

House District 19
Senate District 9

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): STATE FOUNDATION ON CULTURE & THE ARTS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

DIAMOND HEAD THEATRE

Dbas:

Street Address: 520 Makapuu Ave. Honolulu, HI 96816

Mailing Address: Same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DEENA DRAY

Title Executive Director

Phone: 808-733-0277

Fax # 808-735-1250

E-mail ddray@diamondheadtheatre.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

DESIGN & CONSTRUCTION OF A NEW THEATRE


RECEIVED
1/27/15 10:09 am


4. FEDERAL TAX ID #

5. STATE TAX ID #

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 1,936,677

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 \$ _____
FEDERAL \$ _____
COUNTY \$ _____
PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Name]

DEENA DRAY EXECUTIVE DIRECTOR

1/20/15

AUTHORIZED SIGNATURE

NAME & TITLE

DATE BORNED

Application for Grants (Final)

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. Please include the following:

1. A brief description of the applicant's background

Celebrating its 100th season in 2015, Diamond Head Theatre (DHT) is a theatrical and cultural gathering place that not only entertains, but informs, educates and provides meaningful volunteer opportunities for keiki to kupuna.

A non-profit community theatre founded by New England missionary families in 1915, DHT started out as "The Footlights" and was later re-named "Honolulu Community Theatre. It holds the distinction of being the third oldest continually operating community theatre in the nation.

Diamond Head Theatre offers six theatrical productions each season to over 40,000 theatregoers, presenting the latest musicals, plays and traditional favorites. Our shows are cast, built and produced with the help of hundreds of volunteers, including the actors themselves, who contribute their time, talent and energy under the guidance of our small theatre staff.

DHT also offers comprehensive performing arts training in voice, dance and acting to the community through special workshops and regular class sessions. Over 1,000 children and adults participate in these classes annually. Musical Theatre Experience is our summer musical theatre camp with over 75 children ranging from 7-16 years old attending our 7-week program. Any child is welcome, no prior experience required.

Finally, we are the proud developers of a youth performing ensemble, the Diamond Head Theatre *Shooting Stars*. The 45-member *Stars* take weekly classes in all aspects of the performing arts; they entertain at community and charitable functions around Oahu and they appear as seasoned "professionals" in many of our main stage productions.

2. The goals and objectives related to the request

The Diamond Head Theatre facility also known as Fort Ruger Theatre was built in the 1930's as a USO theatre. It has been minimally upgraded over the years but essentially is

the same structure which the Army turned over to the State in the early 1950's. The State then leased the theatre to Honolulu Community Theatre (HCT). HCT became "Diamond Head Theatre" in 1990. The State lease is housed in DLNR and the current agreement ends in 2073.

The building is rapidly decaying. We have shored it up as much as possible over the last 63 years of our residency but the time had come to make a decision on its deterioration. We contracted a professional top-to-bottom building assessment and it was determined that a new theatre was the most viable answer. From that step, we moved to a site development plan and it was found we have room to build a second building while still operating our current facility (which will be torn down once we move into the new theatre). We then hired an architect, Urban Works, and with their designs are now in the process of an Environmental Assessment (EA).

The goal is a new theatre. Our most immediate objective is to complete the entitlements process including the EA. Community response has very positive so we expect that process to be completed by early 2016. The schematic building designs are close to done and renderings are being finalized. The designs portray a theatre with expanded classroom space, one that will be safe and efficient, but retaining the charm of the current intimate space.

Next on tap will be the construction design documents and then bids and construction mobilization. For all of these steps, we need financial help from the community, from corporations, from foundations and from the State of Hawaii. The State of Hawaii would be asked for a 10% match of individual donor, corporate and foundation funds to finance the \$20 million project.

Diamond Head Theatre has not come to the State of Hawaii for any funding for over thirty years. The theatre has operated with a balanced budget, with no deficit for the last twenty years. As DHT is a truly a statewide treasure (we have patrons from every island), we seek the partnership of the State of Hawaii to fulfill the goal to build a new theatre.

3. The public purpose and need to be served

We all know that cultural activity can be transformative; personally enriching and can improve the quality of life. Diamond Head Theatre brings entertainment and joy to Hawaii's community -- whether on stage, in the audience, in a class or as a working volunteer.

Second, our theatre contributes to the economic engine whether by running our \$2 million small business with vendors and operational costs, or by filling the nearby restaurants.

Third, we are contributing to community-building, by nurturing a future cadre of community leaders...leaders who will come from children in our performing arts program who have learned discipline, have learned to balance priorities; have learned how to get

along in a “team” and have learned how to complete a final project such as a show or recital.

Fourth, to maintain the ebb and flow of a city, we need new people and new ideas. The arts draw residents. It has been well documented that symphonies, museums and theatres are critical elements to creating a desirable and livable city. We are Hawaii’s theatre.

And last but not least, a happy lifestyle is a healthy lifestyle. Who will take care of those less fortunate? The healthy population. We make people happy *and* keep them healthy much like any community or wellness center would.

4. Describe the target population to be served.

5. Describe the geographic coverage.

Our theatre is island wide, though largely populated by Oahu residents. Our patrons’ ages range from toddlers to super seniors and our volunteer ages mirror that range—from high school students building sets to super senior usher and ticket takers. We target all ages for our performing arts programs—our classes are diverse, from Baby Ballet (5+yrs.) to The Silver (60+yrs.) Stars. Our shows are cast color blind—roles are filled by all ethnicities, and our productions are attended by families, friends, co-workers and neighbors.

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;

With the team, finalize conceptual plans for the new theater. Review drawings sufficient to support submittals for an Environmental Assessment and other permits required by the City and County of Honolulu. Drawings will include site plans (including parking), elevations from all directions, proposed floor and roof plans, site and building sections and renderings. Follow up as needed on previously-held public presentations and do others as required associated with the processing of entitlements.

Finalize preliminary construction cost estimates of the proposed new theater and related site and demolition work based on approved schematic design drawings.

Work with the team to assure complete construction documents for the project.

Assure the expediting of the building permit process; hire a building contractor and oversee construction.

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

Conceptual plans and schematic drawings finalized

March 2015

Architect Second Phase (Construction) Contracted	October 2015
Environmental Assessment and entitlements completed	January 2016
Permitting	March 2016
Bidding	April 2016
Construction Contract Awarded	May 2016
Construction Mobilized	June 2016

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

To assure the plans would meet the unique needs of the theatre, we have in addition to our highly respected local architect, hired a national theatre design firm. Both of these companies ran charrettes with the staff and Board to determine the best use of the space with respect given to the surrounding neighborhood.

DHT will go through a bid process to hire a licensed developer/construction firm and our project manager, Fray Heath will oversee construction. Close monitoring and evaluation will be the task of the Facilities Committee who will report on progress monthly to the DHT Board of Directors

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.

If awarded, DHT will report matching funds as they are raised measured against the timelines as developed by our fundraising counsel coordinated to the needs to the project.

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 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
	\$144,712	\$1,660,883	\$131,082	\$1,936,677

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

Capital Campaign \$16,063,323

Local Corporations	\$1,000,000
Foundations	\$1,000,000
State of Hawaii	\$1,936,677
Overall Budget	\$20,000,000

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. N/A
5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding. N/A
5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014: \$ 3,392,376

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.

DHT Facilities Committee

Under the leadership of the committee chair, Rick Chong, and DHT Executive Director, Deena Dray, a Facilities Committee has been convened which includes members of the DHT Board of Directors and other community leaders with expertise in development, construction law, architecture and engineering.

Campbell & Co. Campaign Consultants: Craig Hightower

Founded in 1976, Campbell & Company offers a full set of fundraising consulting to nonprofits in nearly every sector. They maintain offices in Chicago, Washington, DC, Los Angeles, the San Francisco Bay Area and Portland.

Extensive Experience in the Performing Arts: Campbell & Company has worked with many leading performing arts organizations around the country including Seattle Symphony, Chicago Symphony, Center Theatre Group, La Jolla Playhouse and many more.

Campaign Abilities: Campbell & Co., has participated in more than 1,500 engagements since their inception, a significant number of which have involved counsel to support campaign preparation and implementation. More than 90 percent of the campaigns for which they provide counsel either meet or exceed their recommended goals.

Schuler Shook Theatre Consultants

Jack Hagler has over 30 years of experience as a designer, technician, contractor and consultant for a variety of assembly facilities. Project types include professional, educational, and civic theatres, hotel and convention facilities, houses of worship, theme parks, and sports/entertainment arenas. Jack's projects benefit greatly from his planning, design and project management services founded on broad experience and deep knowledge gained from working and designing a variety of assembly venues. Jack is continually broadening his knowledge of performing arts venue design and operation through his very active participation in the American Society of Theatre Consultants and the International Association of Venue Managers.

Heath Construction Services, Inc. (HCS)

HCS was founded in Honolulu, Hawaii in January, 1996 by Fray Heath and Carolyn Heath. The principals and associates of the company come from engineering, and general contracting backgrounds.

Heath Construction Services provides a complete set of Construction and Project Management services to its clients. General categories of services that HCS provides are: program development coordination and planning; preliminary project budgeting, scheduling and feasibility analysis; development of construction strategies; pre-construction phase services (design review, budgeting, scheduling, bidding and contracting) and construction phase services (construction administration, contractor management, project close-out and installation coordination).

Urban Works

John J. Ida, AIA, CSI, Partner

John Ida has been the managing partner of Urban Works for over 30 years, and has shaped the direction of the firm to its success, with an award winning (local and national) portfolio of civic, community, housing, educational, healthcare, and transportation projects. He holds a bachelor's and masters of Architecture, and is registered to practice in the states of Hawaii, and Washington. The firm's work around Honolulu includes Punahou School, The Honolulu Zoo entrance and visitor center, and ArtsSpace.

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.

Facilities to be built.

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.

Deena Dray, Diamond Head Theatre's Executive Director holds a BA from the University of Massachusetts and has taken graduate business courses in both marketing and management at the University of Hawaii, University of Colorado and Stanford University. Prior to coming to DHT, Deena was the director of a statewide human service non-profit and before that, held a variety of marketing, business development and finance positions at First Hawaiian Bank.

As Executive Director, a position she has held since 1995, Deena has successfully operated the theatre for almost 20 years—all twenty years posting a balanced budget. She has been aided by her CFO, Tammy Tamai who is a CPA. A fifteen year employee, Tammy will continue to function as the second on command. Both Tammy and Deena will work closely with the Board of Directors who are currently active in all aspects of the theatre. Several Directors have been recruited recently to help with this endeavor.

Deena, the Facility Committee of the Board and the Leadership Council (capital campaign team) will work with Fray Heath of Heath Construction Services, Inc., Urban Works Architects, Schuler Shook Theatre Designers to design and construct the new theatre and Campbell & Co. to raise the necessary funds.

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 organization chart that illustrates the placement of this request.

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Deena Dray, CEO/Executive Director: \$88,128
John Rampage, Artistic Director: \$54,123
Tammy Tamai, CFO: \$56,100

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. N/A

B. 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. Diamond Head Theatre is a member of the American Association of Community Theatres and a member of the Hawaii State Theatre Council. Schuler Shook and Urban Works are fully licensed theatre consultants and architects respectively.

C. Federal and County Grants

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014. N/A

D. 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. N/A

E. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

A capital campaign is planned with funds anticipated from individuals, corporations and foundations both here and on the mainland.

F. Certificate of Good Standing (If the Applicant is an Organization) Enclosed

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

App

Diamond Head Theatre

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	1,936,677			18,063,323
TOTAL (A+B+C+D+E)	1,936,677			18,063,323
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,936,677	Deena Dray 808-733-0277 x301		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		[Redacted Signature] 1/20/15		
(d) Total Private/Other Funds Requested	18,063,323	Signature of Authorized Official Date		
TOTAL BUDGET	20,000,000	Deena Dray Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2015 to June 30, 2016

Diamond Head Theatre

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

Diamond Head Theatre
 Applicant: _____

Period: July 1, 2015 to June 30, 2016

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
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2015 to June 30, 2016

Applicant: DIAMOND HEAD THEATRE

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: 2013-2014	FY: 2014-2015	FY:2015-2016	FY:2015-2016	FY:2016-2017	FY:2017-2018
PLANS						
LAND ACQUISITION						
DESIGN			242745			
CONSTRUCTION			1693932			
EQUIPMENT						
TOTAL:			1,936,677			
JUSTIFICATION/COMMENTS:						
Design and construction costs include civil/topographic, structural, mechanical, audio visual and acoustical.						

GOVERNMENT CONTRACTS AND/OR GRANTS

Applicant: Diamond Head Theatre _____

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
	Not applicable				
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
				TOTAL	

**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.


- 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 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.

Diamond Head Theatre
(Typed Name of Individual or Organization)

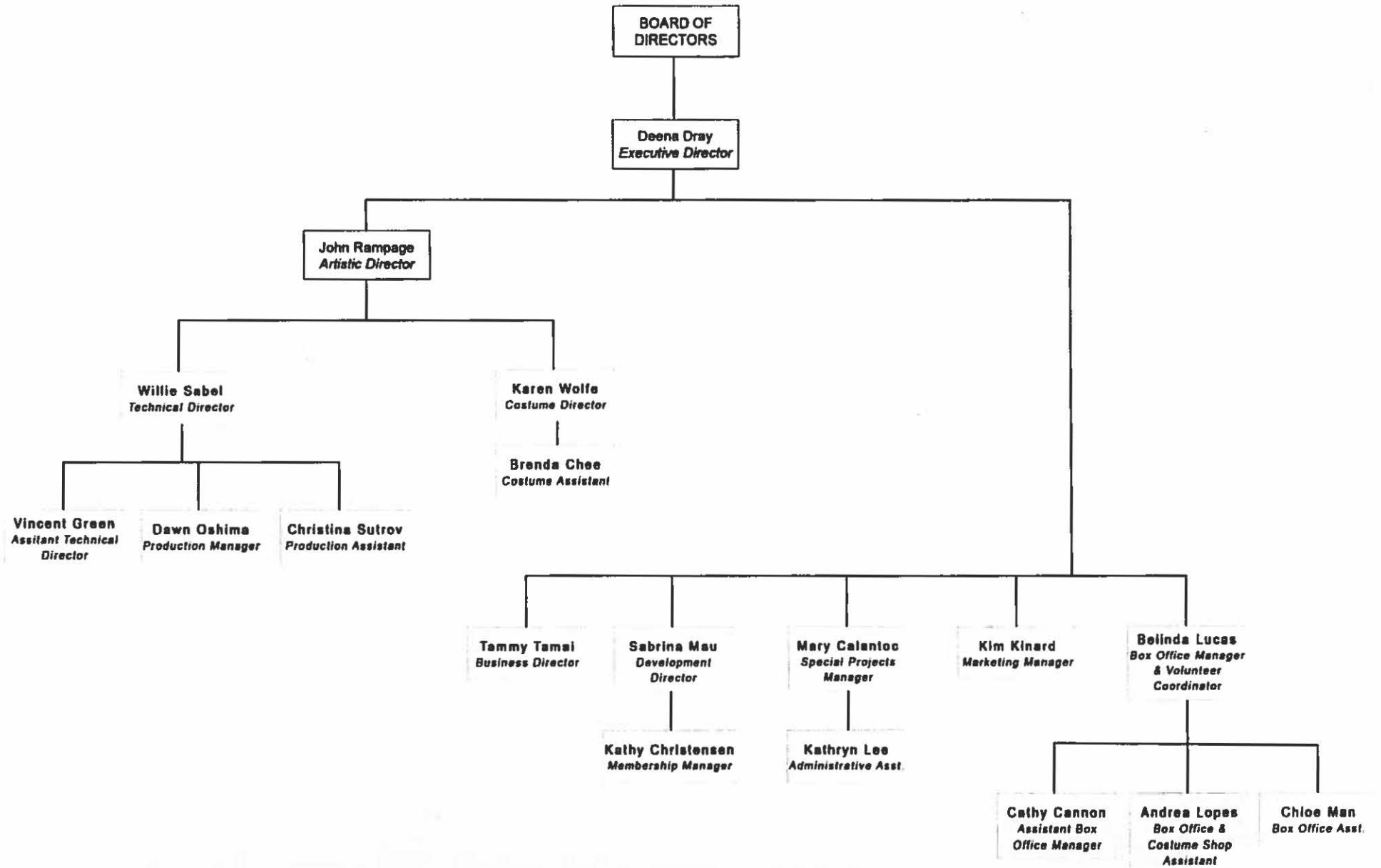


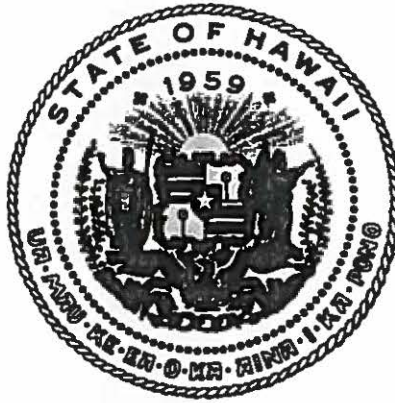
(Signature)

Deena Dray Executive Director
(Typed Name)

1/26/15
(Date)

(Title)

DIAMOND HEAD THEATRE
Organizational Chart





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

DIAMOND HEAD THEATRE

was incorporated under the laws of Hawaii on 04/17/1944 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 20, 2015

Interim Director of Commerce and Consumer Affairs

