

House District(s) _____

Senate District(s) _____

THE TWENTY-NINTH 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:
Holualoa Foundation for the Arts & Culture

Dbas: Donkey Mill Art Center
Street Address: 78-6670 Mamalahoa Hwy
Holualoa, HI 96725

Mailing Address: 78-6670 Mamalahoa Hwy
Holualoa, HI 96725

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MARIA CRISTINA LINDBORG

Title Board Chair

Phone # 808-322-3362

Fax # None

E-mail Cris@donkeymillartcenter.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THE DONKEY MILL ART CENTER IS SEEKING \$45,000 SUPPORT OPERATIONS FOR YOUTH EDUCATION PROGRAMS IN WEST HAWAII.

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 45,000

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 \$ 66,976.13

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED SIGNATURE]

1/17/18

MARIA CRISTINA LINDBORG
AUTHORIZED SIGNATURE

BOARD CHAIR

NAME & TITLE

01/17/2018

DATE SIGNED

JAN 18 2018 [Signature] 11:10AM

**Donkey Mill Art Center
FY 2019 LEGISLATIVE
GRANT IN AID REQUEST FOR OPERATIONS**

Introduction

The Donkey Mill Art Center is seeking \$45,000 support operations for youth education programs in west Hawaii.

I. Background and Summary

1. Description of Applicants Background

Holualoa Foundation for Arts and Culture (HFAC) was established by a handful of individuals who wanted to give their community a place where artists could gather to work, share ideas, and exhibit. With just \$700 and newly-secured 501(c)3 status, they began offering weekend classes for adults and children as the board of directors searched for a home.

In 2001, thanks to a generous financial gift from a community patron of the arts, and, a successful fundraising campaign, HFAC was able to purchase the historic Kona Coffee Cooperative building, locally referred to as the Donkey Mill. Hard-working volunteers put in countless hours to create a workshop, classroom, and exhibition space out of the old coffee mill while preserving its rustic character. In the fall of 2002, HFAC moved into its new home, and since then the organization has gone by the name the Donkey Mill Art Center (DMAC).

On-campus and off, the needs of the local community and the contributions of visiting artists from around the world have expanded the Donkey Mill's programs. The Youth Education program has grown beyond the walls of the Donkey Mill, bringing continuous art education into the classrooms at several local elementary schools.

More recent collaborations with non-profit organizations, such as West Hawai'i Community Health Center, Full Life Hawai'i, and Abled Hawai'i Artists (AHA) characterize the evolution of Donkey Mill Art Center's involvement—and art's important role—in the life of our local community.

New classes in youth, teen, and family programming; printmaking; fiber arts; metal works; photography; and professional development have attracted more people than ever, necessitating a restructuring of the organization, modernizing its systems, and concentrating on efficiency, capacity building, and sustainability.

While such growth is less immediately visible than that enabled with hammers and nails, it's no less demanding—or rewarding. Just as the practice of art develops self-awareness, compassion, and creativity, it makes Donkey Mill Art Center more effective in the community we serve.

Our Vision:

We are a gathering place where people develop as creative, conscious, and healthy human beings through art education and experience.

Our Mission:

The Donkey Mill Art Center provides art education and experiences to people of all ages and abilities at our facility in Holualoa. This includes hands-on classes, exhibitions, and events of contemporary visual arts, crafts and culture.

Our Values:

Creativity - passionate, inspired self-expression

Community - engagement through connection and collaboration

Diversity - inclusive of all ages, abilities and cultures

Process - continuous growth with focus on the journey

2. Goals and Objectives Related to Request

The goals and objectives of the DMAC's Youth Education Program are to spark the imagination of our youth and give them a chance to explore their creativity through an integrated approach to the arts which includes drawing, music, painting, culture, stop animation, ceramics, poetry, printmaking, and storytelling. Through these objectives children build confidence in many ways, learning to better express themselves and work with others in intentional and meaningful ways.

3. The Public Purpose and Need to be Filled

Nationally, arts and education are being systematically reduced in both schools and public programs. Arts education, and opportunities for the arts to flourish, are noticeably missing in geographically isolated regions such as Hawaii. The Donkey Mill Art Center is the only arts organization in west Hawaii with museum quality exhibitions and corresponding educational programming. Research from the National Endowment for the Arts (NEA) shows that at-risk youth who have access to the arts in and out of school also tend to have better academic results, better workforce opportunities, and more civic engagement – they become adults who contribute more to their society and show greater compassion and interest in the welfare and well-being of others.

Under the current national political climate which threatens funding for national arts organizations, it is crucial for institutions like the Donkey Mill to continue to supplement arts education for both youth and adults in and beyond the classroom. The Donkey Mill also serve as an incubator to creatives looking to improve their professional skills, which enhance and support the creative economy, which the State of Hawaii Department of Business, Economic Development and Tourism notes is 4.2% of the State of Hawaii's gross domestic product (GDP) and growing at an average of 25% annually.

4. Target Population

Our target population to be reached through this proposal includes youth, from infants to 18 years of age. We have constantly succeeded in reaching low income and at-risk youth, as well as youth who are developmentally delayed who otherwise would have no access to exploring the arts, which is incredibly therapeutic and calming for those with disabilities. Due to the ongoing success of our youth education programs, the Donkey Mill Arts Center is now on the radar of the international arts community and we now attract visiting artists from around the world to come and teach and share with the youth in our community.

5. Geographic Coverage

The Donkey Mill Arts Center's service area is the west side of Hawaii Island. However, our programs attract participants and visiting artists from the mainland and around the world.

II. Service Summary and Outcomes

1. Describe the Scope of Work, Tasks and Responsibilities

The Donkey Mill Arts Center's Youth Education program believes appreciation of the arts is the hallmark of both a complete person and a healthy society. The mission of the program is to enable children to engage in artistic and cultural activities that otherwise would not be available to them. Youth programs in the visual arts interconnect with literature, performing arts, environmental studies, and health through the lens of self, family, community, and world. The scope of the program is designed to not just teach particular skills, but to nurture individual creativity, encourage group collaboration, to give participants the chance to explore new and sometimes life-changing experiences in the arts and to become good citizens.

The tasks and responsibilities for developing lesson plans to accomplish the mission and scope of the Youth Education Program, falls on the Youth Education Program staff. This staff consists of a core group of five highly skilled and competent educators. Each year the Youth Education staff develop a theme that they base the entire programming around for the year. This year the staff is focusing their lesson plan objectives on bringing new meaning and connection to our place through the idea of Pilina. Pilina is a word created with two root words 'pili' – relationship/connection/lineage/genealogy, and 'ana' – an act of continuous movement. Pili-ana or pilina, means to nurture continuous relationships. Ideas to work with are 'kuleana' or responsibility to promote 'po'okea' or excellence, to deepen our Aloha to our well-being, our heritage, and to our fragile environment that is Hawaii. In the development and delivery of this theme, staff think big and look out into the community for inspiration, collaboration. The staff seeks beyond their own personal knowledge and skills for others in the community who can also participate and enrich the learning experience for youth by also sharing their knowledge and skills.

2. Provide a Projected annual timeline for accomplishing the results or outcomes of the Program

The Donkey Mill Art Center's Youth Education Program is a year-round program. Each month there are between 5-12 scheduled classes that take place on the Donkey Mill Art Center campus, as well as classes that occur at locations around the community including in the schools. The most significant feature of the Youth Education program is the Keiki Summer Art Experience and the Teen Summer Art Experience. This series of classes meets daily, and lasts for 5 weeks.

3. Describe its quality assurances and evaluation plans for the request. Plan for monitoring, evaluating and improving program.

In order to deliver genuinely desired programming at the times and in the formats, that are the most effective for participants, the staff conducts online surveys and annual town hall meetings of our nearly 4,000 constituents to learn more about community interests and what classes, special events, and exhibitions they would like the Mill to offer. By doing this, we expect to better serve the community with improved use of resources and developing programs and classes targeted to specific needs. Moreover, we're investigating the community's preferences in the scheduling of our classes, workshops, and pricing models to make our programs truly

accessible and affordable. For example, we have expanded our hours of operation to accommodate our community after work and on weekends as a result of our findings. We are diligent in maintaining accurate registration records, gathering feedback through Student Teacher Evaluations at the conclusion of every class and workshop, and obtaining written and verbal comments from event participants to learn how we can create a strong sequence of classes that supports advancement over a lifetime of learning. Perhaps most importantly we have transitioned from a largely manual record-keeping system to the use of NEON, a cloud-based constituent management system, integrated with online membership enrollment, class registration, and donations, helping the Donkey Mill Arts Center better record and improve the immediacy of our communications with those we serve.

4. List the measures of effectiveness that will be reported to the state

The Donkey Mill Art Center will report to the State of Hawaii regarding the effectiveness of the Youth Education programming using the following tools of evaluation:

- Written Narrative Description of Annual Programs
- Summary of Participant Evaluation Surveys
- Summary of Teacher Evaluation Surveys
- Copy of Annual Report
- Copy of Strategic Plan
- Budget Summary of Program Income/Expenses

III. Financial

1. Applicant Budget Utilizing Enclosed Budget Forms

- a. **Budget request by source of funds**
(see attached)

- b. **Personnel Salaries and Wages**
(see attached)

- c. **Equipment and Motor Vehicles**
(N/A)

- d. **Capital Project Details**
(N/A)

- e. **Government Contracts, Grants and Grants in Aid**
(see attached)

2. Anticipated Quarterly Funding Request

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$11,250	\$11,250	\$11,250	\$11,250	\$45,000

3. List of other Funding 2019

In 2019 the Donkey Mill Art Center will receive funding from grants (foundation and government), individual donations, corporate sponsorships, program fees, retail sales, and fundraisers.

4. List of all Tax Credits (State/Federal)

None

5. List all Federal, State and County Government Contracts, Grants and Grants in Aid 2016, 2017, 2018, and 2019

(see attached)

6. Balance Sheet

(See Attached)

IV. Experience and Capability

1. Necessary Skills and Experience

The Donkey Mill Art Center has developed a national/international reputation for the quality of programming, the quality of exhibition, and the quality and caliber of artist who work in our studios. This status has allowed the Donkey Mill to attract some of the most world renowned artist to Hawaii to participate in our Artist in Residency program – a program we integrate with the Youth Education Program.

2. Facilities

The Donkey Mill Art Center owns 2,720 square foot structure, plus covered 1,000 square foot ceramic studio on 1,35 acres in Holualoa, HI. The architecturally significant building occupied three levels in the historic coffee mill originally constructed in 1953, to house the Kona Coffee Cooperative Association. The building houses the staff offices, school shops, library reading room, rest rooms, a print room with 2 presses, a ceramic studio with 2 kilns, an art gallery and a retail space, open art studios and storage. The building is handicap accessible. The structure is wood sheaving with a metal roof. The ceramic studio is an integral part of the art center and is located slightly separated form the main building under a metal roof, open on 2 sides and is also handicap accessible.

V. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualification, Supervision and Training

The Youth Education Program is staffed with a core group of 5 highly trained art educators. Each staff member is an accomplished artist who has many years of experience working with youth and teach art education. The Youth Education staff is supervised by the Executive Director.

2. Organization Chart

(see attached)

3. Compensation

Below is a listing of the three highest paid staff and their annual earnings:

- Executive Director (\$60,000)
- Ceramics Director (\$40,000)
- Program Director (\$40,000)

Vi. Other

1. Litigation

None

2. Licensure or Accreditation

None

3. Private Educational Institutions

N/A

4. Future Sustainability Plan

As a 501 c 3 Nonprofit, all program and operational funding will be derived from membership fees, program participation, individual donor giving, corporate donations, and grants.

5. Certificate of Good Standing

(see attached)

6. Declaration Statement

(see attached)

7. Public Purpose

Yes

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

App#

Donkey Mill Art Center

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	35,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	7,000			
TOTAL PERSONNEL COST	42,000			
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. Art Supplies	3,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	3,000			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	45,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	45,000	Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested		Signature of Authorized Official _____ Date _____		
(c) Total County Funds Requested		Name and Title (Please type or print) _____		
(d) Total Private/Other Funds Requested				
TOTAL BUDGET	45,000			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: Donkey Mill Art Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Youth Education Staff 1 FTE	1 FTE	\$42,000.00	100.00%	\$ 42,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				42,000.00
JUSTIFICATION/COMMENTS:				
Funds requested will cover 1 FTE Youth Education Program staff from a total staffing of 5 people.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: _____ Donkey Mill Art Center _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: _____ Donkey Mill Art Center _____

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: 2016-2017	FY: 2017-2018	FY:2018-2019	FY:2018-2019	FY:2019-2020	FY:2020-2021
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: DOES NOT APPLY						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App

Donkey Mill Art Center

Contracts Total:

52,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Termite Abatement and Electrical Repair	2018	Hawaii State GIA	State	45,000
2	Program Support	FY 17/18	HI County	Haw	7,000
3					
4					
5					
6					
7					
8					
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**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, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

Maria Cristina Lindborg - Donkey Mill Art Center

1/17/18
(Date)

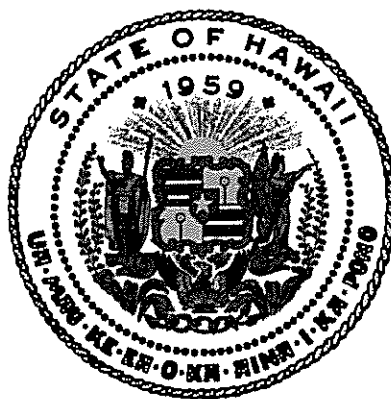
Maria Cristina Lindborg Board Chair
(Typed Name) (Title)

Holualoa Foundation for Arts & Culture

BALANCE SHEET

As of December 31, 2017

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010.01 Checking	66,976.13
1040 Cash in Register	305.00
1070.01 Svgs - S Endowment	20,057.06
1070.02 Svgs - H Endowment	23,998.18
Total Bank Accounts	\$111,336.37
Accounts Receivable	
1100 Accounts Receivable	380.00
Total Accounts Receivable	\$380.00
Other Current Assets	
1300 OTHER RECEIVABLES	
1310 Employee Advance Receivables	0.00
Total 1300 OTHER RECEIVABLES	0.00
1400 OTHER CURRENT ASSETS	
1410 Inventory Asset	695.00
1450.01 Prepaid Insurance	-165.16
Total 1400 OTHER CURRENT ASSETS	529.84
1461 Undeposited Funds	12,146.13
Total Other Current Assets	\$12,675.97
Total Current Assets	\$124,392.34
Fixed Assets	
1600 FIXED OPERATING ASSETS	
1610.01 Land - Art Center	200,000.00
1610.02 Land - Vacant Land	596,197.74
1620 Building - Art Center	137,645.00
1630 Building Improvements	32,485.42
1640 Furnishing & Equipment	0.00
1640.10 Art Program Equipment	53,095.36
1640.50 Administrative & Facility Equipment	6,600.00
1640.99 Equipment - Other	21,979.55
Total 1600 FIXED OPERATING ASSETS	1,048,003.07
1700 Accumulated Depreciation	-166,935.00
Total Fixed Assets	\$881,068.07
TOTAL ASSETS	\$1,005,460.41
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00



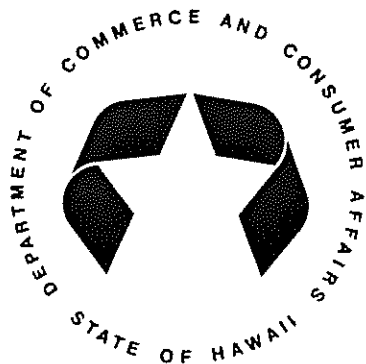
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

HOLUALOA FOUNDATION FOR ARTS AND CULTURE

was incorporated under the laws of Hawaii on 05/02/1995 ; 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 12, 2018

Catherine P. Owaiki-Cole

Director of Commerce and Consumer Affairs

Holualoa Foundation for Arts & Culture
Board of Directors

