

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

Pamela L. DeBoard, PhD
AUTHORIZED SIGNATURE

Pamela Deboard Executive & Artistic
Director
PRINT NAME AND TITLE

01/23/2026
DATE

CERTIFICATION

1. Hawai'i Compliance Express Certificate

Hawai'i Education of the Arts, Inc. (dba HEARTS) is a nonprofit organization in good standing and will submit one (1) Hawai'i Compliance Express Certificate issued by the Comptroller of the Department of Accounting and General Services, dated no earlier than December 1, 2025, in accordance with application requirements.

2. Declaration Statement

HEARTS hereby affirms that it is in compliance with Section 42F-103, Hawai'i Revised Statutes, including all applicable requirements related to eligibility, reporting, and the proper use of Grant-in-Aid funds.

3. Public Purpose

The grant funds requested will be used exclusively for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. HEARTS provides accessible, community-based arts and cultural education programs serving children and youth across O'ahu, supporting cultural preservation, educational engagement, and youth well-being. Grant funds will benefit the public through performances, outreach, and community participation.

II. BACKGROUND AND SUMMARY

Applicant Background

Founded in 2002, HEARTS is a nonprofit organization providing year-round, culturally grounded music, hula, 'ōlelo Hawai'i, and theatre education to children and youth (ages 5-18) across O'ahu. HEARTS delivers accessible, high-quality instruction and free or low-cost public performances that strengthen community connection, youth development, and cultural continuity.

HEARTS keiki have performed locally in schools, churches, elder care facilities, and professional venues, and participated in national and international cultural exchange programs. HEARTS serves approximately 100 students weekly from public, private, and homeschool communities, prioritizing inclusion, affordability, and equity.

Goals and Objectives

HEARTS respectfully requests \$70,615 Grant-in-Aid funding, representing approximately 31% of our annual operating budget, for partial support of essential core staffing, ensuring continuity, instructional quality, and public access to programs. HEARTS will continue to leverage approximately 69% of its operating budget from private donations, trusts and foundations, earned income, and community support sources. Grant-in-Aid funds will directly support personnel responsible for curriculum design, instruction, program coordination, and delivery of

public performances. Stable staffing is necessary to meet ongoing community demand and sustain consistent programming.

Public Purpose and Need

HEARTS addresses documented social, educational, and community needs by providing structured, supervised arts education and inclusive public performances. Children and youth in Hawai'i often have limited access to arts programs, reducing opportunities for positive social connection, collaborative learning, and intergenerational engagement. HEARTS mitigates these gaps by offering high-quality arts education in a safe, inclusive environment while serving families and communities. In Spring 2025, a significant proportion of participating students received need-based financial assistance, reflecting HEARTS' commitment to maintaining broad access to arts education for families who might otherwise be unable to participate.

Distinctive Cultural and Community Value

HEARTS offers a unique combination of choir, musical theatre, and hula instruction, providing a culturally grounded performing arts education. Students perform songs in multiple Indigenous and heritage languages, including 'Ōlelo Hawai'i, Portuguese, Ilokano, Samoan, Māori, Japanese, Mandarin, Spanish, Latin, German, French, and Nigerian languages. Instruction emphasizes musical technique, cultural context, pronunciation, and meaning, fostering respect for cultural identity and heritage.

Students also receive exposure to Western classical works by composers such as Bach, Beethoven, and Brahms, creating a balanced foundation in global and local musical traditions. Public performances strengthen intergenerational connection, community pride, and collective identity, providing meaningful benefits that extend beyond students themselves.

Target Population

HEARTS serves approximately 100 children weekly, ages 5–18, from public, private, and homeschool settings. Participants come from diverse cultural and socioeconomic backgrounds, including Native Hawaiian, immigrant, military, and working families. Many students have limited access to arts education within schools, making HEARTS essential for consistent high-quality instruction. Programs promote educational engagement, life skills, mental well-being, and social development. Financial accessibility is ensured through affordable tuition and need-based scholarships.

Geographic Coverage

HEARTS operates with weekly programming at the Windward Boys and Girls Club in Kailua and at Honolulu (First Church of the Nazarene). Families travel from Windward, Central, Leeward and Urban O'ahu, including Wai'anae, Kapolei, Pearl City, Nu'uuanu, Waimānalo, Kāne'ohe, Kailua, and Kapahulu. Grant funds will support services delivered within Hawai'i to benefit Hawai'i residents.

III. SERVICE SUMMARY AND OUTCOMES

Grant-in-Aid funds will support core program operations, enabling HEARTS to continue delivering weekly arts education and public performance opportunities. Programs foster artistic skill development, cultural understanding, confidence, and social connection.

1. Scope of Work, Tasks, and Responsibilities

HEARTS will:

- Provide year-round weekly rehearsals and instruction across four youth choirs (ages 5-18)
- Deliver integrated instruction in singing, hula, performance skills, and 'ōlelo Hawai'i
- Employ and supervise qualified teaching artists and cultural practitioners
- Rehearse and present free or low-cost public performances and community concerts
- Coordinate enrollment, scholarships, scheduling, and family communication
- Maintain a safe, inclusive, and supportive learning environment

2. Projected Annual Timeline

- January–May: Weekly rehearsals, spring concert, community outreach, state choir festivals
- June–July: Summer musical theatre classes
- August–December: Weekly rehearsals, festival participation, fall and holiday performances
- Year-round: Enrollment, scholarship distribution, evaluation, staff and program development

3. Quality Assurance and Evaluation Plans

- Attendance tracking and enrollment monitoring
- Ongoing supervision and evaluation of teaching artists
- Participant and parent feedback via surveys and informal check-ins
- Artistic review of rehearsals and performances by leadership

- Board oversight of program delivery, finances, and compliance
- Annual review informs curriculum refinement, program accessibility, and impact improvement

4. Measures of Effectiveness

HEARTS will report:

Number of children served weekly (approximately 100)

Number of weekly instructional sessions delivered

Number of public performances and community concerts presented

Percentage of students receiving need-based financial aid (Spring 2025: approximately 60%)

Parent and participant satisfaction survey results

Audience numbers at events

Number of songs performed in Indigenous and heritage languages

IV. FINANCIAL

Detailed budget forms and personnel budget justification are attached.

D. N/A

E. Anticipated Quarterly Funding Requests (FY 2027)

Quarter	Amount Requested (\$)
Q1 (Jan–Mar)	\$17,654
Q2 (Apr–Jun)	\$17,654
Q3 (Jul–Sep)	\$17,654
Q4 (Oct–Dec)	\$17,653
Total Grant Request	\$70,615

F.

Other Sources of Funding (FY 2027): Additional grants and sponsorships	
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• Concert/event revenue	• \$15,000
• Zilber Family Foundation	• \$12,000
• Tuition	• \$57,000
• Minami Community Foundation	• \$30,000
• Nā 'Ōiwi Kāne	• \$25,000
• Car washes	• \$6,000
• Individual donations	• \$8,000
• Foodland Giving Campaign	• \$6,000
TOTAL	\$159,000

G. State and Federal Tax Credits

- Granted within past 3 years: N/A
- Applied or anticipated: N/A

H. Federal, State, and County Contracts/Grants (Past 3 Years)

- N/A
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I. Balance of Unrestricted Current Assets

- As of December 31, 2025, unrestricted current assets total \$11,907.57, representing less than three months of operating reserve.
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VI. PERSONNEL – COMPENSATION DETAILS

Top Three Paid Positions (FY 2027)

Position Title	Annual Salary Range (\$)
Executive & Artistic Director	\$30,000
Grant Writer	\$15,000
Kumu Hula	\$10,000

V. EXPERIENCE AND CAPABILITY

Necessary Skills and Experience

HEARTS has 24 years of experience delivering year-round arts education and performance opportunities for children and youth. Led by Executive & Artistic Director Pamela L. DeBoard, PhD, the organization ensures continuity, fiscal responsibility, and artistic excellence.

HEARTS also maintains a robust internship program that provides hands-on training for emerging youth leaders and arts administrators. Interns gain experience in program coordination, arts education delivery, production support, and nonprofit operations,

strengthening HEARTS' capacity while developing the next generation of community leaders.

Core instructional staff: professional choir directors, musicians, choreographers, Kumu Hula, and theatre directors with extensive teaching experience. Many staff are program alumni, combining program familiarity with professional expertise.

Verifiable Experience (Past Three Years):

- Weekly choir, hula, and theatre instruction (ages 5-18)
- Multiple fully produced youth performances annually at Hawai'i Theatre and Palikū Theatre
- Free community concerts for kūpuna and families
- Participation in statewide/national choral festivals
- International cultural exchange tours (choir tour to Japan 2025)

Facilities

Instruction occurs at the Windward Boys and Girls Club in Kailua and First Church of the Nazarene (Honolulu). Performance venues are secured as needed and include professional theatres, schools, churches, and community centers. In recent years, HEARTS has performed at Hawai'i Theatre and Palikū Theatre, as well as community venues including Kalihi Union Church, Pohai Nani Retirement Village, Anne Pearl Rehabilitation Facility, Lanihuli Low-Income Apartments, The Plaza in Kāne'ohe, Central Union Church, and Honolulu First Church of the Nazarene. HEARTS has also participated in national and international performances and cultural exchanges, including performances at Lincoln Center in New York, multiple concerts in churches in Budapest, Hungary, at Josho Bakuen Junior and Senior High School (Osaka), Nagaoka Lyric Hall, and at the Hiroshima Memorial Park in Japan. In 2026, HEARTS will additionally perform at Tenney Theatre, home to Honolulu Theatre for Youth, reflecting the organization's continued cultivation of relationships with established and emerging performance venues. Administrative systems and partnerships allow rapid access to additional space if required.

VI. PERSONNEL: PROJECT ORGANIZATION AND STAFFING

Staffing, Qualifications, Supervision, and Training

Executive & Artistic Director

- Pamela L. DeBoard, PhD – Founder (2002); provides executive leadership, artistic direction, curriculum oversight, staff supervision, fiscal accountability

Artistic and Educational Staff

- Bryce-William Irvine – Choir Director; youth arts educator at Windward Boys and Girls Club; Director of Sounds of Aloha Barbershop Chorus
- Teryn Myers – Choir Director; UH Mānoa graduate, Waipahu Intermediate School Choir Director
- Margaret Rose Agcaoili – Assistant Choir Director; Music Education major, Lead Drum Major at UH Mānoa

Hawaiian Cultural Instruction

- Kumu Hula ‘Ekolu Nakamaejo – Kumu Hula and Hawaiian Studies teacher
- Pāhonu Coleman – Assistant Kumu Hula; music educator, Hawaiian music vocal specialist

Music & Theatre Performance Staff

- Joanne Watanabe – Collaborative Pianist
- Ku‘ulei Kekoa – Musical Theatre Choreographer
- Annie Cusick Wood - Theatre Director; Artistic Associate at Honolulu Theatre for Youth

Administrative Staff

- Camryn Kunioka – Operations Manager
- Cameron Beale – Registrar
- Sherry Monico – Accountant
- Elise DeBoard – Grant Writer

Contract & Volunteer Staff

- Stage manager, production manager, lighting/sound, set/costume designer, theatre director, orchestral musicians, videographer, parental supervisors, family chaperones, web manager, fundraisers, student interns.

Organization Chart

- Board of Directors
 - ↳ Executive & Artistic Director
 - ↳ Operations Manager
 - ↳ Registrar
 - ↳ Artistic & Educational Staff (Choir Directors, Kumu Hula, Pianist, Choreographer)
 - ↳ Contract Production Staff (as needed)
 - ↳ Accountant (financial oversight)
 - ↳ Grant Writer (funding, reporting, compliance)

Compensation annual salary ranges for top three positions:

- Executive & Artistic Director, \$30000
- Grant Writer \$15000
- Kumu Hula \$10000

VII. OTHER

Litigation

HEARTS is not currently a party to any pending litigation, nor does it have any outstanding judgments.

Licensure or Accreditation

HEARTS does not require formal licensure or accreditation to operate as a nonprofit arts and education organization. All nonprofit registrations, tax compliance, and health, safety, and youth program standards are maintained.

Private Educational Institutions

HEARTS is a nonprofit community-based organization, not a private school. Grant-in-Aid funds will support nonprofit programs only.

Future Sustainability Plan

HEARTS has sustained programs for 24 years through diversified revenue sources, adaptive program delivery, and responsible financial management. Grant-in-Aid support strengthens staffing stability while HEARTS continues to maintain a diversified funding base.

If funding is received for FY 2027 but not thereafter, HEARTS will continue through tuition revenue, donations, trusts/foundations, corporate and family sponsorships, concert donations, and grassroots fundraising. HEARTS maintains long-standing relationships with foundations and philanthropic partners and will continue to pursue expanded private support. HEARTS will continue seeking new private and philanthropic partners to reduce reliance on any single source.

During COVID-19, HEARTS adapted to outdoor programming and continued service, demonstrating capacity to respond to unforeseen challenges. HEARTS will pursue a balanced funding strategy, including potential future State support, while expanding private and community-based funding to ensure long-term sustainability.

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

The undersigned authorized representative of the applicant certifies the following:

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

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

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

Hawaii Education of the Arts, Inc

(Typed Name of Individual or Organization)

Pamela L. DeBoard, PhD

(Signature)

1/23/2026

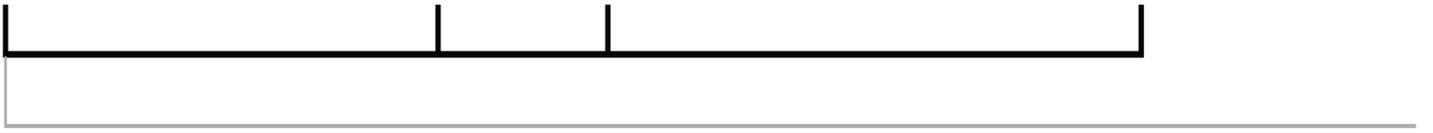
(Date)

Pamela DeBoard, PhD

Excutive Director

(Typed Name)

(Title)



BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: _____ Hawaii Education of the Arts, Inc _____

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive & Artistic Director	0.5	\$30,000.00	50.00%	\$ 15,000.00
Operations Manager	0.25	\$5,000.00	50.00%	\$ 2,500.00
Accountant	0.08	\$4,200.00	75.00%	\$ 3,150.00
Registrar	0.08	\$1,200.00	50.00%	\$ 600.00
Grant Writer	0.25	\$15,000.00	0.00%	\$ -
Lead Choir Director #1	0.1	\$10,000.00	90.00%	\$ 9,000.00
Lead Choir Director #2	0.1	\$10,000.00	90.00%	\$ 9,000.00
Asst. Choir Director	0.1	\$7,500.00	90.00%	\$ 6,750.00
Collaborative Pianist	0.08	\$9,000.00	90.00%	\$ 8,100.00
Kumu Hula	0.04	\$5,000.00	90.00%	\$ 4,500.00
Asst. Kumu Hula	0.04	\$3,350.00	90.00%	\$ 3,015.00
Choreographer	0.1	\$10,000.00	90.00%	\$ 9,000.00
				\$ -
				\$ -
TOTAL:				70,615.00
Grant-in-Aid funds provide partial support for essential core staffing required to deliver HEARTS Hawai'i programs. Personnel costs are shared with private donations, tuition, fundraising, and e				



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 EDUCATION OF THE ARTS, INC.

DBA/Trade Name: HEARTS

Issue Date: 01/23/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX1209
DCCA FILE#: 211584

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Waived
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