

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

BARBARA G. MOIR, PH.D., PRESIDENT AND EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 14, 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: **LYMAN HOUSE MEMORIAL MUSEUM**

DBA/Trade Name: **Lyman Museum**

Issue Date: **01/09/2026**

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX5553
DCCA FILE#: 13979

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.

Lyman House Memorial Museum dba Lyman Museum and Mission House
(Typed Name of Individual or Organization)


(Signature)

January 14, 2026
(Date)

Barbara G. Moir, PH.D.
(Typed Name)

President and Executive Director
(Title)

Application for Grants

If any item is not applicable to the request, the applicant should enter “not applicable”.

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

See attached Certificate of Vendor Compliance.

2. Declaration Statement

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

See attached Declaration Statement.

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](#).

Lyman Museum and Mission House will utilize State Grant-in-Aid funding to fulfill the public purpose described in **Section II: Background and Summary, Question 3**. Grant funds will support the replacement of the Lyman Museum’s Heating, Ventilation, and Air Conditioning (HVAC) system, including all associated project costs. Updating this aging system will enhance the preservation of the Museum’s collection, lower operational expenses, and improve the overall experience for staff, visitors, and the broader community.

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;

The Lyman House Memorial Museum dba Lyman Museum and Mission House (Lyman Museum) has remained steadfast in its mission to *“tell the story of Hawai’i, its islands, and its people”* since its founding in 1931 by the descendants of missionaries David and

Sarah Lyman. Visitors today can explore the Mission House, originally constructed for the Lyman family in 1839, and experience an exceptional collection of artifacts, natural history exhibits, and rotating special exhibitions in the adjacent Museum building, completed in 1971. The Lyman Museum is one of only five museums in the State accredited by the American Alliance of Museums. It also holds the distinguished status of Smithsonian Affiliate following a rigorous review that confirmed its standards and practices align with those of the Smithsonian Institution. The Lyman Mission House, the oldest standing wooden structure on Hawai'i Island, is listed on both the Hawai'i and National Registers of Historic Places and offers a compelling interpretation of missionary and community life in 19th-century Hawai'i.

As an essential community resource, the Lyman Museum shares the rich natural, cultural, and social history of Hawai'i with visitors of all ages through its exhibits, guided tours, and educational programs. Located in historic downtown Hilo, the Museum offers in-depth tours of both the Museum and Mission House, hands-on workshops, public programming, and special exhibitions. The Lyman Museum also supports archival research for individuals seeking to learn more about Hawai'i's diverse history and hosts several educational Road Scholar programs throughout the year.

2. The goals and objectives related to the request;

The overall **Goal** of this capital project is to strengthen artifact preservation, enhance visitor comfort, and improve energy efficiency through the installation of a modern HVAC system designed specifically for the needs of a historical and cultural museum.

Over a 12-month period, the project will advance the following **Objectives**:

1. **Preservation:** Install an HVAC system that provides precise, consistent temperature and humidity control to safeguard sensitive artifacts from environmental damage, in alignment with museum conservation standards.
2. **Visitor Comfort:** Create a stable, comfortable indoor environment with improved air quality and climate regulation, resulting in a more positive and engaging visitor experience.
3. **Energy Efficiency:** Reduce energy consumption and operational expenses by implementing a high-efficiency HVAC system that supports the Lyman Museum's sustainability goals and lowers its carbon footprint.

3. The public purpose and need to be served;

A repository of local history, the Lyman Museum houses an extensive and exceptional collection of multiethnic artifacts, fine art, natural history exhibits, and special exhibitions. Its archives include historical documents, books, and more than 30,000 photographs. Many of the Museum's exhibits are highly sensitive to changes in temperature and humidity, requiring stable environmental conditions to ensure the long

term preservation of priceless historical and cultural materials. Over time, the Museum's existing HVAC system has lost the precision and consistency necessary for proper conservation. Mechanical parts needing to be replaced are no longer being manufactured, threatening the current system's ability to protect and serve the building and its irreplaceable collections. Fluctuations in climate control can cause irreversible harm, including cracking, warping, mold growth, and fading. Installing a modern HVAC system will enable the Museum to meet stringent preservation standards and safeguard its collections so that they remain protected and accessible for generations to come.

In addition to protecting collections, replacing the aging HVAC system will significantly improve operational efficiency and elevate the overall visitor experience. A modern system will offer greater energy efficiency, supporting reduced energy consumption, lower utility costs, and progress toward sustainability goals. These considerations are increasingly important as museums prioritize environmental stewardship. The updated system will also feature improved filtration technology, creating healthier air quality for both visitors and staff. Its ability to maintain consistent temperatures and airflow will enhance visitor comfort and ensure a welcoming environment throughout the year. By investing in a new HVAC system, the Lyman Museum reinforces its commitment to preservation, environmental responsibility, and providing a high quality, well maintained public space for the community.

State GIA FY2027 funding will be critical to advancing this HVAC capital improvement project, ensuring the protection of irreplaceable cultural collections and the continuity of public programming at a time when reductions and eliminations in federal arts and humanities funding have left many museums without viable alternatives for essential infrastructure support.

4. Describe the target population to be served; and

The Lyman Museum and Mission House anticipates serving approximately 16,500 unduplicated visitors, ranging from preschoolers to senior adults, including Hawai'i residents and out-of-state guests who typically represent two thirds of all visits. Of this total, the Museum expects to provide exceptional learning experiences to an estimated 2,200 students from schools and student programs across Hawai'i Island, the neighbor islands, and the U.S. mainland, along with their teachers and chaperones.

5. Describe the geographic coverage.

Visitors to the Lyman Museum and Mission House include adults of all ages from Hawai'i, the continental United States, and around the world, as well as children and students from public, charter, and private schools across the State.

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;

If awarded State Grant-in-Aid, the Lyman Museum will partner with a licensed and experienced HVAC contractor who will oversee the design, installation, and testing of the new system. The contractor will ensure that the system is appropriately sized and configured to meet the Museum's specific needs, including zoning for distinct spaces and the incorporation of advanced filtration technology. The contractor will also manage all technical components of the installation, such as ductwork, electrical connections, and integration with existing building systems.

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

Upon receiving the Notice to Proceed, Lyman Museum will immediately draw down on funds to secure a licensed HVAC contractor, with installation of the new System completed within 12 months.

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

Lyman Museum staff will work with the HVAC contractor to establish key milestones for installation of the new HVAC System, helping to ensure that the project is completed on time and within budget.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Lyman Museum will provide quarterly progress updates to the State, based on the predetermined milestones established by the HVAC contractor.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

See attached Budget Forms.

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
\$187,500	\$187,500	\$187,500	\$187,500	\$750,000

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

This one-time \$750,000 request for State Grant-in-Aid would complete funding toward the HVAC System replacement. No other funding would be required to complete this capital project.

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.

This does not apply.

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.

This does not apply.

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

The balance of Lyman Museum's unrestricted current assets as of December 31, 2025 is \$140,910.05.

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.

The Lyman Museum and Mission House, located in Hilo, Hawai'i, is a premier institution devoted to preserving and sharing the history, culture, and natural heritage of Hawai'i. Established in 1931, the Museum is recognized for its extensive exhibits that highlight the islands' cultural traditions, geological evolution, and remarkable biodiversity. The adjacent Lyman Mission House, built in 1839, is the oldest wood frame structure on Hawai'i Island and stands as a significant historical landmark, offering visitors meaningful insight into the daily lives of early missionaries and their contributions to Hawaiian society. With an enduring commitment to education and preservation, the Museum houses a diverse collection of artifacts that includes Hawaiian tools, cultural objects, fine art, and one of the State's most notable mineral and shell collections. The Museum's expertise in cultural stewardship and its engaging public programming make it an essential resource for understanding Hawai'i's past and its enduring relationship with the natural world.

Over the years, the Lyman Museum Board and staff have successfully secured funding for capital projects through foundations, corporations, small businesses, and individual donors within the local community. In 1997, the Museum raised more than \$700,000 to construct a significant addition that expanded the visitor orientation area and created a new special exhibits gallery. As part of a long range Gallery Development Project, the Museum launched a three-phase capital campaign the following year to modernize its permanent exhibits, which had remained unchanged since the main building was constructed in 1972. In 2001, the Museum completed a capital campaign to renovate the Earth Heritage Gallery's "Hawai'i Before Humans" exhibit, a project that opened on time, within budget, and fully debt free.

The Museum's most recent major capital effort was the complete redesign of the Island Heritage Gallery, an innovative exhibition that presents a comprehensive, multicultural interpretation of the Islands' history, from settlement to the present day – unlike any other gallery in Hawai'i. As the only gallery of its kind in the State, it strengthens the Museum's ability to share collections, knowledge, and historical insight while increasing engagement and investment within the community. The Lyman Museum will build on its proven track record of successful capital campaigns to effectively implement the HVAC system replacement and ensure the project fully achieves its intended goals and objectives.

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.

The Lyman Museum's primary programming facility is a modern, 11,630 square foot museum building that was constructed and opened in 1972 to serve as the headquarters, collections storage, and main exhibition center. The David and Sarah Lyman family home, originally built in 1839, completes the Lyman Museum complex and provides important historical context for visitors. The museum building includes 3,600 square feet of exhibit space in the Earth Heritage Gallery and an additional 3,600 square feet in the newly completed Island Heritage Gallery. Temporary exhibit areas include galleries of 875 and 440 square feet, along with a 384 square foot multipurpose space used for exhibits and meetings. The building also houses approximately 1,600 square feet of object storage space on the basement level and an education and meeting room encompassing 1,131 square feet.

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.

Barbara Moir serves as the **President/Executive Director and Curator of Education and Operations** at the Lyman Museum, overseeing 12 dedicated and experienced professionals. Dr. Moir earned a B.A. in Social Sciences from Fordham University and an M.A. and Ph.D. in Anthropology from the University of Hawaii-Manoa. Prior to relocating to Hawai'i to work with the Lyman Museum, Dr. Moir served as Curator of Collections at the Museum of History and Culture (Commonwealth of the Northern Mariana Islands).

Julie Kamiyama, Curator of Collections and Exhibits for the Lyman Museum, has 20+ years working at various museums in Registration and Collections Management positions. She has cared for encyclopedic collections including historic buildings. At the Kona Historical Society Julie received two National Endowment for the Humanities Grants and received and completed an R&D Innovations Grant. At the Oakland Museum of California, she completed an IMLS Grant project to re-house its textile collection.

2. Organization Chart

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

See attached Organization Chart.

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.

Position	Salary
President and Executive Director	\$63,000.00
Curator, Collections and Exhibits	\$41,000.00
Administrative and Board Assistant	\$40,000.00

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.

This does not apply.

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.

The Lyman Museum is accredited by the American Alliance of Museums and was awarded the status of Smithsonian Affiliate following an intensive review of standards and practices which were determined to meet those of the Smithsonian Institution.

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

This does not apply.

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.

A State GIA award of \$750,000 will complete funding for the HVAC system replacement, ensuring the project is completed without the need for additional appropriations in future years. State GIA FY2027 funding will strengthen cultural preservation and public programming by enabling this essential HVAC capital improvement project that safeguards collections, facilities, and visitor experiences. This investment is especially critical as reductions and eliminations in federal arts and humanities funding have left many museums scrambling to replace lost support for both programming and core infrastructure.

Once the new system is installed and functioning, the Lyman Museum will maintain it through its building fund and endowment, supporting long term operational sustainability and reducing the need for costly emergency repairs associated with the current aging system. The Museum's broader programs, services, and activities are supported through a stable and diversified revenue base that includes general admission fees, membership dues, Elderhostel/Road Scholar revenues, Museum Shop income, special events, and contributions from private philanthropic partners. This diversified funding structure reinforces the Museum's ability to sustain ongoing operations, protect its collections, and responsibly steward public investment for years to come.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Lyman Museum and Mission House

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: Lyman Museum and Mission House

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION/RENOVATION			\$750,000	\$250,000		
EQUIPMENT						
TOTAL:			\$750,000	\$250,000		
JUSTIFICATION/COMMENTS: State Grant-in-Aid funds would be used toward the replacement of the Lyman Museum HVAC System and all related costs.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Lyman Museum and Mission House

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Not Applicable				
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LYMAN MUSEUM Organizational (Staff) Chart

