



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: **Holualoa Foundation for Arts & Culture**

DBA/Trade Name: **DONKEY MILL ART CENTER**

Issue Date: **01/21/2026**

Status: **Compliant**

Hawaii Tax#: ██████████

New Hawaii Tax#:

FEIN/SSN#: ██████████

UI#: XXXXXXXX1330

DCCA FILE#: 99668

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 REVISIED STATUTES**

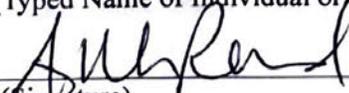
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Holualoa Foundation for Arts & Culture dba Donkey Mill Art Center
(Typed Name of Individual or Organization)


(Signature)

January 21, 2026
(Date)

Ashley Raymond
(Typed Name)

Executive Director
(Title)

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Ashley Raymond, Executive Director

PRINT NAME AND TITLE

January 21, 2026

DATE

Application for Grants

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

See attached.

2. Declaration Statement

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

See attached.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The Donkey Mill Art Center expressly states that grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

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

The Donkey Mill Art Center, home of the Holualoa Foundation for Arts and Culture (HFAC), is a place of convergence for the exploration of arts and culture to inform, inspire, and strengthen individual and collective well-being.

HFAC was established in 1995 by community members who wanted to create a place where artists could gather to work, share ideas, and exhibit artworks. With just \$700 and newly-secured 501(c)3 status, they began offering weekend classes in shared spaces for adults and children as the board of directors searched for a permanent home for the new initiative.

In 2001, thanks to a generous financial gift from a community patron of the arts, and a successful fundraising campaign, HFAC was able to purchase the historic Kona Coffee Cooperative building, locally referred to as the Donkey Mill. Hard-working artists and volunteers put in countless hours to create studio spaces for youth programs, printmaking and ceramic arts, a meeting space, and an exhibition area out of the old coffee mill while preserving its rustic character and rich history. In the fall of 2002, HFAC moved into its new home, and since then the organization has been known as the Donkey Mill Art Center. 2025 marked HFAC's 30th year of providing arts and cultural programming as both an arts-based economic hub and gathering space for the West Hawai'i community and beyond.

Located in Holualoa, Hawai'i, on the slopes of Hualalai near Kailua-Kona, our 2.6-acre campus includes studios for youth education, printmaking, ceramics, metals, fiber arts, native plant gardens, a retail shop, and an exhibition space. We provide hands-on classes, exhibitions, and cultural events on-site in our historic building and in local public schools.

The Youth Education Program is a cornerstone of our mission and has been providing keiki ages 2–17 with access to arts and cultural education for 30 years. Based on the belief that participation in the arts is vital to personal and societal well-being, this program integrates visual arts, literature, performing arts, environmental studies, and 'āina-based learning through the lens of self, family, community, and world. To address the lack of arts education and reduce barriers to access, particularly vital in the isolated and economically disadvantaged rural communities scattered across West Hawai'i, we offer free and subsidized programs both on our campus and in local schools. On campus, youth and teens participate in year-round art classes, field-trip visits, and family-friendly events that teach foundational art principles like color, shape, and line while also incorporating themes and topics relevant to our region. In schools, we provide integrated in-class programming, after-school activities, and free professional development training by bringing together artists, aina-based educators, and classroom teachers to create a culturally rich arts learning experience. In 2023 we provided arts education to over 540 youth and teens through our on-campus classes and the K-5 In-School Programs, a collaborative effort with Holualoa, Kahakai Elementary, and Volcano School of Arts & Science.

Our Exhibition Program also plays a vital role in promoting equitable access to arts and culture. As the only venue in West Hawai'i offering year-round, museum-quality exhibitions, we amplify underrepresented voices, particularly those of rural, Native Hawaiian, and Indigenous communities. Led by a curator of Hawaiian heritage, this program is committed to elevating these voices with the belief that representation is a step towards empowerment and equality. We hold four to six exhibitions annually, each consisting of a suite of programs and materials including artist talks, workshops, tours, panel discussions, residencies, photo and video documentation, catalogs, publications, and more. These programs provide time and

space for all ages to share individual, collective and inter-generational knowledge. Our gallery is free and open to the public and accessible remotely through recorded programs.

Over the course of our history, we have developed a national and international reputation for providing high-quality programs and opportunities for visiting artists to Hawai'i to participate in our Exhibition and Artist Residency Program, which are also integrated with adult and youth education. These programs serve artists in various stages of their artistic journeys, from emerging to established artists working in diverse media and experimental practices.

The Artist Residency Program promotes the exchange of knowledge, ideas, stories and perspectives between visiting artists, regionally-based artists and the community at-large. This program gives our community access to top artists from around the world, and visiting artists bring the influence of their time in Hawai'i back to cross-pollinate their art practice and corner of the world. Local artists learn specialized techniques and are exposed to new approaches through workshops; our artist-residents connect with local artists through studio visits, site visits, and collaborations; Artist Talks and Panel Discussions inform community and facilitate dialogue on topics often of profound importance to our region; Artist-residents are incorporated into the Exhibition program and provide the artist an opportunity to exhibit in our space; and publications and digital documentation are at the forefront of capturing the residencies, providing archival material for the artist, shareable well beyond their time on-site.

Guided by our mission as a "place of convergence for the exploration of arts and culture," we provide access to individuals from diverse cultural, educational, socio-economic, and professional backgrounds, inviting people with varied perspectives to come together. Through our Community Engagement Events, we offer a dynamic menu of year-round public programming designed to encourage the artist in everyone. Ranging from artist talks and film nights to a true crowd-favorite, Cool Fusion: Festival of 1000 Bowls, we present art and culture to and by our diverse community. These events allow our community to gather and truly be a place where everyone belongs.

All of our programs are strengthened through collaborations with community partners. With over 30 years of experience, the Donkey Mill Art Center serves as a vital resource for all ages, offering arts and culture opportunities that enrich our community. As the only arts center of its kind on Hawai'i Island and a prominent institution statewide, we maintain strong connections with members, donors, visitors, community partners, and artists. As a trusted resource, the Mill remains committed to serving our community and creating lasting value for generations to come.

2. The goals and objectives related to the request;

The Donkey Mill Art Center's goal is to continue developing and implementing a comprehensive Master Campus Plan that renovates and upgrades existing facilities and adds new permanent spaces. This expansion will nearly double our usable square footage and directly address facility constraints that currently limit our ability to meet community demand for classes, exhibitions, and cultural events. The Plan is designed to ensure safety, functionality, and long-term sustainability while creating a cohesive campus for artistic and cultural exchange.

In FY2026, the Donkey Mill Art Center received a CIP grant-in-aid award to complete Phase One of the Master Campus Plan project, which focused on pre-design and engineering analysis and resulted in 2D and 3D conceptual design drawings. This grant-in-aid request for FY2027 supports Phase Two of the project, which advances the work from Phase One from planning to implementation. Phase Two focuses on site work, and the continued design and construction of three core facilities: a Welcome Center, a Ceramics Studio, and Artists' Residences.

Phase Two will begin upon receipt of a Special Use Permit from the County of Hawai'i, anticipated in Spring 2027. Professional services required in Phase Two include: schematic design, design development, construction and permit drawings, permitting coordination, bidding, construction administration, engineering services, and capital campaign consultation.

This work is being led by WhiteSpace Architects in collaboration with engineering consultants, the Executive Director, and designated Board committees. Concurrently with design and development, the Donkey Mill is advancing its capital campaign efforts in partnership with Netzel Grigsby Associates (NGA). WhiteSpace has completed the conceptual site plan visuals that are now being used to engage stakeholders and secure the funds required to complete the full project. The capital campaign is guided by a committee of board members, staff leadership, and volunteer community leaders committed to expanding access to arts and culture in Hawai'i.

3. The public purpose and need to be served;

The pandemic and other economic and societal challenges have significantly impacted the mental health of our youth, adults, and communities. Arts and culture provide a therapeutic and healthy outlet for emotional expression when words often fail to convey. As highlighted in the NeuroArts Blueprint: Advancing the Science of Arts, Health, and Wellbeing report:

“We are wired for art. The arts in all of their modalities can improve our physical and mental health, amplify our ability to prevent, manage, or recover from disease challenges, enhance brain development in children, build more equitable communities, and foster wellbeing through multiple biological systems.”

Additionally stated in this peer-reviewed research, “experiencing art is fundamental to being human, a common thread across cultures, racial and ethnic backgrounds, age groups, income levels, and skill sets.” The arts have measurable, evidence-based impacts on both physiological and psychological health, and integrating arts into health-related activities is a key recommendation of this research.

However, our ability to fulfill our mission and provide a community space that supports individual and collective well-being is significantly impacted by the constraints of our current facilities. The Master Campus Plan is essential to ensuring that arts and cultural opportunities remain accessible to West Hawai'i and the State. A cohesive and thoughtfully designed campus with functional spaces will enable us to meet current demand and expand our services to address the growing needs for youth education, economic diversity, workforce development, and unique community-based activities and events for our island home.

Over the past four years, the Donkey Mill has experienced sustained unmet demand across all programs. More than 50% of its classes carry significant waitlists, often large enough to fill an entire additional class. Annual visitors have increased by 45% over three years, and its online following has grown by 16%, reflecting strong and rising community engagement. At the same time, space and facility limitations are the biggest challenge. More than half of the studios and program areas operate in temporary tents that are inadequate for high quality instruction and vulnerable to weather disruptions. Expansion is not speculative growth. It is a necessary response to proven demand that the organization cannot currently meet.

The Opportunity:

Arts and cultural activities are essential for building strong communities, diversifying our economy, and providing jobs beyond the visitor industry. By supporting regenerative tourism activities and investing in artists and arts education, we preserve the unique voices and shared experiences that define our communities' identity and vitality. Without this investment, we risk losing the very essence of what makes our island home special. This project reflects our commitment to nurturing these connections while contributing to the creative economy, which plays a significant role in community development. According to the Americans for the Arts Action Fund's 2022 study, the arts and culture sector accounts for 4.31% of the nation's GDP—a \$1.1 trillion industry. In Hawai'i, it generates \$3.3 billion annually, rivaling the \$5.7 billion construction industry.

With expanded facilities and programs, we will continue to add value to our community through arts and culture opportunities and look forward to doing so for generations to come.

4. Describe the target population to be served; and

As stated in the mission statement, the Donkey Mill is a “place of convergence for the exploration of arts and culture.” In order for the Mill to be this true place of convergence, the target population is to reach and provide access to people from diverse backgrounds (cultural, educational, socio-economic, professional and beyond) with diverse perspectives.

Based on the depth of programming we offer in order to achieve our mission, the target population of the programs and activities include: youth (ages 2 - 12), teens (ages 13-17), families, adults, kupuna, artists, visitors, arts and culture enthusiasts, cultural practitioners, educators, community leaders, Kānaka Maoli, Pacific Islanders, underrepresented communities and those looking for an experience to be inspired, learn and reflect. The local youth populations are an incredibly important population in the communities that are served. In 2025, we served over 7,000 people.

5. Describe the geographic coverage.

The Donkey Mill campus is located in the steep, upcountry terrain of Holualoa, Hawai'i (population 2,994 as of the 2020 U.S. Census) just a few miles south of Kailua-Kona (population 19,713 as of the 2020 census). While the primary geographic focus is serving the West side of Hawai'i Island, our programs have a much broader reach. The Donkey Mill serves as a destination for both travelers and local residents; however, over 90% of our program participants live on Hawai'i Island.

III. Service Summary and Outcomes

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

The Master Campus Plan is a multi-year, phased project to expand the Donkey Mill Art Center's facilities onto the adjacent vacant parcel owned by the organization. Planning for this expansion began in 2022 and advances a long-held vision to create a fully integrated campus that better serves the community.

The project is carried out in distinct phases. Phase One is well underway, funded through a FY2026 CIP Grant-in-Aid award, and focused on pre-design, engineering analysis, and securing an additional Special Use Permit from the County of Hawai'i, which is required for development on the currently undeveloped

parcel.

This Grant-in-Aid request supports **Phase Two**, which advances the project from planning into implementation by supporting capital campaign execution, architectural design, and construction preparation.

Step 1: Capital Campaign Leadership and Fundraising

The Donkey Mill has completed a professional feasibility study with Netzel Grigsby Associates (NGA), a Hawai'i-based capital campaign consulting firm. The study assessed community fundraising capacity and produced a detailed campaign plan, including a gift range chart, timeline, leadership structure, and budget.

The final feasibility report was presented in August 2025 and recommended proceeding with a minimum \$10 million capital campaign, which the Board of Directors formally approved in August 2025. The Donkey Mill has retained NGA as campaign counsel to lead the capital campaign.

The Capital Campaign consultant's responsibilities include:

- Convening and managing the Capital Campaign Committee
- Recruiting volunteer leadership and major donor prospects
- Developing campaign materials and donor strategy
- Coordinating major gift solicitations
- Monitoring campaign progress and benchmarks

These efforts are underway and will continue throughout the life of the project.

Step 2: Architectural and Engineering Design

As fundraising advances, WhiteSpace Architects and the project engineering team will continue the architectural and technical development of the expanded campus. They have already completed the conceptual design drawings used for visual presentations during fundraising. The next phase of services will translate these concepts into detailed plans that move the project closer to construction.

This includes:

- Schematic design
- Design development
- Construction and permit drawings
- Permitting coordination and approvals
- Bidding and contractor selection
- Construction administration and engineering services

This work will formally begin upon receipt of the Special Use Permit from the County of Hawai'i, anticipated in February 2027.

Step 3: Communications and Community Engagement

As a community-based organization, the Donkey Mill will maintain consistent communication with stakeholders and the public throughout Phase Two.

These tasks include:

- Producing printed and digital campaign materials
- Hosting stakeholder briefings and community meetings
- Enhancing the Donkey Mill website with new content to provide regular updates on the project
- Providing regular updates on project milestones and fundraising progress

These efforts ensure transparency, build trust, and strengthen community investment in the project.

Campus Description and Program Areas:

The Master Campus Plan expands Donkey Mill Art Center into a fully integrated arts campus that supports education, exhibitions, residencies, and community gathering. The project combines renovation of the historic Donkey Mill building with new construction on the adjacent 1.3-acre parcel.

The expanded campus nearly doubles the Donkey Mill's interior footprint, growing from approximately 9,200 SF to approximately 18,000 SF of usable indoor space. This increase allows Donkey Mill to meet growing demand, improve safety and accessibility, and strengthen long-term sustainability.

New Campus Facilities Include:

Welcome Center – 6,300 SF

Includes a climate-controlled gallery and multi-functional space (~1,400 SF), gift shop, front desk, offices, conference room, café/kitchen, restrooms, and storage.

Ceramics Studio – 4,100 SF

Purpose-built instructional and production space for ceramics education.

Artists' Residences – 1,000 SF

On-site housing for visiting artists and instructors.

Flexible Studios

Fiber Arts / Youth Studio – 1,000 SF

Metals Studio – 800 SF

Print Studio – 1,000 SF

Existing Historic Building – 4,300 SF

Renovated to support galleries, classrooms, offices, storage, and circulation.

Total Interior Space: ~18,000 SF

(Excludes outdoor event areas, gardens, parking, and circulation.)

The campus also integrates native gardens and gathering areas that support place-based learning and community use.

With the completion of the campus expansion, Donkey Mill Art Center will become a welcoming, safe, and inspiring place for local residents, visiting artists, and all who gather here. The expanded facilities will allow us to serve more keiki, adults, artists, and kūpuna, strengthen opportunities for local artists, and create a lasting cultural impact for our community.

Summary and Outcomes of Phase Two

Phase Two represents a critical transition from planning into full project readiness. By the end of this phase,

the Donkey Mill will have secured both the financial momentum and the technical foundation needed to move confidently into construction. Specifically, Phase Two will result in:

- A capital campaign actively underway, with leadership, donor engagement, and major gift solicitations in progress
- Fully developed construction documents for the Welcome Center, Ceramics Studio, and Artists' Residences
- All necessary permits and approvals in place to begin construction

Together, these outcomes position the Donkey Mill to proceed into the next phase of campus expansion.

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

The following timeline outlines the major tasks and projected schedule for the Master Campus Plan through Phase Two. Fiscal years reflect the State of Hawai'i calendar, where Q1 represents July–September, Q2 October–December, and so on.

	FY2026		FY2027				FY2028	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Capital Campaign Fundraising								
Special Use Permit Application								
Schematic Design								
Design Development								
Permit & Construction Documents								
Communications & Engagement								

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

The quality and success of this project is closely tied to the expertise and commitment of the partners selected to produce the plan's deliverables. Effective project management will be crucial to achieving the desired outcomes. The Executive Director, in collaboration with the Site Plan Committee, will oversee the architectural services contract and this team will ensure all work is completed on schedule and within budget. Monthly meetings between the Executive Director, Site Plan Committee and contractors will provide regular progress updates and help maintain alignment with the project's timeline and budget for Phase One.

Detailed scope-of-work documents and contracts have been established between the contractors and the Donkey Mill. Progress and completed work will be evaluated against these agreements to ensure alignment with the expected outcomes, ensuring accountability and the delivery of high-quality results.

Additionally, WhiteSpace and its team of engineers and consultants implement well-established quality management processes to ensure the integrity of technical, regulatory, and design outcomes. These processes will be relied upon to maintain high standards in areas beyond the direct oversight of the Donkey Mill.

Separately, we employ both quantitative and qualitative methods to measure program quality, evaluate community impact, and ensure success. Quantitative methods include online surveys, participant questionnaires, and statistical data collected through platforms like social media, newsletters, and class registration systems. This data provides insight into participant demographics, attendance, and engagement preferences. Additionally, we use NeonCRM, a cloud-based system, to manage memberships, registrations, donations, and communications, ensuring efficient and accurate tracking. Regular team meetings help align programs with community needs, optimizing resources and tailoring offerings to specific interests. All of this information has contributed to the needs assessment and success of the project thus far.

Qualitative methods, such as observations, interviews, and focused group discussions with staff, board members, community partners, and participants, complement the quantitative data by providing nuanced feedback on program content and format. The leadership team, including the Executive Director and Program Director, meets regularly to assess program efficacy and share findings with the Board's Executive Committee, implementing adjustments as needed. In Spring 2025, the staff, Board of Directors, and key stakeholders will convene to develop a new Strategic Plan, ensuring alignment with community needs. Furthermore, comprehensive policies ensure all grant compliance, reporting, monitoring, and evaluation activities are effectively executed.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

Outcome 1: Phase Two design, permitting, and construction documents completed on schedule and within the approved budget.

Outcome 2: Capital campaign launched and advancing toward the capital goal, with documented donor commitments and funds raised.

Outcome 3: All required invoices, contracts, and quarterly progress reports submitted to the State on time and in compliance with grant terms.

The pre-design and conceptual design work with WhiteSpace Architects has provided the visual materials needed to communicate the Master Campus Plan to major donors and stakeholders. Building on this, Phase Two advances the project by refining schematic and design development plans, preparing construction documents, and coordinating with consultants. This phase also includes submitting and securing the Special Use Permit from the County of Hawai'i, anticipated in February 2027, which is required to move forward with construction.

Concurrent with design and permitting, the capital campaign is underway to secure funding for the expanded campus. Together, these efforts ensure that schematic designs, construction documents, permit approvals, and fundraising progress serve as clear measures of effectiveness. Successfully completing these milestones demonstrates the responsible and impactful use of awarded grant funds while positioning

the Donkey Mill to begin construction and expand programming.

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
- b. Personnel salaries and wages
- c. Equipment and motor vehicles
- d. Capital project details
- 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
\$193,000	\$193,000	\$193,000	\$193,000	\$772,000

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

- The Donkey Mill Art Center is actively seeking funding from private foundations and donors to cover the additional expenses related to this project as part of the capital campaign efforts. This private funding is not yet secured.
- \$15,000 has been secured from the Kūki'o Ho'omana Fund Community Grant and \$10,000 has been secured from the Hiroaki, Elaine, Lawrence Kono Foundation to cover architectural fees from WhiteSpace Architects.
- The GIA grant requested funds will cover the remaining Architectural, Engineering, and capital campaign consultant fees as outlined in the budget.

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.

The Donkey Mill Art Center has not been granted any tax credits in the last three years, nor anticipate applying for any tax credits.

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.

A detailed list of Federal, State, and County contracts and grants can be found in this packet organized by funding source. The Donkey Mill Art Center received a State of Hawai'i Grant-in-Aid for capital improvements for this project for FY2026. The last program-related GIA was awarded in FY2019. Currently, no County, State, or Federal funding is pending for FY2027.

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

The unrestricted current assets as of December 31, 2025 were \$844,144.

V. Experience and Capability

1. Necessary Skills and Experience

The Donkey Mill Art Center has served West Hawai'i for over 30 years and is well-equipped to execute the work outlined in this request. Backed by a committed board, experienced leadership, and a dedicated staff, we bring extensive expertise in facilities and project management, financial management, and grant administration. Our deep, multigenerational relationships with community networks and organizations further strengthen our ability to support this project and fulfill our mission. With a \$1M annual budget, we are one of the largest arts organizations on Hawai'i Island and across the State.

We are proud two-time recipients of the Stand for the Arts award (2022 and 2023) from Ovation TV and Spectrum-Charter, and over the past five years, have received more than 30 arts acquisition awards from the State Foundation on Culture and the Arts. Recently, we secured multi-year funding from the Andy Warhol Foundation for the Visual Arts marking a significant achievement in our organization's history. In 2024, the 70th anniversary of our historic building was honored with a proclamation from the County of Hawai'i Mayor's office and a certificate from the Hawai'i State Legislature, celebrating the Donkey Mill's legacy and our commitment to preserving its history for future generations.

The development of the Master Campus Plan requires key partners including the Board-level Site Plan Committee, composed of a team of emerging and experienced professionals. This committee completed the discovery phase and oversaw the implementation of the Historic Structures Report (HSR), laying a strong foundation for the project. Our Development Committee is building a major gifts program to grow our donor base and fund campus improvements and the Master Campus Plan. The Executive Committee oversees the feasibility study, ensuring alignment with strategic goals, while the Site Plan Committee manages the architectural process, ensuring the right deliverables are met. The Capital Campaign Committee leads fundraising efforts and is composed of experienced community members and mission advocates who connect this opportunity with donors capable of making significant contributions. The Executive Director serves as the linchpin, driving these initiatives with dedication to our mission and the Master Campus Plan.

Two major external partners include Netzel Grigsby Associates (NGA) and WhiteSpace Architects. Their expertise and decades of experience ensures a thoughtful and deliberate approach, recognizing the long-term nature of this project.

Over the past five years, we have successfully completed several critical facilities projects, including:

- Termite tenting for the entire building in 2019 and again in 2024
- Hiring a structural engineer to address termite-related damage of the truces
- Roof improvements to ensure long-term durability
- Site safety enhancements to protect our staff and visitors
- Tent replacements to support outdoor programming
- Comprehensive repair and repainting of the staircase and main entrance to preserve their integrity and appearance
- Completion of the Historic Structures Report (HSR)
- Completion of Conceptual Designs for the 2.6-acre Master Campus Plan

2. Facilities

Our main building, constructed in 1954 by the Kona Coffee Cooperative in the heart of Kona coffee country, became known as the Donkey Mill after one of its founders, Mr. Harada, placed a donkey silhouette on the roof. Situated on 2.6 acres in Holualoa, West Hawai'i, the property includes our main building, a 2,720-square-foot wooden structure, a 1,000-square-foot covered ceramic studio, native plant gardens, outdoor spaces and parking areas. The main building houses a gallery, retail shop, front desk, print studio, gathering spaces, fiber arts studio, restrooms, storage, all of which are ADA accessible. The ceramic studio, slightly separate from the main building, features a metal roof, open sides, and ADA access. The adjacent 1.3 acre lot remains undeveloped and vacant.

We are fortunate to own our 2.6-acre property outright, which presents a unique opportunity for growth. In 2001, the Foundation secured this home when Lisen and Desmond Twigg-Smith sold the Donkey Mill property below market value. With the support of a generous donor, we obtained a mortgage at a low interest rate, paid off by 2005. In 2006, we further expanded by purchasing the adjacent 1.3-acre lot with assistance from an incredibly generous donor and supporter. When the mortgage became unmanageable in 2010, the donor took ownership but later donated the property back to the Mill, allowing us to own it outright.

It is imperative that we align with our organization's strategic priorities and advance our Master Campus Plan. This includes prioritizing site and safety improvements, renovating existing facilities, and pursuing expansion and new construction as outlined in this grant request.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The Donkey Mill Art Center is governed by a 10-member Board of Directors of local community leaders and supervises the Executive Director who leads the organization. The board includes professionals with expertise in business, banking and finance, art and art presentations, nonprofit management, construction management and architecture, community outreach, HR personnel management and more. They assemble into 4 board level committees including Executive, Development, Site-Plan, and Finance, all tasked with oversight and monitoring of the Donkey Mill programs and operations. The Executive Director sits on every committee and regularly meets with the Board Chair and other Executive Committee members to monitor progress and solve problems.

We are currently staffed with 8 full-time staff members, 5 of which are programmatic. Each staff

member is an accomplished artist and/or arts administrator who collectively have decades of experience working in arts and program management. We encourage and financially support professional development and training for each employee, whether attending conferences or webinars in their area of study, or providing opportunities for personal artistic practice expansion. The Executive Director and Program Director meet regularly and provide significant oversight of the organization.

The project team will be led by Executive Director, Ashley Raymond, the Board of Directors, the Site Plan Committee, and executed by selected architectural firm, WhiteSpace Architects.

Ashley Raymond, Executive Director, has been an instrumental part of the Donkey Mill's staff since 2016 and in her current role focuses on maintaining the Mill's strong financial and strategic position, and advancing the Master Campus Plan. Prior to being promoted into the Executive Director position in August 2022, she served as the Donkey Mill's Operations Director for 4 years. Ashley holds a BS in Graphic Communications Management with an emphasis in Visual Communication from the University of Wisconsin-Stout. With over twelve years of experience in arts administration, she has excelled in business operations, managing grant activities, ensuring compliance with regulations, and analyzing financial data. She is a graduate of the HANO Fellows program, serves as Treasurer of HANO, and sits on the Economic Development Committee while co-chairing the Young Professionals Committee of the Kona-Kohala Chamber of Commerce.

The Site Plan Committee, led by Board member Junior Fischer—a general contractor with over a decade of experience and deep connections in the Kailua-Kona community— stewards ongoing facility maintenance and leads the Campus Plan project, entrusted with its progression and oversight, guiding it with transparency and collaboration. They advise the Board of Directors, represent stakeholders, and ensure their voices shape our decisions. Through strategic oversight and inclusive engagement, they aim to create a campus that embodies our organization's values and inspires our community.

WhiteSpace Architects has excelled as an acclaimed architecture firm for over 40 years. The team is composed of three licensed architects, seven architectural designers, and one office manager with a main office located in Honolulu and a branch office located in Waimea on Hawai'i Island. In 2023, they presented a project in front of the Leeward Planning Commission for a Special Use Permit for another Hawai'i Island non-profit and we were approved unanimously for the permit. WhiteSpace Architects is the lead architect on this project and was selected through an extensive RFP process.

2. Organization Chart

See attached.

3. Compensation of top (3) employees:

Executive Director: \$88,580

Program Director: \$64,890

Program & Marketing Manager: \$60,000

VII. Other

1. Litigation

There are no pending litigations or outstanding judgments against the Holualoa Foundation for Arts and Culture dba Donkey Mill Art Center.

2. Licensure or Accreditation

Not applicable.

3. Private Educational Institutions

Not applicable.

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

If awarded, the FY2026–27 grant will support architectural and engineering fees, capital campaign counsel, and communications and marketing services essential to advancing Phase Two of the Master Campus Plan. This funding is critical for completing schematic and design development, preparing construction documents, and securing the Special Use Permit, anticipated in February 2027. Achieving these milestones will position Donkey Mill to officially move toward construction of the expanded campus.

(b) Not received by the applicant thereafter.

Now that the feasibility study is complete and the capital campaign has launched, we are actively connecting the project with private philanthropists. Phase Two of the Master Campus Plan will advance through these fundraising efforts, guided by the feasibility study, which provides a detailed plan for donor engagement, gift schedules, and revenue targets. The study also strengthens relationships with key stakeholders, communicates the scope of the project, and clarifies the Mill's future needs, allowing the campaign to progress efficiently toward construction readiness. At the same time, it is in the best interest of the project to secure funding from a variety of sources, reflecting the diversified structure of our operating budget.

With 30 years of programmatic success, strong community partnerships, and a committed board and staff, Donkey Mill is prepared to sustain operations and advance the Master Campus Plan. State funding is critical to accelerate the timeline and provide dedicated resources for design, permitting, and campaign services, ensuring momentum continues toward a transformative campus expansion that will serve our community for decades to come.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: _____

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		908-322-3362		
(b) Total Federal Funds Requested		Name (Please type or print)		
(c) Total County Funds Requested		Phone		
(d) Total Private/Other Funds Requested		Signature of Authorized Official 1/21/26		
		Date		
TOTAL BUDGET		Ashley Raymond, Executive Director		
		Name and Title (Please type or print)		

Applicant: Holualoa Foundation for Arts & Culture dba Donkey Mill Art Center

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:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2026 to June 30, 2027

Applicant: Holualoa Foundation for Arts & Culture dba Donkey Mill Art Center

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
ARCHITECTURAL FEES	\$0	\$75,582	\$500,000	\$694,200	\$500,000	\$200,000
ENGINEER FEES	\$0	\$55,178	\$100,000	\$231,000	\$200,000	\$100,000
SPECIAL USE PERMIT APPLICATION PREPARATION AND REPRESENTATION	\$0	\$73,500	\$0	\$50,000	\$0	\$0
SURVEYS, REPORTS	\$0	\$74,240	\$50,000	\$0		
CAPITAL CAMPAIGN COUNSEL	\$0	\$21,500	\$72,000	\$0	\$72,000	\$72,000
COMMUNICATION & MARKETING SERVICES	\$0	\$0	\$50,000	\$35,000	\$0	\$0
TOTAL:		\$300,000	\$772,000	\$1,010,200	\$772,000	\$372,000
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Holualoa Foundation for Arts & Culture dba Donkey Mill Art Center

Contracts Total:

558,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County of Hawaii WaiWai Grant	7/1/23 - 6/30/24	County of Hawaii	Hawaii County	30,000
2	County of Hawaii WaiWai Grant	7/1/24 - 6/30/25	County of Hawaii	Hawaii County	40,000
3	Council Contingency Funds - Rebecca Villegas	7/1/24 - 6/30/25	County of Hawaii	Hawaii County	7,000
4	Council Contingency Funds - Rebecca Villegas	1/1/23 - 6/30/23	County of Hawaii	Hawaii County	5,000
5	Council Contingency Funds - Holeka Inaba	7/1/22 - 6/30/23	County of Hawaii	Hawaii County	4,000
6	Biennium Grant	7/1/22 - 6/30/23	HSFCA	State	15,000
7	Biennium Grant	7/1/23 - 6/30/24	HSFCA	State	15,000
8	Community Arts Grants (Formally Biennium Grant)	7/1/24 - 6/30/25	HSFCA	State	15,000
9	AITS (Artist-in-the-Schools) Grant - Volcano School of Arts & Science	7/1/23 - 6/30/25	HSFCA	State	15,000
10	AITS (Artist-in-the-Schools) Grant - Kahakai Elementary School	7/1/23 - 6/30/25	HSFCA	State	15,000
11	AITS (Artist-in-the-Schools) Grant - Holualoa Elementary School	7/1/22 - 6/30/24	HSFCA	State	15,000
12	AITS (Artist-in-the-Schools) Grant - Holualoa Elementary School	7/1/24 - 6/30/25	HSFCA	State	8,500
13	Community Arts Grants (Formally Biennium Grant)	7/1/25 - 6/30/26	HSFCA	State	15,000
14	Public Humanities Grant	7/17/24-4/30/25	Hawai'i Council for the Humanities	State	10,000
15	Grant in Aid	7/1/25 - 6/30/26	Hawai'i State Legislature	State	300,000
16	County of Hawai'i WaiWai Grant	7/1/25-6/30/26	County of Hawai'i	Hawai'i County	40,000
17	AITS (Artist-in-the-Schools) Grant - Holualoa	7/1/25-6/30/26	HSFCA	State	8,500
18					
19					



Organizational Chart

