

Applicant Kahilu Theatre Foundation

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

Misha Johnson,
PRINT NAME AND TITLE
Managing Director

January 22, 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: THE KAHILU THEATRE FOUNDATION

DBA/Trade Name: THE KAHILU THEATRE

Issue Date: 12/01/2025

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: No record

DCCA FILE#: 44042

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

Application for Grants

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate - attached

2. Declaration Statement

This grant proposal complies with [Section 42F-103, Hawaii Revised Statutes](#).

Document attached.

3. Public Purpose

This grant proposal complies with the definition of being used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. A brief description of the applicant's background

Kahilu Theatre Foundation (Kahilu Theatre) is a 501(c)(3) nonprofit organization founded in 1980 by Parker Ranch heir and Broadway actor Richard Smart. Kahilu raised its curtain in 1981 and has been a cornerstone presence in Waimea and North Hawai'i for over four decades. Named in honor of Mr. Smart's mother, the 20,000 square foot facility includes a 484-seat auditorium, two visual arts galleries, and the Mike Luce Studio, an experimental black box venue.

Our mission is to make a place where community, creativity, and inspiration thrive. Our vision is to provide educational programs that engage keiki, adults, and kūpuna in the artistic process, cultivate appreciation of the performing, musical, and visual arts, and make the arts an integral part of school and community life. Kahilu is a multidisciplinary performing arts center that offers a variety of performing and visual arts, and provides arts education to students, the community, and visitors. Kahilu supports professional and emerging artists, offers world class entertainment, in-house original productions, and a wide range of art exhibits that feature painting, photography, ceramics, digital arts, weaving, and sculpture in the Simperman and Suli T. Go galleries.

A key strategic goal is to reach all members of our community. While our physical location is in Waimea on Hawai'i island, our reach goes beyond just North Hawai'i. Our primary reach includes people from all walks of life interested in the various genres of the performing and visual arts that we provide onsite and through our on demand Kahilu.TV programming.

Kahilu Theatre continues to be a cultural hub where generations of families can gather together to experience the arts. Through a multi-tiered outreach and educational program, we aim to make the theatre accessible to our entire community and those who have not traditionally come to the theatre.

2. The goals and objectives related to the request

Goal #1: Purchase and install performance-grade stage lighting for performances and concerts in Kahilu Theatre's auditorium.

Objective: Improve production quality and increase energy efficiency by replacing outdated and rented lighting with modern, performance-grade lighting, reducing operating costs and allowing Kahilu Theatre to expand affordable and accessible arts programming for the community.

Goal #2: Purchase and install new ventilation fan motor starters and overloads for the theatre auditorium.

Objective: Improve audience health, safety, and comfort through reliable and energy-efficient ventilation, ensuring a welcoming environment that supports continued public participation in arts and cultural events.

Goal #3: Purchase a performance-grade 88-key weighted digital piano.

Objective: Increase statewide arts access by providing community organizations, educators, and Kahilu Theatre productions with use of a performance-quality digital piano for rehearsals, educational programs, and public performances.

3. The public purpose and need to be served

The public purpose of this request is to support essential, community-serving infrastructure that enables Kahilu Theatre to function more effectively as an accessible gathering place for North Hawai'i Island.

As one of the few fully equipped public venues in rural North Hawai'i, Kahilu Theatre provides shared access to facilities, technical support, and staff expertise for more than 15 local schools, nonprofits, and cultural groups, enabling festivals, youth programs, educational events, and community gatherings that would not otherwise have an appropriate venue.

Community groups that utilize the theatre on an annual basis include Hālau Waiiau, Hawai'i Island Community Health Center, Hawai'i Island Visitor and Convention Bureau, Hawai'i Performing Arts Festival, Hawai'i Theatre for Youth, Kamuela Philharmonic Orchestra, Kanu o ka 'Āina Public Charter School, Keck Observatory, Kona Dance & Performing Arts, Mana Christian 'Ohana, Parker School, Prince Dance Institute, Waimea Community Theatre, Waimea Elementary School, Waimea Middle School, and West Hawai'i Dance Theatre.

As there are limited indoor creative spaces in Waimea and the surrounding areas, this creates a barrier to access for performers and patrons. Kahilu is the only professional indoor facility in our area with an orchestra pit, extensive stage equipment and lighting system that can accommodate such a wide variety of creative activities.

Funding would support:

- Replacement of non-working ventilation fan motor starters and overloads, restoring reliable airflow throughout the venue, improving indoor air quality, temperature control, and overall comfort so audiences can safely enjoy performances in a healthier, more pleasant environment.
- Modern lighting upgrades, replacing original fixtures from the building's opening in 1981 to improve safety, efficiency, and usability.
- A digital piano to support youth rehearsals, school programs, and community education activities.

These improvements ensure Kahilu Theatre remains a reliable, inclusive, and welcoming space where community partners can gather, share knowledge, and connect across generations. An investment in Kahilu Theatre supports not just one organization, but a shared community resource that multiplies impact across North Hawai'i.

4. Describe the target population to be served

Our intended target population spans all ages and demographic groups within our community, including local residents, students, educators, visitors, and artists—anyone seeking meaningful engagement with the arts. In particular, Kahilu's outreach programs prioritize underserved populations, including school-aged children, residents with economic barriers, and first-time participants who have not previously attended events at Kahilu.

5. Describe the geographic coverage

Kahilu Theatre is located in the center of Waimea, in North Hawai'i district, on Hawai'i Island. The majority of our constituents come from Kohala, Kona, and Hāmākua districts, yet we draw from the entire island, tourists, and periodically residents from other islands fly in to attend our events.

In addition to our mainstage performance season, Kahilu.TV was developed to support local artists and expand access to the theatre beyond our physical venue, reaching audiences throughout our community and beyond. We offer video recordings of our main stage performances, a range of original cultural and educational videos, and originally produced content. In 2025, we had 6,980 views from 37 countries and 44 states. Educational content is available for free access and serves those who face mobility, geographic, health, and financial barriers.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities

In November 2025, Kahilu Theatre launched a capital campaign titled “Backstage to the Future” with the purpose of funding critical facilities upgrades due to deferred maintenance and outdated sound and lighting equipment, some since the 1980s when the theatre was built. To date we have raised just under \$100,000 from private donors in the community, with the goal of raising \$250,000. This grant application includes priority items from the list created for the campaign: production light fixtures, a digital piano, and upgrades to our non-working ventilation fan for the auditorium.

For this grant application, the scope of work includes:

- Purchasing equipment listed to support live performances and community events at Kahilu Theatre.
- Completing installation of professional lighting fixtures to improve production quality for mainstage performances.
- Purchasing and installation of ventilation fan motor starters and overloads in the main auditorium.

Kahilu Theatre has received a proposal from Big Island Mechanical & Construction for the purchase and installation of the exhaust fan motor starters and overloads. The cost of the installation will be covered by funds raised by Kahilu and are not included in this grant request.

Waimea Music Company is contracted by Kahilu Theatre to provide sound and lighting services for performances and events, as well as facilities maintenance, including installation and repairs. WMC will complete the installation of lighting with Kahilu Theatre covering the installation cost.

Kahilu’s Managing Director and Director of Operations will oversee implementation and coordinate with both vendors to ensure timely and successful completion of the project within the grant period.

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

Quarter 1

- Review equipment list and task Operations and Production staff with purchasing lighting equipment and digital piano based on item availability.
- Confirm contract with Big Island Mechanical & Construction and authorize to proceed.
- Schedule deinstallation of old lighting fixtures and installation of lighting fixtures with Waimea Music Company.
- Schedule installation date with Big Island Mechanical & Construction for exhaust fan motor starters and overloads.

Quarter 2

- Complete installation of lighting and exhaust fan motor starters and overloads.

3. Describe its quality assurance and evaluation plans for the request.

Specify how the applicant plans to monitor, evaluate, and improve their results.

If awarded the State of Hawai'i GIA funding and once the Notice to Proceed is issued, Kahilu Theatre will coordinate with the identified vendors to determine the specific timeline for installation completion. The Managing Director and Director of Operations will be responsible for monitoring progress and ensuring the timeline is maintained through to completion.

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

Kahilu will provide quarterly progress updates to the State, based on the required quarterly reports, listing equipment that has been purchased and installed.

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 - **Attached**
- b. Personnel salaries and wages - **N/A**
- c. Equipment and motor vehicles - **Attached**
- d. Capital project details - **Attached**
- e. Government contracts, grants, and grants in aid - **Attached**

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$30,000	\$30,000	\$0	\$0	\$60,000

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

- County of Hawai'i – Waiwai grant
- Hawai'i Community Foundation
- National Endowment for the Arts
- Private donations, private foundations, and corporate sponsors
- State Foundation for Culture and the Arts
- Ticket sales

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.

- Federal Employee Retention Credit: \$61,456.09, received on 7/9/25

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.

- See attached document for listing.

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

- \$1,393,314

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.

Kahilu Theatre Foundation was incorporated in 1980 as a 501(c)(3) nonprofit organization and has been responsible for operating a multidisciplinary arts center since it was built in 1981. Kahilu has overseen 44 years of successful artistic and art education programming, with an annual budget ranging from \$500,000 to \$1.6 million.

Our staff is experienced in arts management, arts education, grants management, multimedia production, culture, youth theatre, visual arts, theatre management, and well equipped to manage the scope of this proposal.

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.

Kahilu Theatre was built in 1980. After Richard Smart's death in 1992, the building became part of the Parker Ranch Trust, and in 2001, Kahilu Theatre Foundation was granted a 30-year lease (\$12 per year). Kahilu was not left with an endowment from Richard Smart as were other organizations in Waimea. The facility is a 20,000 square foot building that includes a 484 seat auditorium, proscenium main stage, orchestra pit, dressing rooms, costume rooms, a front lobby, multiple office spaces, a Black Box Theatre, and two visual arts galleries. Kahilu is located adjacent to the Parker Ranch Center and utilizes the center's parking lots for a monthly rental fee.

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.

The administration and execution of this grant will be managed by Misha Johnson, Managing Director with assistance from Director of Operations, Kala'e Souza.

Johnson will serve as the project director for the grant by providing direction and management of all staff and contractors, and operations related to this project. With over 20 years of non-profit theatre management, Johnson brings her wealth of experience to oversee this project.

Kala'e Souza, Director of Operations, brings over 29 years of experience managing multi million dollar budgets and staff, and is responsible for managing daily theatre operations, purchasing, vendor contracts, safety compliance, security management, facilities usage and rental agreements, and facilities maintenance.

The Managing Director will be assisted in grant reporting and financial reports by Michelle Romo, Development Director, and bookkeeper, Jolene Wike, of Precision Bookkeeping Services, Inc.

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.

Attached

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Managing Director: \$90,000

Development Director: \$70,000-\$85,000

Director of Operations: \$70,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

2. Licensure or Accreditation

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

N/A

3. Private Educational Institutions

Kahilu Theatre Foundation will not utilize GIA-OPS funds to support or benefit a sectarian or nonsectarian private education 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.

The “Backstage to the Future” capital campaign launched in 2025 as Kahilu Theatre’s inaugural capital campaign and is intended to continue as an annual initiative.

The Managing Director, with support from the Director of Operations, is responsible for growing the Kahilu Presenting season, facilities rentals, and arts education class offerings thereby increasing theatre revenue.

The Development Director, with support from the Managing Director, is responsible for grant writing and fundraising to secure continued funding for Kahilu operations, programs, and capital projects.

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I 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, 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.

Kahilu Theatre Foundation _____
(Typed Name of Individual or Organization)


(Signature)

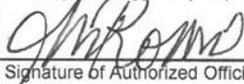
January 22, 2026
(Date)

Misha Johnson _____ Managing Director _____
(Typed Name) (Title)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Kahilu Theatre Foundation

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	0	0	0	0
2. Payroll Taxes & Assessments	0	0	0	0
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	0	0	0	0
B. OTHER CURRENT EXPENSES				
1. Advertising/Promotional	0	0		0
2. Arts Education Expenses	0	0	0	0
3. Box Office Ticketing System	0	0	0	0
4. Contract labor	0	0	0	0
5. Credit Card Fees	0	0	0	0
6. Equipment Rental	0	0	0	0
7. Insurance	0	0	0	0
8. Lease/Rental of space	0	0	0	0
9. Production costs	0	0	0	0
10. Supplies	0	0	0	0
11. Telecommunication	0	0	0	0
12. Utilities	0	0	0	0
13.				
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18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	0	0	0	0
C. EQUIPMENT PURCHASES	60,000	0	0	100,000
D. MOTOR VEHICLE PURCHASES	0	0	0	0
E. CAPITAL	0	0	0	0
TOTAL (A+B+C+D+E)	60,000	0	0	100,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	60,000	Michelle Romo	808-885-6868	
(b) Total Federal Funds Requested	0	Name (Please type or print)		Phone
(c) Total County Funds Requested	0			01/22/2026
(d) Total Private/Other Funds Requested	100,000			Signature of Authorized Official
TOTAL BUDGET	160,000	Michelle Romo, Development Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Kahilu Theatre Foundation

N/A: no salaries requested

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				

JUSTIFICATION/COMMENTS: N/A

Applicant: Kahilu Theatre Foundation

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
DMX Splitter	2	\$500.00	\$ 1,000.00	
Uplights	8	\$800.00	\$ 6,400.00	
Elation SIXPAR 300	16	\$700.00	\$ 11,200.00	
LED Elation SIXPAR 200	6	\$500.00	\$ 3,000.00	
ETC Source 4WRD: LED lamps to replace conventional lamps	20	\$700.00	\$ 14,000.00	
ETC S4 Lustr+	6	\$2,695.00	\$ 16,170.00	
Ventilation fan motor starters and overloads (not an AC unit)	5	\$1,117.79	\$ 5,588.91	
Digital Piano, 88-key weighted	1	\$4,000.00	\$ 4,000.00	
TOTAL:	64		\$ 61,358.91	

JUSTIFICATION/COMMENTS: Listed items reflect the most critical equipment needs for this phase of the upgrade project.

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

JUSTIFICATION/COMMENTS: N/A

Applicant: Kahilu Theatre Foundation

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	\$0	\$0	\$0	\$0	\$0	\$0
LAND ACQUISITION	\$0	\$0	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$100,000	\$60,000	\$50,000	\$50,000	\$50,000
TOTAL:	\$0	\$100,000	\$60,000	\$50,000	\$50,000	\$50,000
JUSTIFICATION/COMMENTS: The organization plans to continue upgrading stage lighting, sound equipment, and facilities over the next several years, contingent on staff capacity and available funding.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Kahilu Theatre Foundation_____

Contracts Total: 60,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	FY 23-24 Hawai'i County Waiwai grant: Kahilu Performing Arts, Education and Exhibits	7/1/23-6/30/24	County of Hawai'i	Hawai'i County	50,000
2	FY 24-25 Kahilu Festival Series	7/1/25-6/30/26	CNHA Kilohana	Hawai'i Tourism Authority	10,000
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