

House District 29

Senate District 13
BUT PROGRAMS ARE
STATEWIDE

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):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization: HAWAII CRAFTSMEN

Dbas: NA

Street Address: 1159 NUUANU AVE, HONOLULU, HI, 96817

Mailing Address: 1159 NUUANU AVE, HONOLULU, HI, 96817

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KIMBERLEY COFFEE-ISAAC

Title CONTRACTED GRANT WRITER

Phone # 808-292-1512

Fax # NA

E-mail KCI@HAWAII.RR.COM

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:

GENERAL OPERATING AND PROGRAM SUPPORT FOR
50TH ANNIVERSARY CELEBRATIONS -
BEGINNING FALL 2016 THROUGH SPRING 2018

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 50,000

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 \$ 7,000
 FEDERAL \$ NA
 COUNTY \$ NA
 PRIVATE/OTHER \$ 75,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]
AUTHORIZED SIGNATURE *KCI FOR MW*

MARK WHITE, PRESIDENT
NAME & TITLE

1.22.16
DATE SIGNED



RECEIVED
1/22/16
EJC

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;

Hawai'i Craftsmen celebrates fine craft as a vital and enriching part of contemporary life and supports the creative growth of our member artists and the education of the general public to the value of the crafts. We achieve our mission by increasing public awareness and appreciation of fine craft through community outreach and programs for craft artists. We provide opportunities for continuing education and regular exhibition of member work that supports and sustains a statewide community of craft artists. Our programs provide venues for shared experiences and communication and promote the organization and its members both within and without the State of Hawai'i.

For almost 50 years Hawai'i Craftsmen has achieved its mission with programs that teach and inspire, and ultimately connect and support craft artists across the state. Members of the public attend our programs and celebrate, support and help sustain fine crafts in Hawai'i. Our core programs are:

Aha Hana Lima - These affordable workshops expose Hawai'i craft artists to out of state artist instructors, materials and art making techniques. Reaching rural areas across the state these workshops are typically sold out each year.

Annual Statewide Juried Exhibition - Hawai'i Craftsmen brings a nationally recognized art professional to jury and hand-select artwork and provide free lectures in 5 locations on 4 islands. This Statewide Exhibition is the only major exhibition for all Hawai'i artists working in fine craft.

Raku Hoolaulea - This annual program spans 2 months of events and includes adult and children's hands-on workshops, free public lectures and demos, a 3-day beachside firing workshop plus a juried 4-week exhibition at The ARTS at Marks.

Fiber Hawai'i - This juried exhibition offers Hawai'i artists working in all media an opportunity to explore their work from a fiber perspective and to exhibit the best of their work. An art professional of national repute selects work for this exhibition.

The Window- This monthly exhibit at The ARTS at Marks features a member work and often includes an educational program free to the public. The artists and Hawai'i Craftsmen gain a significant amount of exposure at this popular venue. One month features youth programs from the downtown Chinatown neighborhood.

Second Saturday at HiSAM - Hawai'i Craftsmen members provide hands on demonstrations for youth and family at this popular monthly family event.

2. *The goals and objectives related to the request;*

In anticipation of **Hawai'i Craftsmen's 50th Anniversary** that will be celebrated from the fall of 2016 throughout the spring of 2018, we will be working to better serve our members and increase public interest. Following are the goals and objectives that will ensure we are serving our mission and developing sustainable support and practices. New objectives inspired by our celebration year that will be supported by this request are marked.

a. Increase public awareness and appreciation of fine craft.

- i. Produce a robust schedule of opportunities (at a variety of locations) for the public to learn about fine craft and Hawai'i fine craft artists -exhibits, receptions, slide shows, lectures, videos and demonstrations
- ii. Ensure timely, abundant and diverse communication strategies about our events and activities
- iii. Grow our email and social media subscriber lists
- iv. NEW: Develop and publish rich media content about fine craft and Hawai'i fine craft artists
- v. NEW: Conduct on-site interviews at events to attain baseline understanding of public awareness and appreciation of fine craft

b. Provide opportunities for continuing education and regular exhibition of member work.

- i. Produce a robust statewide schedule of professionally executed workshops and exhibitions for fine craft artists
- ii. Ensure timely, abundant and diverse communication strategies about participation and registration
- iii. Contract with world-class artists, teachers, curators or other fine craft professionals as teachers and jurors
- iv. Ensure exhibitions are well attended and receive good media exposure
- v. NEW: Acknowledgement of award winners and art sales in newsletter, social media and website
- vi. NEW: Develop a series of informal artist demos, open studios, and mini workshops by member volunteers throughout the state
- vii. NEW: Provide free to members subscription to CaFÉ, an online juried exhibition software program

- c. *Sustain a statewide community of craft artists by providing venues for shared experiences and communication.*
- i. Ensure board includes representation from each island
 - ii. Include neighbor island venues in all program plans (when possible); Recruit committed neighbor island volunteers
 - iii. Use website, newsletters and social media for direct communication to members about artist opportunities and news
 - iv. NEW: Develop a series of informal artist demos, open studios, and mini workshops by members volunteers throughout the state
 - v. NEW: Add questions to program evaluation forms that capture and measure intangibles like knowledge, inspiration and community connections
- d. *Promote the organization and its members both within and without the State of Hawai'i.*
- i. Timely, abundant and diverse communication strategies about our events, activities and member artists
 - ii. Contract with world-class artists, teachers, curators or other fine craft professionals from out of state as teachers and jurors
 - iii. NEW: Publish rich media content about fine craft and Hawai'i fine craft artists
 - iv. NEW: Develop new branding initiatives that identify HC members' artwork
 - v. NEW: HC membership in CaFÉ an online-juried exhibition software program
3. *The public purpose and need to be served;*

Our events are important to the community because they bring knowledge, skill and awareness to artists and audience across the Hawaiian Islands about craft in a variety of mediums. Our Annual Statewide Juried Exhibition is the ONLY exhibition that is truly statewide and includes all craft mediums. Our workshops and exhibits are highly anticipated by our members and supporters every year because of the professionalism of the instructors as well as the high quality of the craft exhibited. We have a reputation for bringing teachers and jurors from the mainland with fresh talents, skills and perspectives to our islands. Everyone, including the general public who attend out lectures and exhibitions, gain from the experience and it goes both ways. Teachers and jurors return home with a newly realized appreciation of the fine craft and passionate artists in Hawai'i. This reciprocal exchange has sometimes opened up new venues for HC artists to exhibit and sell their work. Living so far from other counties and the mainland is important we do not succumb to insularity, but reach out and provide educational programs and exhibitions to artist and the public all across Hawai'i. Art and creativity reach across languages cultures and people of all ages to generate conversation and provide fresh perspectives.

4. *Describe the target population to be served; and*
5. *Describe the geographic coverage.*

Our programs are designed for emerging and professional artists and craftsmen. They typically work with glass, metal, wood, fiber, clay or stone. Our members span generations from founding members (we have several Living Treasures on our roster) to students in art school. The raku program has a youth component and we have watched a generation of budding potters grow up.

We take seriously our commitment to reach artists across the state and are the only arts organization to send our jurors to the neighbor islands to select work for our annual exhibition. We plan workshops on neighbor islands each year. On average, 20% of our membership (300+/-) are from the neighbor islands.

Many events during these programs are free to the public. Hundreds of people attend our receptions every year. They celebrate the beautiful and proactive art they encounter. They dialogue with artist providing feedback, validation and motivation. They attend our slide lectures and demonstrations and learn more about the process of making finely crafted art. They develop a greater appreciation for the dedication it takes to be a working artist. They buy art and they become members and donors and regular supporters to the organization.

We partner with like organizations across the state to share costs and increase impact. While our ongoing partnership with The ARTS at Marks Garage (we were a founding partner) allows us a presence in a popular arts center we also work with some of the oldest arts venues across the state - Honolulu Museum of Art, Hui Noeau, on Maui and Volcano Art Center on Hawai'i. Our similar goals and activities, keeping arts and culture vibrant, increase value to our shared audiences.

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;*

To prepare for our anniversary year celebrations we recently formed a Branding and Communications Committee with the charge to oversee the creation of fresh messages and a brand for our 50th Year Anniversary. We will be contracting with a communications professional to implement this plan as well as provide increased publicity activities for the celebrations.

The specific outreach activities will include:

- ☞ Hiring publicity/PR expert to improve, strategize, and increase organizational brand and presence for greater public outreach
- ☞ Engaging with various media outlets on each island and outside the state of Hawai'i
- ☞ Networking with other art and craft organizations throughout the state to spotlight any craft work or artist, especially our members, during the Anniversary Celebrations
- ☞ Increase program advertisement during the anniversary celebration years
- ☞ Designing and distributing eye-catching labels or stickers to identify member artists' works while on display throughout the state
- ☞ Increasing visibility through free open studios and workshops held by member artists
- ☞ Inviting internationally known artists, jurors, and curators as invited guests to our programs

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

July 2016	Contract PR/Communications professional; develop 2 year strategy and plan to strengthen the HC brand and promote the 50 th Anniversary events
Aug. 2016	Fiber Hawai'i – exhibition, slide lecture
Sept./Oct. 2016	Annual Statewide Juried Exhibition – exhibit, slide lectures
Nov. 2016	2 nd Saturday at HiSAM – hands on demonstrations
March 2017	Aha Hana Lima – workshops, slide lectures
May/June 2017	Raku Hoolaulea – demo, workshop, lecture, exhibit
Monthly	Rotating exhibits in The Window – exhibit, presentations
Monthly	Implement the Communications Plan; ongoing evaluation of plan and effectiveness; adjust as needed

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 process measures (how the program is implemented) are monitored by the board via the volunteer program chair who is a board member. Each program has a manual with timelines, contacts, to do lists and various volunteer job descriptions.

The board reviews all final reports and evaluations and makes note of changes or additions for the next year. We rely on face-to-face feedback from our members and the fact that we have neighbor island board members helps us keep our focus statewide (vs Oahu centric).

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.*

Each identified objective and outcome (effectiveness of the program) has a list of measures that will be gathered at the end of each program and consolidated at the end of the year. We use a combination of attendance, participation and sales numbers, program participant post-program online surveys, program chair final reports and informal feedback from members and the public. We currently are researching ways to measure our impact in the areas of awareness, appreciation, knowledge, inspiration, motivation and community connections.

Some of the specific measures for FY17 are:

- ☞ *Number of unique artist experiences.* This includes those who entered our juried exhibits, took a workshop or attended a demonstration. FY17 Goal: 500
- ☞ *Number of youth reached.* Since we began counting Second Saturdays this number has grown. FY17 Goal: 150
- ☞ *Public attendance at events.* This includes opening receptions, slide lectures and exhibits. These activities directly impact the understanding and support of fine craft and artists in our community. FY17 Goal: 20,000
- ☞ *Number of times our programs occurred on neighbor islands.* Connecting artists from across the state is part of our mission. Sending workshop teachers and jurors to Hawai'i's rural areas helps us meet these objectives. FY17 Goal: 20
- ☞ *Number of artworks sold.* Hawai'i Craftsmen's contribution to the economic well being of Hawai'i artists is an important impact in our community. FY17 Goal: 25
- ☞ *Dollar amount of artworks sold.* Hawai'i Craftsmen's contribution to the economic well being of Hawai'i artists is an important impact we have in our community. FY17 Goal: \$25,000
- ☞ *Dollar amount of cash awards.* Public recognition of excellence is an important way to set a standard. Hawai'i Craftsmen's contribution to the economic well being of Hawai'i artists is an important impact we have in our community. FY17 Goal: \$7,500

We also track who is participating and attending our events; these are our FY17 goals:

- ☞ *Artist working in craft materials.* (clay, glass, metal, wood, fiber, mixed) Planned: FY17 Goal: 500 (this is artist experience vs # of artists; one artist may have multiple experiences)
- ☞ *Neighbor Island Artists.* Those who live off Oahu who register for our workshops, enter our exhibits and attend our receptions, lectures and exhibits. FY17 Goal: 30% of all participants
- ☞ *Youth.* It is important to expose the next generation to fine crafts. We are proud of the family nature of some of our programs and know the investment in youth is valuable to our community. FY17 Goal: 125
- ☞ *General Public.* We need an informed and inspired public to be a successful nonprofit organization. Attending and supporting the artists purchasing art, donating cash for awards, scholarships and general operations is crucial to our sustainability. FY17 Goal: 20,000

III. Financial

Budget

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

See attached Budget and Budget Justification Worksheets

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
\$12,500	\$12,500	\$12,500	\$12,500	\$50,000

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

- ☞ Hawai'i State Foundation for Culture and the Arts
- ☞ Hawai'i Community Foundation – Flex Grant
- ☞ Lailia Twig-Smith Art Fund (HCF)
- ☞ Family Foundations: Atherton Family Foundation, McInerny Foundation, Cooke Foundation, Wilcox Trust, plus more
- ☞ National Endowment for the Arts – maybe
- ☞ Andy Warhol Foundation
- ☞ Hawai'i Corporate Giving, ie: The Gas Company, local banks, A&B, Oceanic Time Warner, etc
- ☞ Annual Giving request to members and other individual supporters

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. *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.*

We receive annual support from the Hawai'i State Foundation on Culture and the Arts for our Basic Programs (listed above). For our 50th Anniversary Year/s (FY16, FY17, FY18) we requested \$30,000 per year. For FY15 we received \$5,000, for FY16 we received \$7,000. We have not received our award notification for FY17 yet.

Currently we do not receive any Federal or County support. We are considering applying for HTA CPEP Funds via the counties.

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

\$ 93,933.91 – We consider \$70,000 of this amount as our reserve fund and only use the funds to balance out cash flow fluctuations, as start up funds when launching a new initiative or if a basic program deviated from the budget (ie less funders or program revenue or increased expenses). Typically we are able to generate enough revenue from grants, donors and program fees to cover the cost of our programs. Reserve funds are sometime used for general administrative overhead like office manager, bookkeeper or grant writer.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: HAWAII CRAFTSMEN

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	5,000			15,000
2. Payroll Taxes & Assessments	inc above			inc above
3. Fringe Benefits				
TOTAL PERSONNEL COST	5,000	0	0	15,000
B. OTHER CURRENT EXPENSES				
1. PROFESSIONAL SERVICES				
2. -bookkeeper				12,000
3. -grantwriter				12,000
4. -marketing/pr/communications	15,000			9,000
5. PROGRAMS				
6. -Aha Hana Lima	10,000			10,000
7. -Raku Hoolalea	5,000			10,000
8. -Fiber Hawaii	5,000			5,000
9. -Annual Statewide Juried Exhibition	10,000			15,000
10. -The Window				500
11. -2nd Saturday				500
12. GENERAL ADMIN				
13. -rent				5,000
14. -telecommunications/it				1,500
15. -insurance				3,500
16. -supplies				1,500
17. -printing				2,500
18. -postage/shipping				500
19. -travel				1,500
20. DUES/SUBSCRIPTIONS/PROF. DEV.				1,000
21. FEES & GE taxes (bank, pypal, filing)				2,500
TOTAL OTHER CURRENT EXPENSES	45,000	0	0	93,500
C. EQUIPMENT PURCHASES	0			0
D. MOTOR VEHICLE PURCHASES	0			0
E. CAPITAL	0			0
TOTAL (A+B+C+D+E)	50,000	0	0	108,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Kim Coffee-Isaak	808-292-1512	
(b) Total Federal Funds Requested	0	Name (Please type or print)	Phone	
(c) Total County Funds Requested	0	Signature of Authorized Official	Date	
(d) Total Private/Other Funds Requested	108,500	Mark White, President		
TOTAL BUDGET	158,500	Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: HAWAII CRAFTSMEN

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
OFFICE MANAGER	0.5	\$20,000.00	25.00%	\$ 5,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				5,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: HAWAII CRAFTSMEN

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, 2016 to June 30, 2017

Applicant: HAWAII CRAFTSMEN

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS	NOT APPLICABLE					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: HAWAII CRAFTSMEN

Contracts Total: 7,022

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	SUPPORT FOR BASIC PROGRAMS	FY2016	HI STATE FOUNDATION	CULTURE & ART	7,022
2				State	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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20					
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22					
23					
24					
25					
26					
27					
28					
29					
30					

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.

Hawai'i Craftsmen has stood the test of time. We continue to recruit and train dedicated qualified board members who are able to shepherd the business of the organization and plan and implement our programs. Over the years we have tried different things; some of them stick, sometimes the tried and true activities are just worth repeating. There is an ongoing demand for the workshops (often they sell out) and we always have a nice selection of artwork to choose from for our exhibitions. The quality and expertise of our jurors and workshop teachers remains a distinct touchstone of all our activities.

FY15 - During this fiscal year we had 3 exhibits and opening receptions juried by 3 guest jurors; 9 public lectures presented by 8 guest artists and jurors; and 7 distinct workshops presented by 6 guest artists. We also had 3 artist demos by 3 guest artists and 2 special museum tours by 2 local arts professionals. We also had a fashion show with 30 artist participants. This year we added The Window at The Arts at Marks and Second Saturday at HiSAM to our basic programs. We provided 634 artist experiences to approximately 250 individual artists. Because our programs are at popular venues, Honolulu Museum of Art and The ARTS at Marks Garage, we reached just over 20,000 members of the public.

FY14 - During this fiscal year we had 2 exhibits and opening receptions juried by 2 guest jurors; 8 public lectures presented by 5 guest artists and jurors; and 5 distinct workshops presented by 6 guest artists. We also had 2 artist demos by 3 guest artists. We also completed a successful fundraising event Formable Feast. We provided 205 artist experiences to approximately 150 individual artists and reached 6,950 members of the public.

FY13 - During this fiscal year we had 3 exhibits and opening receptions juried by 3 guest jurors; 9 public lectures presented by 8 guest artists and jurors; and 6 distinct workshops presented by 6 guest artists. We provided 245 artist experiences to approximately 200 individual artists and reached 8,361 members of the public.

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.

In 1996 Hawai'i Craftsmen was one of the founding partners at The ARTS at Marks Garage; we continue to call this vibrant community art center home base. Our offices are located there and our board members hold large and small meetings there. We also have storage space in the basement for our exhibition pedestals, Raku equipment and supplies and our organizational archives. The Window is located at Arts at Marks and we host informal lectures and receptions throughout the year. The annual Raku exhibition is popular with our tea ceremony demonstration, sake cup sale and Raku firing demo on the front "lawn" – usually on First Friday. Because it is our home we are able to take advantage of other smaller exhibition, sales and educational activities as they arise.

One of our most valuable assets is our long-term (almost 50 years!) relationship with some of Hawai'i's most respected venues. We have been partnering with the Honolulu Museum of Art since our founding days. We continue to work with Hui Noeau on Maui and the Volcano Art Center on Hawai'i. As well, we have a strong relationship with the University of Hawai'i art department and have had workshops, annual meetings and slide lectures there for many years.

Because of our reputation for quality programs and our length of service to the arts community it is relatively easy to partner with other like-minded organizations throughout the state. For FY15 our activities occurred at the following venues:

Annual Statewide Juried Exhibition

- ☞ Honolulu Museum of Art School, Oahu; Oahu jurying, Exhibition, Opening Reception
- ☞ Volcano Arts Center, Hawai'i Island; East Hawai'i jurying, slide lecture
- ☞ Donkey Mill Art Center, Hawai'i Island; West Hawai'i jurying, slide lecture
- ☞ Hui Noeau, Maui; Maui jurying, slide lecture
- ☞ Gallerie 103, Kauai; Kauai jurying, slide lecture

Fiber Hawai'i

- ☞ Honolulu Museum of Art School; jurying, exhibition, walk through, reception, fashion show
- ☞ Honolulu Museum of Art - tours of permanent collections

Aha Hana Lima

- ☞ University of Hawai'i at Manoa Art Department, Oahu; workshop
- ☞ Honolulu Museum of Art Spalding House, Oahu; workshop
- ☞ Punahou School, Luke Lecture Hall, Oahu; slide lecture
- ☞ Volcano Art Center, Hawai'i; slide lecture
- ☞ 2400 Fahrenheit Glass, Hawai'i; workshop

- ☞ Galerie 103, Kauai; slide lecture
- ☞ Keith Tammarine Studio, Kauai; workshop

Raku Hoolaulea

- ☞ Tea House of the University of Hawai'i at Manoa, East-West Center Garden; tea ceremony demo
- ☞ University of Hawai'i at Manoa Art Department Ceramics Lab; tea bowl workshop, wet clay demo
- ☞ Camp Mokuleia; campout, raku glazing & firing, jurying for the exhibition
- ☞ The Arts at Marks Garage; artist slide lecture, exhibition, opening reception, raku/tea ceremony demo

The Window

- ☞ The Arts at Marks, Oahu; mini exhibits, receptions, lectures, demos

2nd Saturday

- ☞ Hawai'i State Art Museum, Oahu; art/craft demonstrations

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.

Hawai'i Craftsmen has 1 part time office staff & contracts bookkeeping, newsletter & grant writing services. We seek professionals that are well qualified and suited to the nature of the work. A portion of successful grant awards in 2016 and 2017 will be used to contract a marketing and publicity professional to ensure great outreach and communications about our anniversary year events.

The core programs (descriptions above in Q. 1.1) are organized and implemented by volunteers. The board of directors is committed to overseeing the programmatic and fiscal operations of the organization. We currently have a reserve fund just under \$100,000. We keep in touch with our members with newsletters, a Facebook page & board representation from the neighbor island.

A volunteer Board of Directors is committed to overseeing the programmatic and fiscal operations of the organization and often serves as a program chair using a devoted corps of member volunteers. One hundred percent of the directors participated in planning or assisting with at least one program or event. In 2014, 100% of the Board of Directors contributed financially or through in-kind or volunteer time totaling approximately \$3500 and they solicited award and scholarship sponsorships totaling \$4300. Monthly board meetings were attended by 80-90% of Directors. We have on average 6 members representing the neighbor islands and interisland travel costs are reimbursed to attend Oahu meetings. Otherwise they participate via conference calling or Skype.

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.

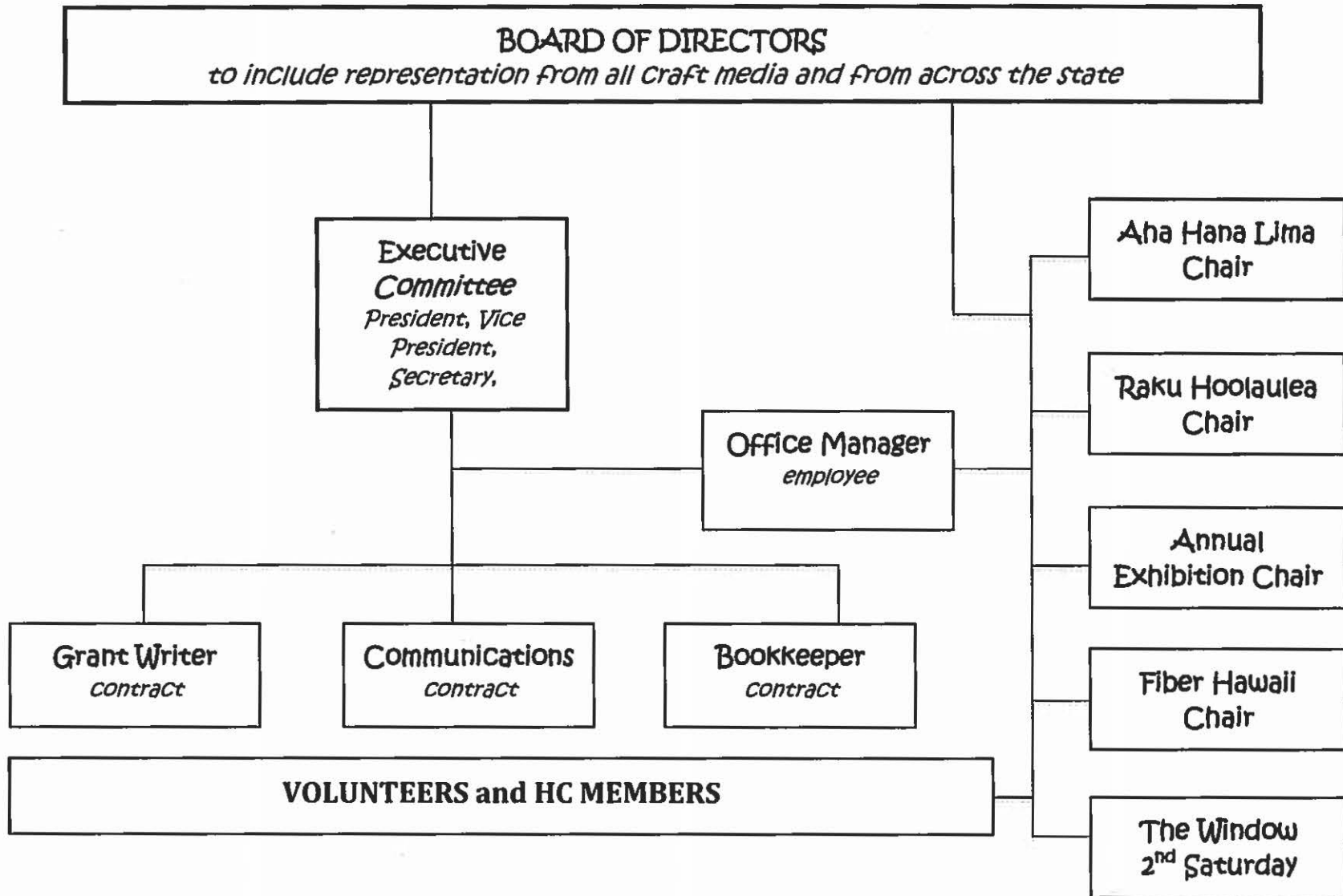
See attached chart

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.

A part time office manager is the only employee and works up to 20 hours per week. HC is leasing the office manager from ALTRES Staffing Solutions and budget \$20,000 per year for this position. We contract a bookkeeper for \$12,000 per year, a grant writer for \$12,000 per year and a newsletter editor for \$1,500 per year. Volunteers run all of the HC programs. Typically a board member is the chair and utilizes members from across the state to implement the program activities. No board member is compensated for his or her service as a director or program chair.

HAWAII CRAFTSMEN BOARD OF DIRECTORS &



VI. Other

A. Litigation

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

Not Applicable

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

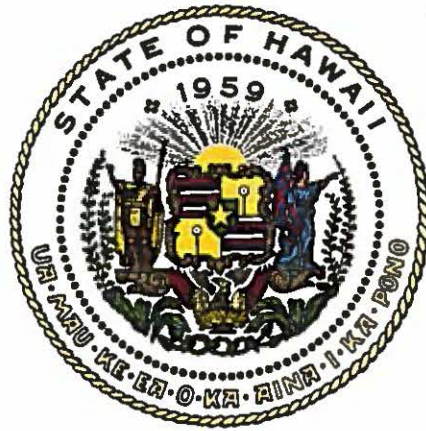
The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

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

Hawai'i Craftsmen has provided excellent programming throughout the state to Hawai'i craft artists for almost 50 years. We are not going anywhere. We have weathered some very lean times over the years and have always been able to rely on dedicated volunteers to step up and ensure the programs continue. Our plan is to solicit State GIA funds for 2 years to help us celebrate our Anniversary. If we are unable to secure funds from the GIA we will need to either seek other funds from other new sources or scale back on our activities. Additionally we feel that with a contracted marketing and communications professional on board for 2 years we will grow the awareness and support for our organization and activities thus increasing membership and contributions.

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.



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

HAWAII CRAFTSMEN

was incorporated under the laws of Hawaii on 06/05/1967 ; 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 21, 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.

HAWAII CRAFTSMEN

(Typed Name of Individual or Organization)

(Signature)

(Date)

1-22-16

MARK WHITE

PRESIDENT

(Typed Name)

(Title)