

House District 25

Senate District 11

**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 PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**I. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual  
: African American Diversity Cultural Center Hawaii

Dbas:

Street Address: 1311 Kapiolani Blvd., Suite 203, Honolulu, HI 96814

Mailing Address: same as above

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name DELORES GUTTMAN

Title President/Historian

Phone # 808-597-1341

Fax # \_\_\_\_\_

E-mail aadcch@aadccch.org

3. TYPE OF BUSINESS ENTITY:

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

\_\_\_\_\_

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

—History of African American Diversity Cultural Center Hawaii (AADCCH), a 501(c)(3) nonprofit organization founded in 1997. Since its inception, it has been operating with a volunteer board of directors and members. The operating cost has been unwritten by H & G Koa Enterprise. Until 1997, no island institution has acknowledged the history about Hawaiian Africana history in the island. The early settlers Africana descendants (part-Hawaiian, part-Portuguese, part-Asian, and part-Caucasians) live among us.

Mission Statement: To perpetuate & preserve the historical contributions of the early settlers ancestry to Hawaii and their Hawaiian African descendants to educate young people and residents about this little known history.

AADCCH is seeking funding from GIA for its operations to hire a full-time Administrator/Curator, Program Director and facility monthly rental.

For the past 18 years, AADCCH has grown in response to schools, community organizations and military equal opportunity officers seeking our services. Our successful community programs have served an estimated 50,000 people or more. To name a few: collaboration with the Mayor's Culture & Art exhibit in its Municipal Gallery during Black History Month for the past 9 years; Growth Property (Ala Moana Center Stage) sponsored the "Cultural Diversity Awareness Day" for a full day since 2006 to 20013. The activities on stage including cultural performers from dozens of ethnic groups; and the Youth Enrichment Program (YEP) cultural theater, an in-school program engaging middle and high school students mostly low income families who are doing poorly in their academic skills (Pacific Islanders, Hawaiians, Africana youth and a mixture of other ethnic groups).

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 200,000.00

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

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 \$ 25,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
 \_\_\_\_\_

DELORIS GUTTMAN, PRESIDENT/HISTORIAN

*January 11, 2016*

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED



## Application for Grants

*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:

;  
AADCCH is a 501(c)(3) nonprofit agency founded in October 1997. It's the only institution that collects, preserves, interprets historical documents to share the history, experiences and contributions about Africana early settlers and their Hawaiian, Portuguese, Asian descendants dating back to the 18<sup>th</sup> century.

2. The goals and objectives related to the request:

AADCCH is seeking funding for operations to hire an administrator/curator, and program director including facility rental. The purpose is to anchor the organization's future stability and growth to educate youth and residents. Since the organization inception, the day-to-day operations has been conducted by volunteer board of directors members including its overhead expenses.;

3. The public purpose and need to be served

The public purpose to be served is to educate all Hawaii residents on all islands about Hawaiian Africana historical contributions to the State of Hawaii that encompasses all ethnic diversity.;

4. Describe the target population to be served; and

Hawaii school students K-12 and residents (1.3 million pop)

5. Describe the geographic coverage.

Oahu and eventually all islands

## 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. ~~1.~~ Describe the scope of work, tasks and responsibilities;

See Personnel for Proposed Staffing for details. The two staff people will be responsible for conducting day to day business, maintain archival records and museum care of artifacts, preparation of exhibitions, training volunteers and college interns on the job, working with community organizations including Public schools and universities.

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

The timeline: 2017 to 2018, complete the criteria for museum accreditation requirements, ensure that the library of archival materials is available and accessible for scholars and students to do research about the early settlers and their descendants, development of the Hawaiian Africana curriculum for implementation in social studies school standards, and ensure that archival records are meeting industry standards.

\_\_\_\_\_;

3. ~~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 organization's board of director will monitor the quality services and how the staff is carrying out its duties in compliance with the mission statement. They will continuously look for oversight and for ways to improve programs and operations. In addition, the board will encourage a planning process geared toward to improving the quality of service the organization offers to the community and meet program goals. Board will designate a committee to:

a) Establish how stakeholders and funders will participate. Assess what changes need to be made in operations and programs.

b) A board committee will collect and analyze data to make mid-year changes if necessary.

a)c) Evaluate the program against strategic goals and a periodic audit to monitor the effectiveness of the programs.

3. ~~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.

AADCCH board of directors treasurer will be responsible for auditing and ensuring that the funds requested will be followed according to GIA guidelines and followed according to accounting standards. An explanation will be provided for every line item in the budget.

### III. Financial

#### Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Yes

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
<u>\$50,000.00</u>	<u>\$50,000.00</u>	<u>\$50,000.00</u>	<u>\$50,000.00</u>	<u>\$200,000.00</u>

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.

NONE AT THE SUBMISSION OF THIS GIA PROPOSAL

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.

NOT APPLICABLE

5. 5. The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.

NOT APPLICABLE

6. 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.

See AADCCH Financial Statement for August 2015 attached

#### **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.

Applicant's professional background of current volunteer Administrator/Historian:

3 Years of business at the University of Hawaii at Manoa Shidler Business School; Bachelor of Science in Psychology, University of Hawaii at Manoa; Graduate in American Studies Museum Graduate Studies Program; Founder of the African American Diversity Cultural Center Hawaii and appointed by the board of directors to conduct the organization's day to day business for 18 years with board members assistance; Researcher about the early settlers Hawaiian African history; Children's Literature Specialist and Early Childhood education, University of Hawaii at Manoa.

##### **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.

AADCCH occupies approximately 900 square feet of office and archival space in the Hawaii National Bank Building, 1311 Kapiolani Boulevard, Suite 203/207. The board of directors are engaged in soliciting unused space located off-base at Joint Base Pearl Harbor-Hickam for expansion for offices, work room, storage for archival documents, and gallery space for exhibitions to include WWII in the Pacific Theater heroes of all nationalities who underrepresented at the Valor of the Pacific Visitor Center at Pearl Harbor.

## 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.

The Administrator/Curator FT salaried employee, reports directly to the Board of Directors. This employee will be in charge of the day-to-day-operation, staff and volunteers. In addition, employee will carry out policies and directives of the Board of Directors and its mission, all duties pertaining to the museum records, Storage and management of its program services. Also, required to attend all Board of Directors meetings and preparation of the board's agenda with its president and treasurer and serve as liaison with other public and nonprofit agencies.

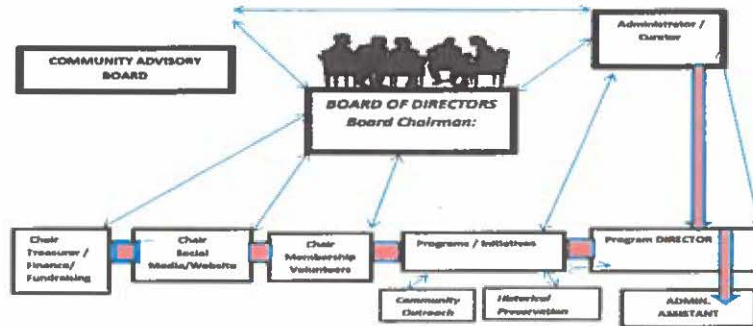
Curator's role involves organizing artifacts and/or items to be displayed in collections or stored for safe-keeping, write grant proposals to receive funding for operations and programs, promote the organization to the public, advertising for collections, exhibition in galleries, conducting tours and organizing workshops.

### 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.



AADCCH ORGANIZATION CHART



**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.

NOT APPLICABLE – NO PAID EMPLOYEES.-

**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.

NONE

**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.

NOT APPLICABLE



**C. 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.

NOT APPLICABLE

**D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

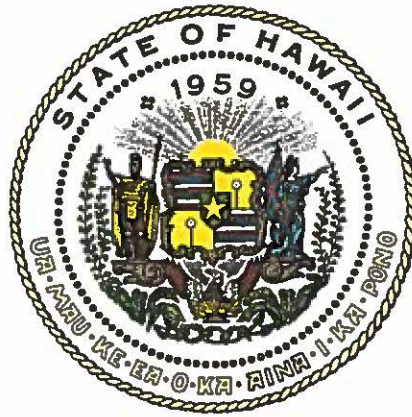
- (1) Received by the applicant for fiscal year 2016-17, but
- (2) Not received by the applicant thereafter.

AADCCH board of directors plans to promote its Hawaii Black Tours to convention planners and various organizations who are considering having their convention at the Hawaii Convention Center in 2018 to raise funds as one of the products to sustain the organization. Secondly, we plan to open a boutique to sell Hawaiian African made products to visitors. Continue to write grants and generate funds from community events (jazz concerts, theatrical presentation etc.)

**E. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

ATTACHED/ENCLOSED



## 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

**AFRICAN AMERICAN DIVERSITY CULTURAL CENTER HAWAII**

was incorporated under the laws of Hawaii on 09/15/1997 ;  
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 05, 2016



Director of Commerce and Consumer Affairs

**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.

African American Diversity Cultural Center Hawaii

(Typed Name of Individual or Organization)



(Signature)

Jan. 8, 2016

(Date)

Deloris Guttman  
(Typed Name)

President/Historian  
(Title)



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

African American Diversity Cultural Center Hawaii

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

African American Diversity Cultural Center Hav

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>JUSTIFICATION/COMMENTS:</b>						

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>	77,000	0	0	0
1. Salaries (2 Positions)				
2. Payroll Taxes & Assessments				
3. Fringe Benefits	1,805	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>78,805</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	1,000	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	10,800	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	3,600	0	0	0
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>15,400</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>94,205</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Deloris Guttman 808-411-4111 Phone		
(b) Total Federal Funds Requested	0	Name (Please type or print) _____		
(c) Total County Funds Requested	0	Signature of Authorized Official _____ Date 01/03/2016		
(d) Total Private/Other Funds Requested	0	Date		
<b>TOTAL BUDGET</b>	<b>200,000</b>	President Name and Title (Please type or print)		



▶ THE DREAM A REALITY!

AADCCH a museum repository documents 200 years of African American history in Hawaii

Hawaii National Bank Bldg. o 1311 Kapiolani Blvd., #203 o Honolulu, Hawaii 96814 o 808-597-1341 o [www.aadcch.org](http://www.aadcch.org)

## INCOME STATEMENT

Period: January 1, 2015 to December 31, 2015

### REVENUES

National Endowment for Humanities (NEH)	\$ 1,200
NFL Pro Bowl (for youth program)	1,000
Black Tour (Nat. Med. Assn)	10,135
Sidney Stern Mem. Trust Fdn	2,500
Hotel Industry Charity Walk	2,500
Donations/Contributions (CFC, Books)	1,771

### TOTAL REVENUES

\$19,106

### EXPENDITURES

HPD Officer (Emancipation Walk	\$ 72.00
Island Group (AA Books)	689.31
Board Liability Insurance	885.10
State Sheriff (NEH Film Screening) Judiciary Ctr	60.00
Kapiolani Signs (Lantern West Loch Ceremony)	89.00
Tech Soup International (software)	139.00
Ron Takamoto (Lantern Designer/West Loch)	462.10
Youth Enrichment Interns (2) (NFL funds)	1,100.00
West Loch Ceremonies (leis, refreshments)	486.94
Liability Ins. Rider for State Capitol Rotunda	112.01
DCCA Annual Fee	5.00
Internet Provider & Maintenance	850.00
PBN Nonprofit Seminar (2)	80.00
Dateline Media (TV stories DVD)	256.54
West Loch Filming (Tina Quizon/Petrovic)	200.00
Tour Bus and Refreshments (3 days)	2,563.00
USPS – Postage	49.00

### TOTAL EXPENDITURES

(\$8,099)

### NET CHANGE

\$11,007

NON-AUDITED FINANCIAL STATEMENTS.





▶ THE DREAM A REALITY!

AADCCH a museum repository documents 200 years of African American history in Hawaii

## BALANCE STATEMENT

Period January 1, 2015 to December 31, 2015

### CURRENT ASSETS

#### Checking Account

Beginning Balance	\$16,066	
Ending Balance		\$15,768

#### Saving Account

Beginning Balance	\$11,373	
Ending Balance		\$18,877

TOTAL CURRENT ASSETS		<u>\$34,645</u>
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### CURRENT LIABILITIES

- 0 -		- 0 -
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TOTAL CURRENT LIABILITIES		- 0 -
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TOTAL LIABILITIES & NET CHANGE		<u>\$34,645</u>
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Note: No paid staff