

House District 2

Senate District 1

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): LABOR, OFFICE OF COMMUNITY SERVICES
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Lyman House Memorial Museum

Dbas: Lyman Museum and Mission House

Street Address: 276 Haili Street, Hilo, HI 96720

Mailing Address: Same as Above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name BARBARA G. MOIR, PH.D

Title President and Executive Director

Phone # 808-935-5021 Ext. 107

Fax # 808-969-7685

e-mail bmoir@lymanmuseum.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CONSTRUCTION OF A NEW ISLAND HERITAGE GALLERY FOR THE LYMAN MUSEUM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$1.0 MILLION

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE	\$0
FEDERAL	\$0
COUNTY	\$0
PRIVATE/OTHER	\$250,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

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

JANUARY 29, 2013

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Application for Grants and Subsidies

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

I. 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. Include the following:

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

The Lyman Museum began as the Lyman Mission House, originally built for New England missionaries David and Sarah Lyman in 1839. The Lymans brought to the islands not only their deeply held faith, but a desire to learn the Hawaiian language and culture, a passion for collecting “curiosities” of Hawaii and the world, and a commitment to serve as educators. The Lymans had a rich history of involvement in the community not only as missionaries, but also as teachers and recorders of what they saw around them.

The house, along with later additions, now forms a key part of the Museum—the oldest frame building on Hawaii Island. After narrowly escaping demolition to make way for a residential subdivision, the Lyman House Memorial Museum was established nearly 100 years later in 1931. Today, the restored Mission House is on the State and National Registers of Historic Places and may be visited by guided tour.

Over the years, the Lyman Mission House has undergone a comprehensive restoration. In 1972, a new building was designed by renowned architect Vladimir Ossipoff, to house, store, conserve, and display the rapidly growing collections. An addition was added to the museum building in 1997, featuring new exhibit galleries, an entrance and reception area, and a gift shop. In 2001, Phase I of the permanent gallery restorations was completed with the opening of an all-new Earth Heritage Gallery, showcasing the Museum’s world-class shell and mineral collections in stunning settings.

A repository of local history, the Lyman Museum currently houses a superb collection of artifacts, fine art, and natural history exhibits, as well as an archive and special exhibitions. Visitors touring the two facilities can see the old Mission House and life as it was 150 years ago, as well as state-of-the-art exhibits on many aspects of Hawaiian natural history and culture...a rare and well-rounded view of the real Hawaii, as it was, as it is today, and where it may be in years to come.

2. The goals and objectives related to the request;

The Lyman Museum and Mission House plans to renovate the 2nd floor of the current museum facility to create a 3,600 sq. ft. Island Heritage Gallery featuring artifacts and multi-use, interactive/activities space in separate but interrelated zones. The zones will reflect the many different cultures that settled here and their contributions to the rich, diverse mosaic of modern Hawaii.

3. The public purpose and need to be served;

The Island of Hawaii has the reputation for being the place to experience the real Hawaii. The new \$2.5 million Island Heritage Gallery will further establish the Lyman Museum as the place to deepen and perpetuate the natural history and culture of Hawaii in an authentic manner through real artifacts, local voices and perspectives. The present exhibit is 40 years old and outdated, displaying but a small fraction of our collections and telling only a limited part of Hawaii's narrative.

The Island Heritage Gallery will play a significant role not only in preserving history, but by making history come alive for visitors through exhibiting artifacts and telling stories in themed settings that recreate the look and feel of the era, providing context and reinforcing the human dimension of the story. The Gallery will stimulate local visitors to think about how they fit into the story as part of a local community – their roots, daily interpersonal relationships, and connections to future generations. The nonlocal visitor will have the opportunity to learn about the origin of Hawaii's multicultural society and reflect upon their personal experiences in Hawaii, perhaps as they contemplate on how their own ancestral lineages intertwine with the history of the United States and a larger, global community. The multi-use, interactive/activities space at the Gallery will enable visitors, particularly students island-wide, to experience history and culture hands-on such as through kapa making, block printing, petroglyph embossing, and the playing of musical instruments.

4. Describe the target population to be served; and

The Island Heritage Gallery will appeal to a broad spectrum of visitors of all ages, including Hawaii Island residents, as well as Neighbor Island, mainland, and worldwide visitors. In addition, the Gallery will serve students from public, charter, and private schools throughout Hawaii, and children less than 18 years of age.

5. Describe the geographic coverage.

Visitors to the Island Heritage Gallery will include adults of all ages from Hawaii, the mainland, and from across the globe, as well as children and students from public, charter and private schools throughout the state.

II. 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;

Grant-in-Aid funds will be used toward renovations of the Lyman Museum facility's 2nd floor to establish a 3,600 sq. ft. Island Heritage Gallery. Funds may also be used toward the fabrication of exhibits, purchase of furniture, fixtures and equipment, and other related costs. The Lyman Museum Project Manager will have overall responsibility for the project to ensure that it is completed on time and within budgetary constraints.

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

Once Grant-in-Aid funds are released, the Lyman Museum anticipates renovations to begin in late 2014, and be 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

The Project Manager will review the specific and measurable quality goals of the renovations, and will weekly meet with the President and Executive Director to evaluate progress and the financial costs associated with completion of the Island Heritage Gallery.

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.

The Project Manager will establish milestones as part of the design, fabrication and installation of the exhibits. Progress toward these milestones will be regularly reported to the President and Executive Director, as well as to the Board to ensure that the renovations are progressing on budget and according to the established timeframe.

III. Financial

Budget

1. **The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.**

The Lyman Museum and Mission House will approach other local and mainland corporations in fiscal year 2014 to complete funding for the Island Heritage Gallery.

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.

IV. Experience and Capability

A. 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.

For more than 80 years, the Lyman Museum has fulfilled its mission to “tell the story of Hawaii, its islands and its people,” and has continuously striven to make the visitor experience exciting and educational. We have received the highest professional certification available to museums, accreditation by the American Association of Museums, an achievement earned by only three other museums in Hawaii.

Over the years, we have made comprehensive and ongoing improvements to the Lyman Museum and Mission House, with the construction of a new museum building, new

exhibit galleries, and the completion of the all-new Earth Heritage Gallery, the first phase of our permanent gallery restorations. After much research and planning, the Board of Trustees has approved the conceptual design for the Island Heritage Gallery. The Lyman Museum is ready to move forward with the final design, fabrication and installation stages of the Island Heritage Gallery.

Being mindful of our challenging economy, we remain careful fiscal stewards of our finances, operating our programs and services without excessive overhead. We are in the process of retrofitting our lighting system to greatly reduce our electrical usage, and photovoltaic energy will be part of the new system.

B. 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 applicant shall also describe how the facilities meet ADA requirements, as applicable.

The Island Heritage Gallery will be created within a 3,600 sq. ft. space on the 2nd floor of the current Lyman Museum. The new Gallery will be ADA compliant, and be accessible to persons with disabilities via a large elevator at the back of the building. The space is more than adequate to feature an Entry Area to the Main Gallery, as well as four zones showcasing a rich collection of cultural materials that tell the story of Hawaii, its islands and its people. The fifth zone would be positioned at the center of the exhibit space, a perfect area for interactive and hands-on activities to reinforce learning.

V. Personnel: Project Organization and Staffing

A. 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.

Jeffrey P. Flox will serve as the Project Manager, Lead Interpretive Planner, and 3D designer for the Island Heritage Gallery. Jeffrey holds a Bachelor of Arts degree in Design and Industry from San Francisco State University, and has an extensive background in designing innovative exhibits for museums, science and interpretive centers, and themed retail. His experience includes all aspects of exhibit design, from interpretive planning to final CAD fabrication drawings. As the Senior Exhibit Designer for Academy Studios, Jeffrey was involved with over 40 exhibit projects ranging from National Park Service visitor centers, to large scale, award winning projects.

Since 2007, Jeffrey has served as the Exhibits Manager for the Lyman Museum, overseeing the development and implementation of both permanent and traveling/temporary exhibits. His responsibilities include interpretive planning, 3D design, graphic design, web design, project management, budgeting, and supervision of outside vendors.

B. 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 organizational chart that illustrates the placement of this request.

The Organizational Chart is attached.

VI. Other

A. 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.

B. Licensure or Accreditation

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

The Lyman Museum and Mission House is accredited by the American Association of Museums, the highest professional certification available to museums.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Lyman Museum and Mission House

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES	0			
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	1,000,000	1,250,000	250,000	
TOTAL (A+B+C+D+E)	1,000,000	1,250,000	250,000	
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,000,000	Barbara G. Moir, Ph.D. 806-935-5021 Ext. 107		
(b) Foundations/Corporations	1,250,000	Name (Please type or print) Phone		
(c) Private Funds	250,000	[Redacted] 1/29/13		
(d)		Signature of Authorized Official Date		
TOTAL BUDGET	2,500,000	Barbara G. Moir, Ph.D., President & Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Lyman Museum and Mission House

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Lyman Museum and Mission House

Period: July 1, 2013 to June 30, 2014

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

Applicant: Lyman Museum and Mission House

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	0	250000	0	0		
LAND ACQUISITION	0	0	0	0		
DESIGN	0	0	0	0		
CONSTRUCTION	0	0	1000000	1250000		
EQUIPMENT	0	0	0	0		
TOTAL:	0	250,000	1,000,000	1,250,000		
<p>JUSTIFICATION/COMMENTS: State Grant-in-Aid funds will be used toward the 2nd floor renovations, including the final design, fabrication, and installation of exhibits to the Island Heritage Gallery. Funds may also be used toward the purchase of furniture, fixtures and equipment, as well as other related costs.</p>						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 or subsidy 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 or subsidy 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 or subsidy.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 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.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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 Museum and Mission House
(Typed Name of Applicant or Organization)

[Redacted Signature]
(Signature) January 29, 2013
(Date)

Barbara G. Moir, Ph.D.
(Typed Name) President & Executive Director
(Title)

**LYMAN
MUSEUM**

