

House District 23

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): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii Performing Arts Company

Dbas: Manoa Valley Theatre

Street Address: 2833 East Manoa Road
Honolulu, Hawaii 96822

Mailing Address: same as above

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DWIGHT MARTIN

Title Producing Director

Phone # (808) 988-6131

Fax # (808) 988-3179

E-mail dwright.martin@manoavalleytheatre.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:

FUNDING FOR THE 2ND YEAR EXPANSION OF MANOA VALLEY THEATRE'S COMMUNITY OUTREACH PROGRAM, DEDICATED TO IMPROVING THE QUALITY OF LIFE FOR DISADVANTAGED STUDENTS, SENIORS AND UNDERSERVED COMMUNITIES BY PROVIDING DIRECT SERVICES TO INDIVIDUALS WHO ARE OFTEN EXCLUDED FROM ACCESSIBLE CULTURAL ACTIVITIES.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

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 \$0
 FEDERAL \$0
 COUNTY \$0
 PRIVATE/OTHER \$55,000

DWIGHT T. MARTIN - PRODUCING DIRECTOR

NAME & TITLE

1/22/16
DATE SIGNED



RECEIVED
1/22/16

Application for Grants

I. Background and Summary

1. Description of applicant's background.

For nearly half a century, Manoa Valley Theatre's vision has breathed life into Hawaii's diverse culture and provided a nurturing haven for artists. By recognizing that art holds a powerful and unique place in the community, MVT has become an important vehicle for individual artistic expression and a unifying force within the arts community.

Since 1969, MVT has served Hawaii's cultural community with the goal of bringing the highest standard of theatre to audiences and has played an influential role at the intersection of the performing arts and the greater community. We have built connections and worked with individuals and organizations to create impactful partnerships that benefit the public and demonstrate that artistic imagination animates and engages the community and inspires positive social change. Amid the shifting dynamics of technology, audience, and cultural space, MVT continually seeks ways to forge deeper, more relevant connections and foster community through live theatre.

For over 47 years MVT has served Hawaii audiences with high-quality entertainment, hands-on training and experiential opportunities in multi-disciplinary theatre arts. Choosing from mainstream Broadway, Off-Broadway and major regional productions, our Mainstage Series is a showcase of critically-acclaimed theatre featuring many gifted local artists. The season runs year-round (September through August) to provide valuable practical experience for both accomplished and first-time actors. MVT's secondary Studio Series presents play readings, music performances and co-productions with other organizations to further expand its artistic outreach.

MVT's constituency includes a broad spectrum of ethnically and economically diverse community members. Season ticket holders reside island-wide and volunteers (460 FY15) are drawn from the abundance of local theatrical talent of actors, directors, musicians, stagehands, ushers, and designers. They represent the island's vast cultural diversity. MVT's primary audience base (20,000 annually) is from Oahu, 7% from neighboring islands, 10% from the visitor industry, and spans ages 7-90. An additional 2,500 underserved youth and seniors are provided free performance access to MVT's Mainstage Season of six live theatre productions through its Community Outreach Program (COP). In FY15, MVT served roughly 21,500 individuals through the scope of our combined programs.

2. Goals and Objectives.

Support from the Hawai'i State Legislature is vital to the impact of the arts as an educational motivator and community engagement mechanism, and has been instrumental in supporting MVT's recent comprehensive COP expansion campaign. As an established leader in the arts community, MVT has long been recognized for its dedication to improving the quality of life for disadvantaged students and underserved communities, particularly through its special accessibility COP program.

The main goals of COP in the coming year and the focus of this request are:

- Sustain and enhance COP's expansion efforts to underserved students, senior citizens and marginalized communities. This includes targeted outreach to the over 250,000 military personnel and their families on Oahu, whose estimated 14,000 military dependents represent 8 percent of the total student enrollment in public schools. By the end of FY16 MVT will serve approximately 750 military and their dependents, and in FY17 that number is expected to increase by 20% overall.
- Broaden the gateways for all students, particularly economically disadvantaged Urban Core high school student populations, to participate more fully in the creative arts through job shadowing with MVT's professional actors and sound/scene/lighting designers, including play auditioning, play acting and crew opportunities.

Objectives for the coming year:

- 20-25% increase in annual COP participants (program total 3,500-4,000 overall), to be directed at military families, at-risk communities (disadvantaged high school students, homeless-serving community programs), and vulnerable seniors.
- Target 50-100 Windard and Urban Core and high school students for applied arts-based learning experiences. This will include summer internships, apprenticeships, and job shadowing of MVT's professional artists and designers.
- Increase high school student and alumni audiences from COP feeder schools by 200-300.

3. Public Purpose and Need.

The COP program constitutes a major element of MVT's commitment to provide service to the community and cultivate social change by accessing and

experiencing the unique impact of live theatre, and has become an essential part of MVT's programming since 1981.

COP addresses the belief that live performance builds resilience within communities and helps make them better equipped to cope with adversity, and serves as special accessibility program that provides non-fee play attendance and arts exposure to two groups: 1) socially and economically disadvantaged public school students, teacher groups, senior citizens, social service organizations, and non-profit partner organizations; and 2) theater and drama students from local middle and high schools.

In FY16 we have embarked on a comprehensive expansion plan targeted towards the military and homeless families, youth-serving community groups, and other vulnerable communities. In FY17, MVT will continue COP's expansion within these groups and enhance the program by developing a model for summer internships and apprenticeships for Urban Core and Windward high school students utilizing existing resources.

4. Target population.

The target population is comprised of socially and economically disadvantaged public school students, teacher groups, senior citizens, social service organizations, and high school performing arts and drama students. The impact of providing free access to live theater, especially given the decreased funding for arts in the schools, is the unique trickle down affect on students and teachers who seek creative ways of learning and teaching; and for social service organizations and senior groups it is an outlet for creative, mental and social stimulation.

5. Geographic coverage.

The COP program provides free access to MVT's Mainstage Season of six live theatre productions to targeted individuals, students and non-profit community groups living throughout Oahu.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities.

Scope of work: The COP program is administered continuously throughout a 12-month cycle, from September 30 and August 31, to provide free access to MVT's Mainstage Season of six live theatre productions. The program involves year-round outreach efforts, targeted constituent cultivation and program coordination. The program will utilize existing components, platforms and modules to improve and complete the work plan which is managed, coordinated and facilitated by an executive team consisting of MVT's Producing Director (Dwight T. Martin), Associate Director (Bree Peters) and Development Director (Pauline Guillermo-Togawa).

Tasks and Responsibilities.

- Create an integrated outreach plan to increase MVT's COP program by 20-25% (500-700 participants), targeting military and homeless families, social service agencies and other marginalized communities (Development Director).
- Coordinate and facilitate the development of an internship and apprenticeship model using existing personnel and resources. The model will initially involve Urban Core and Windward high school drama and theater students (Producing Director and Associate Director).
- Cultivate COP student participants as the next generation performing arts patrons as a significant strategy for how MVT targets growth in its audience base and volunteer pools (Associate Director).
- Track the migration and migration of COP constituencies to performing arts patrons and volunteer pools (10-15%), and as a means to receive feedback (Development Director).

Additionally, a number of Board level working committees (Development, Artistic Planning, Marketing) are engaged in supporting these efforts.

2. Timeline for services:

Throughout MVT's 12-month FY2017 Mainstage Season, the COP program will engage in efforts to expand and increase the number of participating students, seniors, underserved communities and military families by minimum 20% (500 new participants).

Timeline (September 1, 2016 through August 31, 2017):

- Outreach expansion plan development (monthly)
- Implementation and coordination of outreach plan (monthly)
- Development and implementation of student internship/apprenticeship model

Milestones (expansion targets):

- Confirm initial 125-300 military family participants (Sep - Dec 2016)
- Confirm initial 50-100 high school participants (Sep - Dec 2016)
- Confirm initial 50-75 senior participants (Sep - Dec 2016)
- Confirm initial 50-100 other participants (Sep - Dec 2016)
- Urban Core/Windward high school student internships/apprenticeships begin (Mar - Jul 2017)
- Confirm 500-600 additional COP program participants (Aug 2017)

3. Quality assurance and evaluation plans.

Quantitative measures: MVT staff will track on a quarterly basis the increase in the number of students, underserved community members and military families that take part in the expanded Community Outreach Program. These results will be reported to the Board of Directors and the Producing Director.

Qualitative measures: Each quarter, the board and its development committee will evaluate the success of the program based on the number of participants, including implementation of and/or adjusting certain strategies to meet the goal of increasing participation by 20-25% if the target numbers are not being met.

4. List the measure(s) of effectiveness.

Each quarter, the board and program staff will evaluate and analyze the program's target and outreach effectiveness and implement strategies. These results will also be forwarded to the expending agency in order to measure the effectiveness of the program.

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.)**
2. 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	\$12,500

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

Potential Funding Source	Amount Requesting
Contributions from Individuals	\$110,000
Play Sponsorships	\$100,000
Private Foundation Grants	\$35,000
Fundraising Events	\$60,000
State Foundation on Culture & The Arts	\$9,000
TOTAL	\$314,000

4. No state or federal tax credits have been granted in previous years.
Not Applicable

5. Government Contracts and /or Grants:

FY16 Funding Source	Amount of Grant Approved
State Grant-In-Aid	\$50,000*

*Original request = \$100,000; MVT will receive \$50,000 (or 50% of requested amount) for FY16 once the funds are released.

6. Balance of unrestricted current assets as of December 31, 2015.

Total Unrestricted Assets: \$100,540 (This amount does not include \$342,285 in fixed assets which include the property, plant and equipment.)

IV. Experience and Capability

A. Necessary Skills and Experience

MVT strives to lead the development of Hawaii's arts community by engaging and connecting with local communities to achieve the following: 1) provide live, high-quality theatrical entertainment; 2) develop Hawaii's theatre artists through hands-on opportunities; 3) present provocative and educational experiences via unique play selection and production methodologies; 4) improve program quality and professionalism; and 5) create social change and meaningful relevance for our audience.

MVT has become institutionalized within Hawaii's creative community and is woven into the fabric of the islands where arts and culture are intrinsically valued. By consciously engaging artists and organizations of diverse backgrounds, MVT is viewed as an impactful partner for thousands of community members, helping the community flourish by feeding our economy, inspiring and enriching business communities and bringing people together.

As Honolulu's Off-Broadway Playhouse, MVT is anchored by a clear vision of artistry and community service that enhances Hawaii's cultural environment and nurtures artists to cultivate a strong sense of pride in their contributions to the performing arts community. We cultivate tomorrow's theatre-goers and benefactors through play choices that are consistently contemporary, enlightening, entertaining, and provocative.

MVT's dynamic programming has earned it a reputation as a place of new discoveries and life-long learning by offering the community a chance to come together to celebrate creativity and collaboration. We serve as a vibrant and innovative community workplace for theatre arts students at the high school and university levels covering all aspects of live stage production. Our Community Outreach Program, dedicated to improving the quality of life for disadvantaged students, seniors and underserved communities, provides direct services to individuals who are often excluded from accessible cultural activities.

B. Facilities

The facility includes a 150-seat theatre and administrative offices. The theatre, which is ADA accessible, will be used as the site for the Community Outreach Program expansion.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

The Producing Director, Development Director and Associate Producer will work together to implement the enhancement and expansion of COP.

Producing Director, Dwight Martin, has been at the helm of the theatre for the past thirty-six years, and was instrumental in launching the Community Outreach Program in 1982. Dwight is responsible to the Board of Directors for the day-to-day artistic and business management of the organization including play selections, marketing, budgeting and financial reporting, administrative staffing, artistic staffing, and fundraising.

Associate Producer, Bree Peters, has been at MVT for 26 years, and ensures the artistic and technical quality of each production which helps maximize the experiential learning aspect for our COP constituents. Bree is responsible for overseeing the day-to-day play rehearsals and performances, implementing the play production budgets, recruitment of production volunteers and designers, and general coordination between the production and administrative departments.

Development Director, Pauline Guillermo-Togawa, has been on staff since 2013, and addresses the expansion of MVT's COP program through targeted growth of community participants and partnerships, and securing funding to sustain the program. Pauline works with the Producing Director and the Board's Development Committee to secure contributed income for the theatre and to provide donor stewardship to individual and corporate contributors.

B. Organization Chart

Please see the enclosed "Organization Chart".

C. Compensation

Producing Director, Dwight T. Martin
Annual Salary: \$74,980

Development Director, Pauline Guillermo-Togawa
Annual Salary: 64,272

Associate Producer, Bree Peters
Annual Salary: \$44,899

VI. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement.

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. Federal and County Grants

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

None

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.

Not Applicable

E. Future Sustainability Plan

The proposed budget as attached to this application illustrates the use of funding to cover the expansion costs for the Community Outreach Program for FY2016-2017. COP remains an evolving and vital program for MVT. Financial support for the program would be solicited to ensure that COP is self-sustaining through individual donor contributions and grants from foundations and corporations.

F. 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.

(See attached)

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: _____ Manoa Valley 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				103,644
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	2,585			
7. Telecommunication				
8. Utilities				
9. Outreach Marketing	28,500			
10. Production Costs	18,915			70,307
11. Artistic Honoraria				91,599
12. Programs/Tickets				14,200
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	50,000			279,750
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	50,000			279,750
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	50,000	Dwight T. Martin		
(b) Total Federal Funds Requested	0	[REDACTED]		
(c) Total County Funds Requested	0	[REDACTED]		
(d) Total Private/Other Funds Requested	279,750	[REDACTED]		
		Signature of Authorized Official		Phone
		Dwight T. Martin, Producing Director		1/21/16
		Name and Title (Please type or print)		Date
TOTAL BUDGET	329,750			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Manoa Valley 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

Period: July 1, 2016 to June 30, 2017

Applicant: Manoa Valley Theatre

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Manoa Valley Theatre

Not Applicable

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						
TOTAL:						
JUSTIFICATION/COMMENTS:						

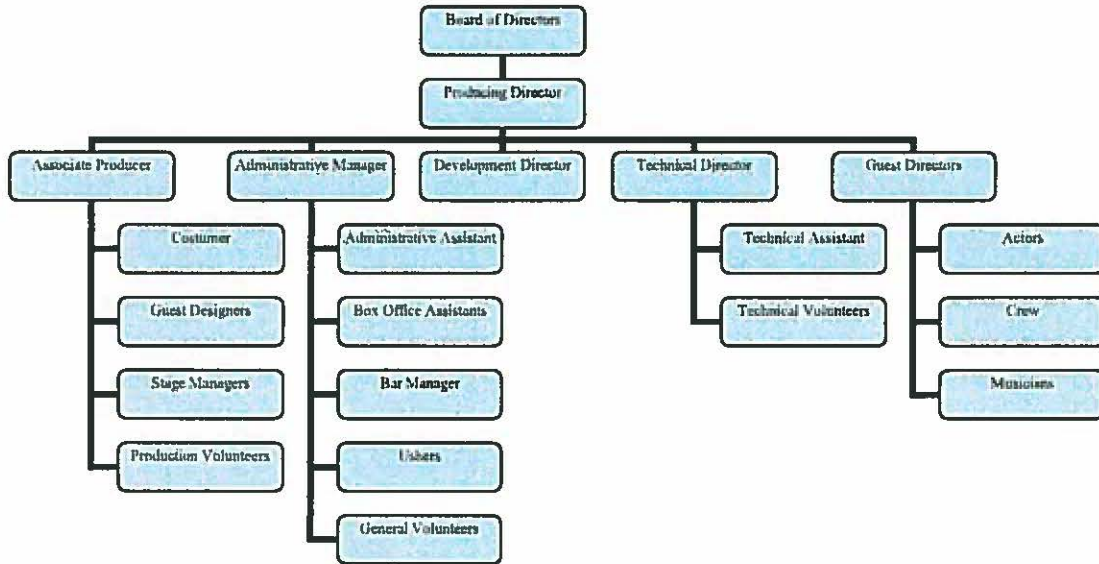
GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: Manoa Valley Theatre

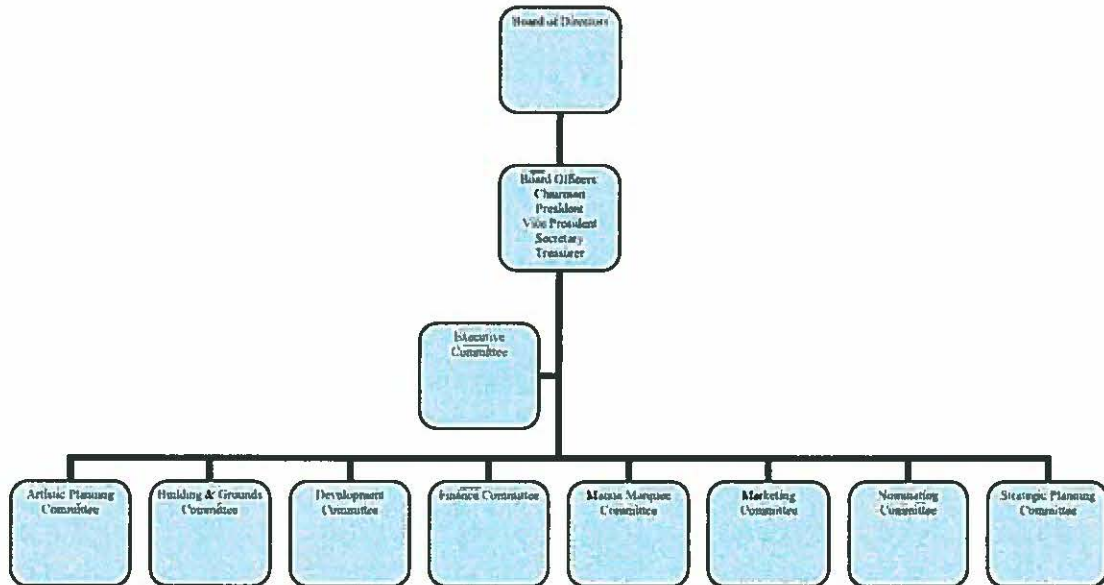
Contracts Total: -

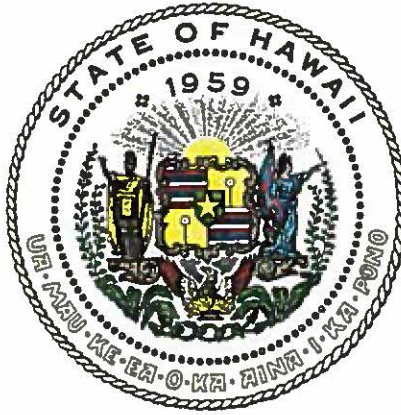
	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Not Applicable				
2					
3					
4					
5					
6					
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Manoa Valley Theatre Organizational Chart



Board of Directors internal organization





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

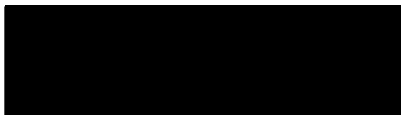
HAWAII PERFORMING ARTS COMPANY, LTD.

was incorporated under the laws of Hawaii on 10/28/1969 ; 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: October 29, 2015



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.

~~Manoa Valley Theatre~~

 _____
(Signature) (organization)

1/22/16

(Date)

Dwight T. Martin

(Typed Name)

Producing Director

(Title)