–September: Year-round enrichment classes, camps and workshops in theatre, improvisation, music, dance, storytelling, and creative media begin. Planning and coordination for major seasonal productions and collaborative camps with partner organizations (e.g., multi-day performing arts camps, inter-island collaborations).

October–December:

- Continuation of performing arts classes and rehearsal processes for upcoming productions.
- Community performances and showcases integrated into regular programming.
- Ongoing Youth Internship Program activities, providing hands-on experience in acting, production, sound, lighting, makeup artistry, media, and administrative support.

January–March:

- Preparations and final rehearsals for major spring productions such as musicals and stage plays (e.g., *Flight of the Mothman*, *The Enchanted Forest*).
- Continued creative media and film project development tied to student interests and workforce pathway goals (e.g., Short film: *Flight of the Mothman*; filming some scenes for our recent *Holes* live production).
- Engagement with families, kupuna, and community partners through performances, open workshops, and participatory events.

April–June:

- Culminating live performance (In April) and film project (May-June)
- Seasonal community events including summer enrichment workshops and camps
- Final evaluation, documentation of program outcomes, and strategic planning for the upcoming fiscal year's activities.

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

HCTOM monitors program quality through ongoing staff and mentor communication, participant observation, and regular feedback from students and families. Program effectiveness is evaluated using attendance tracking, student participation levels, completion of projects and performances, and qualitative feedback gathered through discussions and informal surveys. The organization uses evaluation results to adjust programming, improve instructional methods, and respond to the evolving needs of students and families. Emphasis is placed on maintaining a safe, supportive, and inclusive learning environment for all participants. We are a grassroots organization so there is lots of collaboration and discussion. Monthly newsletters, text threads and staff meetings keep parents, instructors, and staff in constant communication.

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.

Measures of effectiveness reported to the expending State agency will include:

- Number of youth served annually;
- Frequency and consistency of program participation;

- Number of instructional sessions, workshops, rehearsals, and creative media or film projects completed;
- Number of youth participating in leadership, internship, or advanced learning opportunities;
- Successful completion of performances, screenings, or community presentations.

These measures provide objective indicators of program reach, engagement, and impact. Measures may be adjusted if the final appropriation amount differs from the request.

IV. Financial

Budget

1. See Attached for the following: 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
 - b. Personnel salaries and wages
 - c. Equipment and motor vehicles (not applicable)
 - d. Capital project details (not applicable)
 - e. Government contracts, grants, and grants in aid
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
8,750	8,750	8,750	8,750	35,000

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

Hōkūlani Children’s Theatre of Molokai will be applying to numerous private foundations, some of which supported the program last year.

Other private foundations are being applied to for the first time. Grants being sought include (but not limited to):

- Stephen & Mary Birch Foundation (1st time)
- McInerny Foundation (1st time)
- T. C. Ching Foundation (2nd time)
- Laurence H. Dorcy Foundation (2nd time)
- The Max and Victoria Dreyfus Foundation (1st time)

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

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.

Hōkūlani Children's Theatre of Molokai (HCTOM) has demonstrated the skills, experience, and community trust necessary to successfully deliver youth arts education and creative media programming in a rural island setting. Since its formation in 2023, the organization has provided year-round performing arts opportunities for Moloka'i youth, including theatre productions, music and

choir programming, creative media and film projects, workshops, and community performances.

HCTOM has experience designing and managing multi-age programming that supports both introductory participation and advanced learning. The organization emphasizes youth leadership development by engaging older students as mentors, assistants, and interns, allowing them to gain hands-on experience in production, facilitation, and creative media processes. Through partnerships with local and off-island organizations and professionals, HCTOM brings additional expertise and exposure to students that would otherwise be unavailable on Molokai.

Over the past three years, HCTOM has successfully planned and implemented arts education activities, rehearsals, performances, camps, and collaborative projects serving children, youth, and families. This experience demonstrates the organization's capacity to manage schedules, coordinate staff and volunteers, maintain safe and supportive learning environments, and deliver consistent programming aligned with community needs.

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.

HCTOM utilizes a combination of community and partner facilities to deliver its programs. The organization's primary program hub is located at the Home Pumehana Senior Center main hall, which provides accessible space for rehearsals, workshops, and community-based activities. Additional programming is conducted at partner locations including the Molokai Education Center and 'Ākaku Media, allowing for expanded access to educational resources, technology, and creative media facilities.

When appropriate, off-island collaborations and partner sites are utilized to provide students with exposure to professional artists, instructors, and industry-relevant learning opportunities. These facilities and partnerships collectively support the organization's ability to deliver high-quality, flexible programming responsive to student interests and community demand.

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.

Hōkūlani Children’s Theatre of Molokai (HCTOM) operates with a highly engaged, hands-on leadership and staffing model appropriate to a small, rural nonprofit organization. The organization is governed by a four-member Board of Directors whose members are actively involved in supporting day-to-day operations and program delivery in collaboration with part-time staff.

The Founder and President serves as the Acting Executive Director and provides overall leadership, program oversight, community coordination, and supervision of staff and instructors. The Board Treasurer serves in a dual role as payroll administrator and bookkeeper, providing financial oversight and ensuring responsible fiscal management. These leadership roles are carried out by individuals with relevant experience and qualifications appropriate to their responsibilities.

HCTOM employs three paid part-time staff members who support program coordination, instruction, and administrative functions. **In addition, the organization employs two paid youth interns each semester** who assist with programming, production support, creative media activities, and peer mentorship. These internship positions provide hands-on leadership and workforce development opportunities for advanced high school students.

Program delivery is further strengthened through the involvement of skilled volunteers, community mentors, and contracted instructors or creative media professionals as needed to expand capacity, provide specialized instruction, and support youth leadership and workforce pathway opportunities. Through a partnership with the Moloka’i Education Center, HCTOM offers free access to creative media education, allowing participating students the opportunity to work toward a Creative Media Certification and potentially graduate from high school with college-level credentials.

This staffing and leadership model allows the organization to direct the majority of grant and operating funds toward performing arts education, creative media and film instruction, community engagement, and essential equipment for a start-up theatre and film education program, rather than

administrative overhead. As a result, HCTOM has experienced rapid program growth while maintaining accessible, high-quality services for youth and families.

Supervision and training are provided through ongoing communication, collaborative planning, and direct oversight by organizational leadership. This structure ensures accountability, flexibility, and efficient use of public funds while remaining responsive to student and community needs.

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.

Hōkūlani Children's Theatre of Moloka'i's organizational structure and lines of supervision are described above in Section VI.1. The organization operates with a Board-governed, staff-led model that clearly defines leadership, financial oversight, staff supervision, and program support roles. A visual organization chart can be provided upon request.

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.

Hōkūlani Children's Theatre of Moloka'i provides compensation appropriate to its size, scope, and nonprofit status. The annual compensation ranges for the three highest-paid positions, by position title, are as follows:

- Acting Executive Director / President: \$0 (volunteer, unpaid position)
- Payroll Administrator / Bookkeeper: \$0 (volunteer, unpaid position)
- Artistic Director (part-time): up to approximately \$30,000 annually

Compensation levels are determined based on available funding, program needs, and hours worked. As resources allow, additional part-time administrative and program support positions may be added to support organizational growth.

VII. Other

1. Litigation

Not applicable. Hōkūlani Children's Theatre of Moloka'i is not a party to any pending litigation and has no outstanding judgments.

2. Licensure or Accreditation

Not applicable. Licensure or accreditation is not relevant to this request.

3. Private Educational Institutions

Not applicable. Grant funds will not be used to support or benefit a sectarian or non-sectarian private educational institution.

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.

If the grant requested for Fiscal Year 2027 is received, Hōkūlani Children's Theatre of Molokai (HCTOM) will use the funds to stabilize core operations, maintain consistent program delivery, and strengthen its staffing and infrastructure to support continued growth. Operational support will allow the organization to build sustainable systems while continuing to prioritize free access to performing arts, film, and creative media education for Molokai youth.

HCTOM's long-term sustainability strategy is based on a diversified funding approach that includes a combination of state and county grants, private foundation support, community partnerships, individual donations, and earned income from performances and special events when appropriate. The organization will continue to leverage its volunteer leadership model, partnerships with educational and community organizations, and shared-use facilities to minimize overhead and maximize the impact of available resources.

If grant-in-aid funding is not received beyond Fiscal Year 2027, HCTOM will adjust programming levels and staffing as needed while continuing to provide core youth services through volunteer support, partnerships, and alternative funding sources. The organization remains committed to maintaining essential programming for youth and families and will continue to pursue diversified funding opportunities to support its mission over time.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Hokulani Children's Theatre of Molokai

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	15,834	0	0	45,166
2. Payroll Taxes & Assessments				7,000
3. Fringe Benefits				
TOTAL PERSONNEL COST	15,834			52,166
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				9,500
2. Insurance	750			798
3. Lease/Rental of Equipment				4,500
4. Lease/Rental of Space	2,716			1,500
5. Staff Training				1,500
6. Supplies				450
7. Telecommunication				0
8. Utilities	1,000			0
9. Filming Education and Advertisement	9,500			0
10. Animation Instructor	1,500			0
11. Special media education classes	3,400			0
12. Play Royalties	300			0
13. Scholarship Expense				16,170
14. Administrative Costs not listed above				3,509
15. Unlisted Program Costs - Community Plays				6,000
16. Unlisted Program Costs - Digital Productions				4,000
17. Unlisted Program Costs - Kupuna Drama Nights				500
18. Unlisted Program Costs - Lanai Collaborative				2,650
19. Unlisted Program Costs - Youth Career Devopment				350
20. Unlisted Program Costs - Altogether program costs				11,400
TOTAL OTHER CURRENT EXPENSES	19,166			62,827
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	35,000			114,993
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	35,000	Dorborah Mckane 808-378-2164		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	Dorborah Mckane 11/5/26		
(d) Total Private/Other Funds Requested	114,993	Signature of Authorized Official Date		
TOTAL BUDGET	149,993	Dorborah Mckane Treasurer		
		Name and Title (Please type or print)		

Applicant: Hokulani Children's Theatre of Molokai

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Period: July 1, 2026 to June 30, 2027

Hokulani Children's Theatre of Molokai Not Applicable- Funding is not for Capital project.

FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Ap Hokulani Children's Theatre of Molokai

Contracts Total: 30,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/ Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County of Maui Office of Economic Develo	4/2025 - 3/2026	Office of Economic D	Maui County	10,000
2	Grant in Aid	7/1/2025-6/30/20	Hawaii State Legislat	Hawaii State	20,000
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