

House District _____
Senate District _____

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's Volcano Circus
Dba: Hawaii's Volcano Circus
Street Address: 12-427 W. Pohakupele Loop
Mailing Address: Pahoa, HI 96778
RR2 Box 4524
Pahoa, HI 96778

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name Michele David
Title Board President
Phone # 808-965-8756
Fax # _____
E-mail mdavid3@my.hpu.edu

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:

Hawaii's Volcano Circus (HVC), which manages SPACE (Seaview Performing Arts Center for Education), requests funding to better serve the lower Puna community of Hawaii island. HVC is seeking to increase the number of children that can be served by its current circus arts program, to establish a teen program and clubhouse, and to re-open its beloved community farmers market. We are requesting funding for two part-time instructors, a part-time administrative assistant, and a part-time farmers market manager. We are also requesting funds for equipment and scholarships.

4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 90,975

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 \$ 8,468

APPLICANT:

Michele David, Board President, Hawaii's Volcano Circus

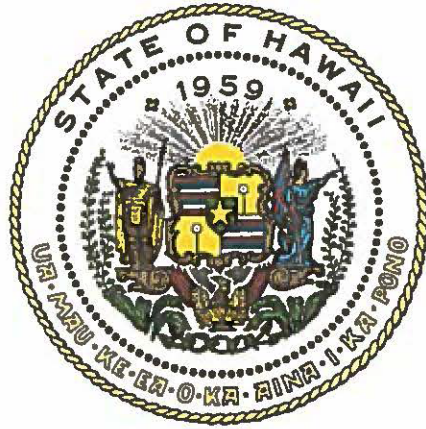
NAME & TITLE

January 20, 2016

DATE SIGNED



RECEIVED
1/22/16 *md*



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'S VOLCANO CIRCUS LTD.

was incorporated under the laws of Hawaii on 02/11/1991 ;
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, 2016



Director of Commerce and Consumer Affairs

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;

I, Michele David, Board President, have been involved with Hawaii's Volcano Circus (HVC), housed in the building known as SPACE (the Seaview Performing Arts Center for Education), for over 3 years. I have served as both a volunteer and an employee. I am currently working towards a Masters Degree in Global Leadership and Sustainable Development at Hawaii Pacific University, with an expected graduation date of May 2016. I am also a single mother to a 15 year old son who is an active participant in the circus arts programs offered by HVC, which are held at SPACE.

Hawaii's Volcano Circus (HVC), incorporated in 1991 is a 501(c)3 non-profit organization founded to provide quality culture and arts enrichment programs in Hawaii. The flagship program of HVC, has been the Hawaii Island Community Circus Unity Project (HICCUP). The HICCUP Circus directly supports HVC's vision "to promote the healthy development of children and the community through the time honored skills of the circus." Since 2007, SPACE has served as the physical home of HVC and the HICCUP Circus. Our SPACE Performing Arts Center is equipped, with respect to our facility, equipment and instructors, in ways that is unmatched on Hawaii Island for circus arts training and performance. Currently, classes are offered to local and visiting youth each weekday afternoon focusing on various disciplines of circus and performing arts. We also organize and tour with our young performers to many festivals and events around the island. SPACE provides a safe, colorful and exciting environment where youth and adults alike can learn (amongst many other circus skills...) stilt walking, unicycling, juggling, magic, balloon twisting, tumbling, and aerial dance as well as basic performance arts skills such as theatre, dance, costuming and music. The HICCUP curriculum is also offered as an extracurricular activity for the 'Ohana School' of the Hawaii Academy of Arts and Sciences (HAAS), an elementary-age classroom housed weekdays at SPACE.

HVC provides educational, cultural and recreational benefits for a rural community that has the most social, economic and educational problems in all of Hawaii and has been recognized by many authorities as being in great need of positive input on all levels. Our activities have always

developed as a response to the expressed needs of our local community. Many times, our community has come to us requesting services, such as the HAAS school and the Farmers Market. Adult dance and aerial classes have also been suggested and have been very popular; SPACE is now the leading aerial dance training facility in Hawaii. In addition to meeting these community needs and desires, SPACE has provided disaster relief services. When Hurricane Iselle hit East Hawaii Island, just 17 months ago, SPACE served as both a community meeting place and distribution center. Soon after the hurricane recovery was underway, the lava started flowing towards Pahoia town, threatening much of lower Puna with geographical isolation. These disasters made SPACE an even more important community asset. HVC also models and promotes sustainability practices in accordance with the PCDP, the 2050 State Sustainability Plan, and the more recent goals of Hawaii Green Growth's Aloha+ Challenge.

2. The goals and objectives related to the request;

This grant would help HVC with the following 3 objectives:

★Expanding current circus arts-education programs to serve a greater number of children:

Our current Executive Director is also the Circus Director and teaches most of the classes. We have been able to hire some previous students to assist and teach classes as well, but we need to hire additional staff to help the director with teaching classes and with administrative duties, especially if we are to extend the circus program and develop a teen program to serve more area youth.

Over the past year, we have been quite successful in acquiring new students by defining our after-school circus program as a Club, the Hiccup Circus Club. Every afternoon of the school week is a different circus theme: acrobatics, magic and balloon twisting, aerial dance, juggling, and performance troupe. The average number of kids in each weekday class is about 8 students. In addition to our circus classes, our seasoned performers troupe (8-10 students) have been hired or invited to perform around the island about 15 times this past year. Because we keep student fees low, our director's pay is low and his hours are long. We are asking for funding for the following:

- Our director needs assistance from two more qualified instructors and an office administrator. We hope that with additional funding for staff, we can extend our after-school program to start earlier and end later. This will mean that the club will be more than just a circus class by including more free time for exploring circus skills, building stage sets, props and carnival games, and watching circus movies on a new projector.
- Funding for scholarships is also needed as many of our kids come from poor single parent families.
- We are also in need of funding to improve our materials and equipment to keep students safe and inspired, and funds for a new laptop computer
- We would also like a trailer to haul our circus equipment and to serve as a mobile stage for festival performances

- We have been having both summer and winter day camps, and would now like to expand to provide residential camp experiences, which will entail funding for 6 large tents and sleeping cots

★Developing a teen program of classes, and a supervised circus-arts clubhouse for teens:

Similar to our kids program, but more of a social club for teens, we hope to provide SPACE for an after-school clubhouse in conjunction with classes and outings. A local teen program unofficially began in January, 2015 when the program director created a 2-day workshop for teens on relationships, intimacy, and sexuality. She is a teacher at an elementary school, and many of the children that she has had as students in her Japanese class, math class, or even in the kindergarten class, are now teen-agers. The parents were very appreciative that she, someone who'd been in most of their children's lives for many years, was talking to their teen-agers about these important topics.

She stated that she loved what she saw happening with the kids that weekend as they were bonding with each other and learning about themselves, while having older-non-parental folks in the community to talk to them about deep subjects. It reminded her of experiences in her church youth group as a teen, something that was beneficial for all at that crucial age. In addition to just any teen-agers benefitting from this type of group, she especially felt like the kids in our community needed this. It's a rural area; and like so many rural areas, there's not much for teen-agers to do. Also it's a place where marijuana is pretty available, she wanted to give the kids fun, wholesome activities that made them 'naturally high,' and helped them know that there's more to life than just getting stoned.

The teen program has had such a wonderful year, that in order to keep it on-going, it needs the oversight of HVC and the facilities of SPACE. So far, they have had lots of activities ranging from a pizza party where everyone brought an ingredient, to service work in a local forest. They went to Volcano National Park, and also did trail work in a nearby rainforest. An elder in our community performed a rites of passage ceremony for the kids out by the ocean, and then they walked along the coast to a night market and split into groups for dinner, followed by a yummy donation of vegan ice cream by local gelato makers, Niccoco. Their most recent trip was to the Imiloa Astronomy Center, then to a beautiful park for dinner and team-building games, and then to the Onizuka Visitors Center for star gazing. In addition to activities, the director tries to provide time for guided meditation.

★Re-opening the SPACE Farmers Market:

The farmers market was much needed and it was a great success story. It needs to be brought back! Approximately 18 months ago, the market was closed at SPACE and moved to a location over 5 miles away with hopes that people would drive to gather at the new location. However, this has not occurred. Ever since SPACE market closed the community it mainly served has suffered. Only a few vendors remain at the outer location, and the Seaview community in-particular has seen an increase in crime, prompting the creation of a fear-based neighborhood

watch group. This group is in dark contrast to the fun and informal gatherings at SPACE market, which kept residents engaged and abreast of what's going on in the community.

In addition to all of the health and economic benefits that SPACE market provided via local food exchanges, SPACE market also served as a business incubator, a meeting place with internet service, and a forum for networking. The Tin Shack Bakery in Pahoa began at SPACE market, as did Nicoco Hawaiian Gelato, which is now stocked at various restaurants and stores throughout Hawaii.

The market was also a model of sustainability: we had a zero-waste coordinator who helped us recycle and compost nearly all of the waste generated during the market. We also held a swap meet during the second Saturday market where people could recycle their used goods and wares. Having a market in the community also saves gas and time. The average trip to Pahoa town for groceries is 15 miles or 20 minutes each way. The local residents who can walk, bike, or drive a short distance to SPACE to shop at the farmers market will not need to go to town as often for groceries -this is better for our wallets, our cars, and our environment.

The market was nearly self-sustaining in that the vendor fees paid for the staff, but without pushing greater fees onto the vendors there was no money left to support the management of HVC or the infrastructure of SPACE. For much of the time since SPACE market opened in 2007, HVC gifted time, energy, and the SPACE building to the farmers market. The market was closed because the maintenance of SPACE and the HICCUP circus program needed greater attention. We hope that the State will provide funding to support the re-opening of SPACE market. In addition to funding for a part-time market manager, we also request funding for a new lap-top computer, and a golf cart for use by our parking staff.

3. The public purpose and need to be served;

There are very few services provided by government agencies or businesses in the (approximately) 15 mile area surrounding SPACE. Additionally, there is a lack of adequate transit to allow people to travel outside the community for services.

HVC's after-school circus arts program offers low-cost classes and performance opportunities for Puna's youth. The rigors of performance arts training require that one maintain a strong, healthy, substance-free body. SPACE offers safe, fun, and regularly scheduled classes to engage Puna's youth. There are few, if any, other activities for young people to attend in this area. SPACE provides a venue to keep kids off the streets.

SPACE also hosts an elementary school-age classroom for the Hawaii Academy of Arts and Science (HAAS) charter school. This classroom is an important resource because the nearest DOE school is in Pahoa which is 15 miles away. If kids need to ride the school bus, they must leave home at close to 6am and return around 4:30pm, for a school day that runs from approx. 8am – 2pm.

SPACE previously hosted a weekly Farmer's Market from 2007 to 2014, which with assistance from this grant will re-open this year. The market was a beloved and necessary community asset. With the lack of jobs available in this broadly rural area, resident vendors started their own handicrafts and food businesses to generate income for themselves. By bringing the abundance of food and artistic ingenuity in this rural area to a market-place, these vendors have helped to provide a livelihood for themselves and their families while increasing food security and the consumption of healthy, local foods in the area. With Pahoa town being at least a 15-mile drive away, SPACE is located in an area designated as a "food desert" by the USDA, making our weekly Farmer's Market a critical resource for area residents. It is also essential that our market accept EBT. In an area where 56.4% of the local population is on EBT, a large percentage of food purchased in the Puna area is bought with food stamps. The previous EBT program at SPACE Market increased the ability of EBT recipients to buy primarily locally-grown produce, thus improving sales and income of local farmers. It helps to decrease the need for imported produce and create a shift to a greater balance in food imports and exports in Lower Puna.

Opening the market back up again will afford us the opportunity to utilize our Mobile Commercial Kitchen. We expect that offerings at the Farmer's Market will improve by growers expanding into value-added products from ingredients that they are already producing. We also anticipate the kitchen to make a positive impact on the local economy as new small food businesses are formed and supported by being able to rent the facilities at a reasonable rate.

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

Hawaii's Volcano Circus (HVC) serves the population of Puna Makai on the East side of Hawaii Island. The area is economically depressed, rural and geographically isolated. According to the 2010 U.S. Census, the current population of the Lower Puna area (Pahoa-Kalapana Census district) is less than 8,000, and approximately half of these people live in the 3 subdivisions located within walking or biking distance to SPACE. The population of the entire Puna district was reported at 45,326, an increase of roughly 13,991 people (over 40%) since 2000. The State Department of Health has ranked Puna number one among Hawaii Island's districts for numbers of families at 'socioeconomic risk' with 29.4% of the Lower Puna population being below poverty level. The median household income for Pahoa-Kalapana District was reported at \$34,750, roughly \$20,000 below county levels; and per capita income was \$17,929, \$10,000 below county levels (U.S. Census, 2010). Unemployment for the county of Hawaii was reported in July 2013 at 7.5% (Hawaii Dept. of Labor and Industrial Relations), 2.9% higher than unemployment for the state average of 4.6%. Nearly fifty percent of the district population as a whole is below 200% of federal poverty level, and 56.4 percent of Puna District residents receive food stamps. In June 2013, the Hawaii Tribune Herald reported that the nearest DOE public school, Pahoa High and Intermediate, led the Big Island in the number of cases of serious misconduct committed by students over the last 5 years.

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;

For the children's circus and teen programs, the expected outcomes are to double the number of youth participating in the after-school HICCUP circus clubs (for children and teens). We also expect the residential camp program to succeed as there is already interest from other circus troupes to come to Hawaii to train and perform. The teen program has already been successful off-site over the past year. With a home at SPACE (the teen club) will provide a venue similar to that of the highly successful Boys and Girls clubs of America. The current director of the teen program is an instructor's assistant for the 'Ohana school' classroom at SPACE for the Hawaii Academy of Arts and Sciences (HAAS). Her assistant is also a HAAS instructor at the main campus in Pahoa. With such dedicated and qualified personnel involved, including the Executive and Circus Director who has been working for HVC for over 5 years, the expansion of the youth programs at SPACE are bound to be successful.

For the farmers market, the outcomes are expected to be similar to the farmers market held at SPACE for over 7 years (2007-14). The weekly artists/farmers market attracted an average of 50 vendors and over 300 patrons every Saturday morning. To re-open the market will entail greater time spent by a market manager for the first few months, but after 6 months of the market running smoothly, the vendor fees, parking fees, and other on-site fundraising events will be able to cover the market manager's ongoing part-time salary along with other staffing expenses. Grants and donations will continually be sought for the 'wear and tear' impacts to the SPACE building, parking lots, and associated infrastructure. We believe that these expenses are worth the plethora of positive impacts that the market will have on the community. The mission of this market is to promote sustainability and be a vital part of the local economy by providing a safe, village-based marketplace for the community to buy and sell goods and services produced on the Big Island.

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

All three of the services we seek to provide can begin as soon as funding is secured.

The youth programs (teen and children's circus) are already established, and will be expanded as soon as additional staff is hired.

Month 1: hire and train 3 new part-time staff members (2 instructors and 1 administrative assistant), create plans, and advertise our expanded programs to families in Puna

Month 2-3: design and outfit rooms to benefit both the children's and teen's clubs

Month 4-6: build the residential camp tent site

Month 7-8: re-evaluate programs for effectiveness and make changes as needed

Month 9-12: continue to refine programs and expand outreach to make sure that all the youth we can serve, are being served

The farmers market can be re-opened within 3 months of securing 6 months of funding for a part-time market manager:

Month 1: design the market layout based on the previous vendor placement map, apply for EBT (food stamps) acceptance machine, hire 5 market staff persons: 1 parking attendant/security, 2 EBT cashiers/cleaning crew, 1 zero-waste coordinator, 1 assistant manager

Month 2-3: plan for a grand re-opening celebration with entertainment by the HICCUP circus troupe

Month 3-4: open the market as planned, open the second Saturday swap-meet in conjunction with the market

Month 4-6: re-evaluate for effectiveness and make changes as needed, survey staff and vendors for suggestions

Month 6-9: conduct a satisfaction survey

Month 9-12: continue to refine the market systems so that vendors, consumers, and staff are highly satisfied

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

In order to bring the community what it most needs, HVC evaluates data from local surveys -including both surveys that we conduct and those conducted by community groups with whom we collaborate. The KAPONO (Kalapana to Kapoho) Red Road neighborhoods organization created and administered an extensive community survey in 2012 (results at www.kapono.org). One of the main purposes of the survey was to determine the services our community would like to see offered in our area. More recently in December of 2015, KAPONO

published another survey in relation to the Corridor Management Plan for the newest State Scenic Byway, Highway 137 (The Red Road), which is the coastal road for the communities that SPACE serves. HVC has used the survey information along with the Puna Community Development Plan, and the State Sustainability Plan to guide our own planning. The first KAPONO survey showed that the number one community desire is for a local farmers market, and the next survey showed that most people care about the implementation of sustainability practices as *Stewards of Red Road*. Finally, we use feedback received from people attending activities at SPACE, suggestions from members of our SPACE advisory board, and the general planning suggestions from the Hawaii County - Puna Community Development Plan (PCDP), which states that,

“within Puna, the vision is to reshape the development pattern by moving away from the sprawl effects of the existing subdivisions and toward the formation of village and town centers. Over the long term, this will improve the feasibility of developing supporting infrastructure for populated areas, give residents better access to public and commercial services, stimulate local employment opportunities, and reduce dependence on the automobile for transportation.”

The PCDP approach supports the mission of HVC to “promote sustainable local community in Puna Makai”. Additionally, one of the stated goals of the Puna Community Development Plan is “facilitating the development of farmers markets and community gathering places” for which SPACE and HVC are ideally suited. SPACE informally serves as the neighborhood village center for the most populous area of the lower Puna Red Road community, which is made up of 3 subdivisions: Kalapana Seaview Estates, Puna Beach Pallisades, and Kehena Beach Estates.

Technically, all programs will be tracked using a computer spreadsheet software programs, quickbooks and google sheets. We already have an accountant/bookkeeper to employ to assist us.

Data collection will done in the following areas:

Farmers Market (collected weekly)

- number of vendors
- number and amount of EBT (food stamp) sales

Performing Arts classes (collected as classes are held)

- number of classes held
- number of people attending

Hiccup Circus camps (collected as camps are held)

- number of camps held
- number of kids attending

- number and amount of scholarships given to allow kids to attend
 - number of returning campers (kids who have attended a camp in the past)
 - number of older youth that stay on to become assistant instructors
- Charter School (collected annually)
- number of kids enrolled
- Performing Arts Events (collected as events occur)
- number of HVC events at SPACE
 - number of events outside of SPACE at which the Hiccup Circus performs
 - number of performers and backstage crew
 - number of people attending the event (audience)

This data will be regularly reviewed in order to determine the success of programs and to inform decision making and planning for future activities.

III. Financial

Budget

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

Budget forms enclosed.

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
\$22,743.75	\$22,743.75	\$22,743.75	\$22,743.75	\$90,975

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

This is the largest grant we have attempted to receive for our operations thus far. We plan to continue to write grants for funds not provided, and for smaller grants to fund special programs, and for needs such as costumes, circus equipment, building maintenance, and fun outings or events for our youth programs. We will also seek funding to send our circus troupe to train or perform on other islands or on the mainland. Last year, 4 low-income teen boys and the circus director formed a troupe called the Junkyard Jugglers, so named because they up-cycle plastic bottles and other trash into juggling clubs and props. They were funded by Recycle Hawaii to do 12 shows. And, with funding from the Storybrook theater, they did a show on the island of Kauai. They also raised enough money from performing at local farmers markets to attend the International Juggling Festival for a week in Indiana.

The list of potential funding sources include the following:

State of Hawaii grants
County of Hawaii grants
National Endowment for the Arts grant
Hawaii Community Foundation grants
Local business grants
Circus troupe performances (ticket sales and donations)
Sales of up-cycled circus props
Youth club program fees
Adult class fees
Day and residential camp fees
Vendor fees
Commercial kitchen user fees
Private donations

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 are not currently receiving any federal, state or county government grants.

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

Cash assets as of 12-31-15 = \$8468.00

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.

Our Executive/Circus Director, Tristan Graham, was trained under the founder of the HICCUP Circus and was his main assistant for over 5 years. Since the founder's resignation over a year ago, Tristan has maintained quality circus arts programs, has shown business savvy by maintaining a steady income stream nearly equal to the expenses, and he has developed good community relations. He is also the maintenance technician for the SPACE building. We are fortunate to have such a dedicated director who knows not only how to perform, teach, and keep financial records, but also knows the structural needs of the building, our technical equipment, and our van, and he can "fix" most anything. He has a BA in Biology and over 15 years of teaching experience. Tristan is also a member of the American Youth Circus Organization (AYCO).

While HVC programs are limited to afternoon classes and some outside performances at venues such as the Palace Theater, the Kohala Aina Festival, and the Lilikoi Festival, Tristan has proved more than able to handle these activities. He also supervises the evening adult classes, taught by local experts who have been teaching these movement/dance, including aerial dance, at SPACE for over 5 years.

The current board of directors is made up of seven community members, three are long time circus arts actors who have regularly performed and taught at SPACE, two are educated and enthusiastic parents of circus kids, and two are website and technical support guru's with a love for circus and our community.

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.

Our 6,000 sq ft SPACE Performing Arts Center is equipped, with respect to our facility, equipment and instructors, in ways that are unmatched on Hawaii Island for circus arts training and performance. SPACE is also the leading aerial dance training facility in Hawaii. While the facility is in need of repair, it functions well for the current activities we offer. The building was designed to be environmentally sustainable. Its features include: a 10kw solar system, rainwater catchment, solar water heating, natural airflow ventilation, and maximum natural light. We have an extensive recycling program. The majority of the waste from the charter school and HICCUP circus classes is recycled, in fact, much of it never leaves our land. When the farmers market was open, we had a zero-waste coordinator who reduced our weekly landfill contributions from 6 large bags to less than one half a bag. We compost all of the food waste and all of the paper products. The remainder of eligible items are recycled through County programs and local recycling businesses. SPACE seeks to be a model of sustainability and will continue to use green

building practices in its improvements. HVC is currently in the process of applying for a Hawaii Green Business Program Award.

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.

For the HICCUP circus and teen program: with secured funding for salaries for one year, we plan to hire 2 instructors: 1 program manager for the teen program, and 1 instructor for both the teens and kids classes. The instructors we plan to hire are both qualified teachers who currently work for the Hawaii State Department of Education at the HAAS charter schools. The administrative assistant should have basic office experience for 1+ years.

We also plan to increase the salary of our Executive and Circus Director from a mere \$750/month to \$1250/month. Our director is serving from the heart as his salary barely reaches the State mandated minimum wage for all the hours he works to maintain the quality of circus arts programs he currently manages. He served as the assistant director and maintenance technician for SPACE for nearly 5 years before stepping up over 1 year ago to become to our sole paid staff member, which was prompted by the previous director resigning and moving to the other side of the island. We are thrilled to have such a dedicated and competent director, and we look forward to being able to increase his salary and hire additional staff under his direction.

For the Farmers Market, the qualifications of the market manager will include the following minimums:

- BA degree or higher
- 3+ years of management experience
- 1+ years of non-profit experience
- 1+ years of food industry/handling experience
- and 1+ years of cash handling experience

The entry level staff positions for which the market manager will supervise, can be filled by anyone over the age of 16 and whom have their parent's authorization for employment. The parking lot attendant and driver must be over the age of 24 due to the need to transport people in our van or golf-cart.

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.

Even though there will be a management hierarchy, we plan to work together towards our common goals. The Executive/Circus Director will supervise the 2 instructors and administrative assistant and will work in tandem with the Farmers Market Manager whom will supervise 5 entry level staff on market days.

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..

Executive Director / Circus Director: \$15,000 exempt salary, plus additional compensation for off-site tours and residential camp stays with a limit equal to his standard salary of \$15,000/year.

2 Circus/Teen program instructors: each will be paid \$15/hr for 15hrs/week, totaling \$11,700/year each (\$23,400 for both persons)

1 administrative assistant: \$10/hr for 20 hrs/week, totaling \$10,400/year

Farmers Market Manager: for the first year the salary will be higher because for the first 6 months to re-open the market, the *rate* will be \$15/hr *for* 25hrs/week. After 6 months, the hours will decrease to 20hrs/week, totaling \$17,550 for the first year. In the second year the hourly rate will increase to \$16hr for 20 hrs/week, totaling \$16,640/year.

5 market staff: \$10/hr for 8 hrs/week, totaling \$4160/year each (\$20,800 for 5 persons)

Total staff salaries for the first year of our expand programs and re-opened farmers market will be \$87,150.

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.

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.

We are a member of the American Youth Circus Organization (AYCO).

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.

Our current programs are sustainable. It is because we wish to expand our current after-school circus arts program, develop a new program for teens, and re-open our farmers market, that we need grant funding. Because we are located in a socio-economically depressed area, it is important to keep our fees as low as possible while striving to maintain quality programs and a livable wage for our employees. We may always seek grants for improvements, special projects, and scholarships, but once the programs are up and running, they will be sustainable for the foreseeable future.

For example here is an outline for the income and expenses for the farmers market, which will be sustainable after we are able to maintain an average of 50 vendors each week. We averaged this number of vendors for 3 years prior to the market closure in July 2014.

SPACE Saturday Farmers Market

Weekly expenses: \$1,075

Manager	Assistant	EBT1	EBT2	Parking	0-Waste	Supplies	SPACE rent
\$375	\$80	\$80	\$80	\$80	\$80	\$100	\$200

Weekly income: \$1125 + \$150 1x/month

Vendor Fees	Second Saturday Fees
\$1125	\$150

Estimates:

50 vendors total: 1/2 non-food vendors pay \$20 = \$500, 1/2 food vendors pay \$25 = \$625

second Saturday swap-meet: 15 vendors pay \$10 = \$150

weekly supplies estimate: toilet paper, cleaning products, mileage, EBT receipt books: \$100

market manager salary: \$15/hr for 25hrs/week

staff salaries: 2 EBT cashiers, 1 parking attendant, 1 assistant manager, and a 0-waste coordinator: \$10/hr for 8hrs/each Saturday.

*We should make a profit of \$50, which will be used for improvements to market related equipment, such as the sound system, tables and chairs, 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.

Certificate attached.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii's Volcano Circus

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	\$50,075			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	\$50,075			
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. Scholarships for clubs and camps	\$10,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	\$10,000			
C. EQUIPMENT PURCHASES	\$30,900			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	\$90,975			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$90,975	Michele David	808-965-8756	Phone
(b) Total Federal Funds Requested		[Redacted Signature]		
(c) Total County Funds Requested			Jan. 20, 2016	Date
(d) Total Private/Other Funds Requested		Signature of Authorized Official		
TOTAL BUDGET	\$90,975	Michele David, Board President Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii's Volcano Circus

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Farmers Market Manager	20-25 hrs/week	\$17,550	50%	\$ 8,775 -
Teen Program Director	15 hrs/week	\$11,700	100%	\$ 11,700 -
Teaching Assistant	15 hrs/week	\$11,700	100%	\$ 11,700 -
Circus Director	20 hrs/week	\$15,000	50%	\$ 7,500 -
Administrative Assistant	20 hrs/week	\$10,400	100%	\$ 10,400 -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$50,075
JUSTIFICATION/COMMENTS: These salary funds will be used for to increase and develop three programs this coming year, which will be self-sustaining thereafter.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii's Volcano Circus

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
laptop computers, warranties, accessories	2	\$1,500	\$ 3,000 -	
tents	6	\$300	\$ 1,800 -	
cots	12	\$100	\$ 1,200 -	
circus equipment (aerial silks, mats, unicycles, costumes, stilts, etc.)	varies	varies	\$ 2,000 -	
video projector	1	\$1400	\$ 1,400 -	
TOTAL:			\$9,400	
JUSTIFICATION/COMMENTS: As with most non-profit organizations, our biggest challenge is replacing run down equipment. While it is awesome that our equipment is being used by kids, this also means that it needs replacing (for safety and for inspiration). The purchase of new laptops will enable the Farmers Market Manager and Executive Director to administer the program more efficiently and effectively, network with donors, and submit funding requests to further support this program. The projector will be used for the youth club circus movie nights. The tents and cots will be used to implement a residential circus camp program.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
trailer	1	12,000	\$ 12,000 -	
electric golf-cart, batteries, charger	1	9,500	\$ 9,500 -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	2	\$21,500	\$21,500	
JUSTIFICATION/COMMENTS: The trailer will be used to haul circus equipment to touring performances and to serve as a stage platform for festival performances. The golf cart will be used to facilitate parking, security, community safety, and transportation for placement of signage, refuse, etc.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Hawaii's Volcano Circus 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:						

**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's Volcano Circus

(Typed Name of Individual or Organization)



(Signature)

January 20, 2016

(Date)

Michele David

(Typed Name)

HVC Board President

(Title)