

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 FOUNDATION ON CULTURE & THE ARTS

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Kona Historical Society

Dba:

Street Address:

Mailing Address: P.O BOX 398, CAPTAIN COOK, HI, 96704

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name JOY HOLLAND

Title Executive Director

Phone # 808-323-3222

Fax # 808-323-2398

E-mail joy@konahistorical.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:

KONA HISTORICAL SOCIETY'S *E HELE ME KA PU'OLE** "BRING YOUR GIFTS WHEREVER YOU GO": EXHIBIT, EDUCATION, AND OUTREACH INITIATIVES.

**(From Ōlelo No'ēau #1157, transl. Mary Kawena Pukui)*

- Large scale exhibit at Kona Historical Society's Kalukalu site 6-9 months from installation, exhibition, to de-installation emphasizing significant museum/archival collections, ethnic contributions in Kona.
- Increased access to content from recorded programming, articles, and collections via historical newsletter, new website, and outreach programming at lectures, festivals, and open houses.
- Increased school group hosting with age-appropriate new adaptations of recent successful "cultural activities workshops" programming.
- Living History and interpretive programming, refreshed curriculum

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2019: \$ 300,000

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 \$300,000

FEDERAL \$170,000

COUNTY \$ 13,900

PRIVATE/OTHER \$ 400,070

JOY HOLLAND, EXECUTIVE DIRECTOR

NAME & TITLE

01/18/18

DATE SIGNED

JAN 13 2018 3:21 PM

Application for Grants

Please check the box when item/section has been completed. 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;

The Kona Historical Society (KHS) is a community based, non-profit 501 (c)(3) Arts, Culture & Humanities organization. It is a Smithsonian Museum affiliate, with the only two permanent National Endowment for the Humanities exhibits in the State of Hawai'i. and the recipient of dozens of awards and commendations for its museums, National and State registered historic structures, and its historic public programs, including the recipient this past year, of two 2017 Historic Hawai'i Foundation awards, two Legislative commendations, and a National award.

Kona Historical Society was founded in 1976 on Hawai'i Island for the purpose of collecting, preserving and sharing the history of the Kona District and its rich cultural heritage within Hawai'i. Over four decades, important local contributions have been shared by KHS on-island and statewide to provide resources for *kama 'aina* and visitors in engaging and inspiring ways. Through multiple living history programs, extensive museum and archival collections, publications, academic collaborations, a lecture series, a growing exhibit program, special events, and historic field trips to remote parts of Hawaii, KHS has played a valuable and irreplaceable role on Hawaii Island. Community and neighbor island outreach efforts in concert with school groups, online and educational efforts, extends KHS's impact beyond an institution typically in its budget category, or with its modest staff. Kona Historical Society continues to provide important cultural and educational opportunities to its constituents in a way in which no other museum or cultural organization on Hawaii Island currently is able to, contributing to its reputation as a small but high-impact, and high-quality museum & cultural organization.

2. The goals and objectives related to the request;

Our goals with this project are to continue our business plan of building exhibit, school group, and outreach capacity, so that we are serving more school groups, local patrons, and visitors with increasing income streams that will provide sustainability to our museum and outreach organization. These objectives include, generally increasing our capacity to host large exhibits, increase our capacity to host large school groups with cultural activities as

part of its curriculum, to increase the size and scope of historical publications produced by KHS and to provide greater public access to historical content through improved website content. The specific goals include:

- *Large scale exhibit at Kona Historical Society's Kalukalu site 6-9 months from installation, exhibition, to de-installation emphasizing significant museum/archival collections, ethnic contributions in Kona;*
- *Increased access to content from recorded programming, articles, and collections via historical newsletter, new website, and outreach programming at lectures, festivals, and open houses;*
- *Increased school group hosting with age-appropriate new adaptations of recent successful "cultural activities workshops" programming;*
- *Living History and interpretive programming, refreshed curriculum*

3. The public purpose and need to be served;

Kona Historical Society served over 60,000 patrons each year over the last two years since it has last applied for a Grant in Aid from the State of Hawaii. Over 20,000 of those patrons were through direct program engagement at our two sites *each year* (The Kona Historical Society, H.N. Greenwell Historic Store Museum, Portuguese Stone Bread Oven, Kona Coffee Living History Farm, NEH Exhibits). Additionally, programming, festival performances, and outreach activities at off-site locations, such as at West Hawaii Civic Center, at community colleges on-island, and other locations, provided venues in which KHS served more patrons than each preceding year. These numbers were added to 33,000 additional patrons through web activities, online resources, and archived publications and materials (at KHS, The Hawaiian & Pacific Collection at UH Manoa, and elsewhere).

These numbers tally a population over a quarter the size of the entire Island of Hawaii, demonstrating the high use and value that Kona Historical Society has to its local and visiting communities. In particular alignment with KHS's mission were expanded numbers and increased quality of school group programs in 2016 and in 2017, with new activities such as "mochi making," "lauhala demonstrations," "native forest plant identification," and new programs designed to create student engagement with historical photo exhibits. With numbers exceeding three thousand Pre-K-12 school children--more than ever before--and additional volunteer and college student volunteers and interns, and thousands more visiting children with their families, KHS is supplementing the educational and cultural experiences of our children in Hawaii, and providing museum experiences which West Hawaii is sorely lacking.

KHS is committed to providing these experiences for local families and children, while also presenting an authentic representation of Hawaii to visitors. With the recent closures of two museums in Kona, KHS is now the only museum of its type offering the array of activities, which it does, serving all of West Hawaii. Hands-on activities supplement traditional exhibit and archives, and gardens engagement. Each year we are finding ways to hone what

we offer to be of highest value to our communities with the most sustainable plan to continue to offer them both financially and with staff resources currently available.

Our motto has been that, the challenges that we face are often the precise conditions, which allow our creative thinking and adaptability. We have over several years slowly solved business plan inefficiencies and what is common to small non-profits, which are continued expansions of program offerings, staff, and events. We have only asked for GIA's and other larger grants when we had the capacity and resources to build upon this operational support and leverage it into better fundraising, program income, and mission-aligned opportunities. While we want to offer a tremendous amount to our patrons-- and while we are willing to do more than what we might do in a strict "for-profit" scenario where specialization is important, we do understand that doing too much can often come at the expense of doing things in a sustainable manner. KHS feels a strong obligation to ensure that the State's investment in our organization has been smartly built upon with its own capacity and development building, and is not taken for granted—or even applied for every year.

We are the only museum of our kind in our region, and we function in a role that really no other museum on our island does. We have an urgent responsibility to our mission and to the children and patrons on Hawaii Island to provide educational, cultural, and artistic resources that are not offered by anyone else. The State of Hawaii's assistance with awarding the GIA to KHS truly serves its constituents in meaningful ways.

4. Describe the target population to be served; and

The target population to be served is patrons visiting from neighbor islands, the mainland and other parts of Hawai'i Island, Kona residents, and local and neighbor-island elementary and secondary school groups, including underserved and low-income pre-K-12 students and groups, volunteers and interns

5. Describe the geographic coverage.

This project is inclusive of visitors from neighbor islands, the continent of the United States, and international locations as well as, and with special dedication to school groups, visitors, and community members from North and South Kona, Ho'okena, and Na'alehu as well as community individuals and groups from Waikoloa, Kohala, Waimea, Hamakua, Hilo, Puna, and Volcano areas of the Big Island. It also will impact academic and cultural academics and colleagues attending conferences in Honolulu, on the Mainland, and in specific mission and profession related areas, and interns from colleges from various locations.

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;

Prepare and install major exhibit at Kalukalu site; Train volunteers, docents on themes and content. Train interpretive staff to adjust cultural activities from general audience to school group specific for both sites. Order supplies, perform research, write exhibit plans and draft curriculum for each project element; Staff in this research and writing phase will include: Volunteer Coordinator, lecture staff, Archival Technican, Museum Technician, Director of Interpretation, Curator and program staff. Gallery assets for rotating exhibits moved and installed; Intern programs and staff development for school and interpretive content refreshment . Prepare and outfit current archive space and in process gallery space with proper tools and equipment to teach staff, volunteers, and interns programs supporting public exhibits. Develop publications, lectures, festival and outreach plans. Implement volunteer coordination to staff these events. Create apparatus for theme-tied in event with exhibits, living history programs, cultural activities, and school groups cultural workshops. De-install exhibit. Complete and report on school groups and curriculum. Post curriculum.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4
<ul style="list-style-type: none"> • Exhibit research & install • Interpretive staff training of cultural activities cued to school groups • Supplies ordering • Plan and Curriculum Drafting 	<ul style="list-style-type: none"> • Open exhibit • School Group Hosting • Publication Research and Initial draft • Outreach and festival planning • Continuing training for school curriculum 	<ul style="list-style-type: none"> • Publication release • Close out school groups • Festival and Outreach Execution • Finalize curriculum 	<ul style="list-style-type: none"> • De-install exhibit • Produce reports and curriculum • Post curriculum • Report to SFCA

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

KHS learns from both qualitative and quantitative data and has been refining its maintenance and best practices of this evaluative data over this past year. We monitor

qualitative information (program evaluation forms for each program, feedback on Trip Advisor, Yelp, Square, Instagram, Facebook "likes" and other online platform feedback, awards, surveys, press reviews, and patron comments and correspondence) as well as quantitative information (gate counts, attendee numbers at special events, circulation of Ha'ilono historical newsletter, website hits, sales of publications and mission related items, "shares" on social media, press garnered, hours of archival reference hours performed, increased numbers of members, student served, and interns trained).

Community engagement and outreach is performed at job-fairs, festivals, pop-events, cultural events, shopping center events, exhibits, and other events which keep us connected to how the community views our services and values the variety of programming which we offer. We use this information to adjust program planning to patron preferences and community needs.

These evaluation measures are checked generally monthly, but also after single events and with more frequency according to KHS's calendar of events. Analysis of financial data and reports, which is compiled daily during days of operation, also contributes to a picture of success of programs and sustainability. Monthly financial reports are also analyzed.

Pertinent metrics for this grant project will be provided in quarterly and annual reports, as requested, to State Foundation on Culture and the Arts—and financial ledgers, reports, and other data will be made available as needed to provide information on grant specific spending and impact.

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.

On a monthly basis, KHS monitors participation data against projections, and revenue received against budgeted numbers. Program effectiveness is monitored quarterly through participant feedback and is improved through employee evaluation and staff development.

KHS will monitor progress of project against original timeline and goals and patron feedback, numbers of volunteers and interns sourced, number of programs installed, qualitative and quantitative patron and member feedback on new programming. Actual press and P.R. collected, links to shared online content, and/or catalogs, or other materials created from exhibits and new programs. For example, our last granted GIA project and its individual program elements received press and public placement in the following venues: Hawaii Public Radio The Conversation Lava 105.3, KHON Morning News TV, Big Island TV, Living 808 TV Program, Na Leo TV, numerous Hawaii newspapers, Hawaii Magazine, Hana Hou Magazine (3x), Alaska Airlines Magazine, AAA Magazine, Ke Ola Magazine, Big Island News, numerous online and blog features and Top 10 lists, radio

segments, Hawaii Tourism and other calendars—tear sheets, links and citations, metrics, and analog feedback will be tracked and can be provided easily.

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))

SEE ATTACHED.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2019.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$180,000	\$90,000	\$30,000	0	300,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2019.

Hawaii Tourism Authority
 Hawaii County Enrichment Product Development
 Hawaii State Foundation on Culture and the Arts
 West Hawaii Association of Realtors
 Hawaii Community Foundation
 Hokulia Community Fund
 Robert Emens Black Fund
 West Hawaii Fund
 Caroline Shipman Foundation
 Other private foundations
 Private sponsorships for program events and exhibits
 Institute for Museum and Library Services
 National Endowment for the Humanities
 Other

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.

N/A

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2019 for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2017.

\$107,959.05*

*Please note, this amount does not include other pending receivables for operating grants awarded.

IV. Experience and Capability

1. **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.

Kona Historical Society was founded in 1976, and since that time has received dozens of State, National, and private honors and awards including the National Preservation Honor Award from the National Trust for Historic Preservation. Its two primary facilities are on the National and State registers for historic places. KHS was awarded the first Smithsonian Museum affiliate status in the State of Hawai'i and to-date hosts the only permanent National Endowment for the Humanities exhibits in the State of Hawai'i.

KHS's Executive Director has a Masters in Library Science with an emphasis in Special Collections and Archives, and experience working in Rare Books and Museum Collection environments. Additionally, she has a career background in Executive and Arts Administration. KHS' Board of Directors possess decades of experience in non-profits and have prodigious local cultural and historical knowledge, while additional KHS senior staff members assigned to this project have advanced degrees and experience in finances, humanities, art and preservation work, cultural heritage management, project management, Pacific region knowledge, as well as project and collections management, farm and ranching experience (both of our sites have rural

components and interpretative elements pertaining to ranching and farming), Hawaiian and place-based cultural knowledge, and university teaching.

Our historical interpreters bring local, cultural, academic, and language skills to our organization, with dedicated and invested staff and community volunteers providing a rich and highly qualified well of individuals from which we can draw for this proposed project.

Several KHS employees serve on the Boards of Directors of prominent Hawaii non-profits. This includes a Hawaiian language immersion school (located in South Kona), community boards (in South Kona and Kailua), Hawaii Council for the Humanities (serving every island), State culture and arts grant panels (serving every island every year), museum associations (HMA serving every island and held on neighbor islands in alternating years), and library and archive associations (serving every island but with especial emphasis on Oahu).

- Kona Historical Society in the last three years has orchestrated grant projects, many project specific with meticulous reporting and compliance standards, totaling each year no less than \$150,000;
- Grant projects have included year long projects with school group, exhibit, and cultural activities with similarities to this project and required strategic plans and high-level coordination;
- Hawaii Community Foundation, HTA, County of Hawaii, Martha E. San Filippo Foundation, Monty Richards Bank of Hawaii Fund, Hazen Foundation and other grantors required competent delivery and reporting.

2. **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.

KHS has two locations: 1. A 3.3 acre parcel in Kalukalu-Kona where the H.N. Greenwell Store and homestead (c. 1875) hosts the H.N. Greenwell Museum, Jean Greenwell Library and Archives (which also hosts temporary exhibits), Portuguese Bread Oven, and KHS headquarters; and 2. The Kona Coffee Living History Farm, a 5.5 acre working coffee and macadamia nut farm first homesteaded in 1900 serves as an open air museum with a farm house, Japanese style bath house (*fuvo*), coffee drying roof platform (*hoshidana*), coffee pulping mill (*kuriba*), kitchen gardens, and farm animal home. There is also a gallery facility which has been in progress of planning and construction slated to be built in 2018-2019

V. Personnel: Project Organization and Staffing

1. **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.

Proposed Staffing

Paid Staff Members

Regular Full-Time	8
Regular Part-Time & Part Time	17

Volunteers

2018 Volunteers	110
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Staff Qualifications

Joy Holland: Joy has been the Executive Director of Kona Historical Society (KHS) since Winter of 2013. She is responsible for oversight of all areas of operations, development, finance, and collections for two Smithsonian-affiliated museum sites on the National and State Register of Historic Places. She also is in charge of collection oversight for KHS's museum library and archive. She has a B.A. in Classical Languages and Literature from Occidental College, a Post Baccalaureate Certificate in Classics from UCLA, and a Masters in Library and Information Science at University of Hawaii at Manoa, with course work emphasis in Archives and Special Collections. Joy previously worked at Hamilton Library at University of Hawai'i in Special Collections, as a Preservation Archivist (APT) and a Special Research Collections Assistant. She has college teaching experience in both library instruction and the Latin language. Joy's work experience brings a diversity of administrative, educational and artistic skills from her career history in the film and dance industries to her work for KHS, and she serves on the Board of Directors of The Hawaii Council for the Humanities (NEH State Partner), and the on the Board of Directors of The Association of Hawaii Archivists.

Ku'ulani Auld: Serves as Director of Programs. Ku'ulani is an alum of UH Hilo, and trained in Living History Museum delivery, Ku'ulani has also taken extensive Museum and Library workshop training, as well as WESTPAS disaster preparedness course work. Ku'ulani integrates specialized museum education with hands-on experience. With years of institutional knowledge and experience, prodigious cultural knowledge, and as a fifth generation Kona rancher, Ku'ulani brings invaluable insights and experience to this project.

Gavin Miculka: Serves as the Director of Interpretation. He has a BS in Recreation, Park & Tourism Sciences from Texas A & M University and a Masters of Applied Anthropology from the University of Maryland. His academic and professional background has emphasized heritage tourism, historic preservation, museum management and resource interpretation. Gavin has extensive experience in developing, presenting and supervising interpretation and education programs at various historic sites, including those with renowned living history programs. Gavin applies specialized knowledge and skills to create and manage interactive and meaningful experiences for both community members and visitors.

Mina Ellison: Mina Ellison, has a background in Museum Studies and serves as the Curator for the Kona Historical Society and its museums and (forthcoming) gallery. Born and raised in Kailua, O'ahu, Mina's connection to Kona goes back to her paniolo great-grandfather Willie Thompson, a man who continues to be a great source of inspiration. With a background in oral history interviews, research, and teaching, Mina has earned a BA in Anthropology and French from University of San Diego, and has also completed graduate studies in Museum Studies at New York University. She is committed to furthering the mission of KHS to preserve and perpetuate Kona's rich legacy.

Pixie Navas: Pixie Navas serves as the Archival Technician and Cultural Historian for KHS. She is a graduate of Sullins College. An experienced archival technician and cultural consultant to local educational institutions, as well as a multi-generational Hawai'i Island rancher and lifetime resident, Pixie has been an employee of KHS for nearly 20 years. A respected cultural historian and adept archival technician, she brings a wealth of cultural knowledge to this project. Her comprehensive familiarity with cultural and local traditions helps to provide archival and historical context to exhibits, living history, articles, web content, and KHS programs. Pixie works to foster community involvement and engagement and provides dedicated reference and research guidance to local and academic patrons.

Brianne Atwood: Brianne Atwood serves as the Finance Director and oversees grant compliance. Brianne worked as an International Consultant in the field of Public and Non-Profit Health and Finance throughout the Asia Pacific region for over 10 years. She has extensive experience in Project Management, Finance Administration, Informatics, Auditing, Grant Administration, Program Design and Policy Development. She has worked as a Systems Analyst and Developer on many Financial Management and Budgeting Information Systems Projects. She maintains a dedication to the Pacific region and its people. Ms. Atwood studied Anthropology at UH Manoa and holds a PMP certificate in Project Management. She is working to complete her graduate studies in Applied Anthropology focusing on Sociocultural Empowerment in Development Projects.

Dance Aoki: Serves as the Interim Director of Development. She also has a background at KHS as a Volunteer Coordinator and has been at KHS since March of 2016. She has experience as a radio producer, print journalist and communications consultant for nonprofit organizations and community programs. Dance studied Creative Writing and Theatre at the University of South California and has a B.A. in English. She has a Master of Arts in Social Entrepreneurship and Change from Pepperdine University with a focus on storytelling for nonprofit or charitable organizations. Dance has worked as a producer and technical assistant for the podcast and radio news program "Beyond the Fence" for KPRG Public Radio Guam and as the host of "Soul Sessions", a radio program featuring soul, funk and rhythm and blues music. She is a published playwright, with work recently featured in Honolulu's Second Annual One-Minute Play Festival and Aloha Theatre.

Supervision and Training

- Cultural activities and school group interpreter training will take place in the Summer 2018 window of July 1-September 30. The lead KHS staff on this includes the Director of Interpretation and a Programs Assistant/Farm Museum Assistant Manager, who is a certified teacher. A contractor from a pool of certified teachers, or of graduate level student consultants/interns from the UHH MA Cultural Heritage Management program, or comparable, will also be engaged in this project training. The Director of Programs and Cultural Historian will also be involved in the curriculum development in adjusting content to both KHS sites and visitor age groups.
- Exhibit strategic planning, preparation, and installation specification outlines will be overseen and approved by the Executive Director and Acting Collection Manager, with the Curator planning, prepping and supervising staff for exhibit elements of this project including daily supervision of preparator, docent, greeter, and exhibit school group staff. Content creation and panel description will be performed primarily by Curator with input from the Program Director, Cultural Historian and the Acting Collection Manager, but may include discrete training of volunteers as well. The time anticipated for this training is July 1-August 15, with some foundational work supported by KHS in the Late Spring on 2018.
- Other project-specific interpretive training will be provided by the Program Director, Director of Interpretation, and the Cultural Historian. This training will include living history activities, tours, and outreach activities and events.

2. **Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

SEE ATTACHED.

3. **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.

Annual Compensation:

<u>Employee Name</u>	<u>Title/Position</u>	<u>FTE</u>	<u>Annual Salary/Wage</u>
Joy Holland	Executive Director	1.0	50,000
Brianne Atwood	Finance Director	1.0	41,200
Ku'ulani Auld	Program Director	0.75	35,880

VI. Other

1. **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.

The Kona Historical Society has no pending litigation or outstanding judgments to disclose.

2. **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.

The Kona Historical Society has no licensure or accreditation to relate relevant to this request.

3. **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 I, of the State Constitution for the relevance of this question.

The Kona Historical Society will not use this grant to support or benefit a sectarian or non-sectarian private educational institution.

4. **Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2018-19 the activity funded by the grant if the grant of this application is:

(a) Received by the applicant for fiscal year 2018-19, but

(b) Not received by the applicant thereafter.

- Leverage new historical/exhibit/curriculum content and assets into program income;
- Capitalize on GIA year of support to increase press and public profile and coordinate with Development, Membership, and Board Fundraising Initiatives (already planned for 2018-2019) due to the visible public programs, exhibits, and publications produced through grant;
- Continue to leverage business sponsorships, community support during our grant project year

Kona Historical Society has increased its operating budget, slowly, and steadily over the past 5 years about 25%. Although like many small museums lacking endowments (and actually even like

ones who have hefty endowments, as analysis of Hawaii museum 990's will reveal, or a survey of professional literature on museum finances in general) KHS has worked arduously to maintain a balance between the three tent poles of: program income, grants, and unstipulated giving. Over the course of the past year, we have learned through professional service and financial analysis that KHS has actually been quite unusual in maintaining a "black" or positive net-operating position. Kona Historical Society has learned over time how to budget and schedule fundraising events to offset potential late grant disbursements or unpredictable Hawaii visitation numbers. We are on track-- but given the responsibility we have to steward ~10 acres of State of Hawaii Legacy Land, animals, botanicals, two Historic Places and structures on the National and State Register, a regionally significant archive & library with collections nowhere else, and two NEH exhibits-- our positive position is exceptional. Our sustainability plan is to control growth, increase membership and staff resources applied to "giving" recruitment, and to diversify and seek out operating as well as project grants. At our organization the gap between the administrative employees and interpretative part time staff is only a few dollars. We are already meticulous financial stewards of the grants, which are entrusted to us--there is absolutely no administrative fat. KHS has a modest growing budget, and does a tremendous amount for its community with many different programs. Many States offer budget line items for some of what we do. Our plan is to grow development and Board fundraising capacity in the present and intervening year after GIA support.

5. **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, 2017.

SEE ATTACHED

6. **Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

SEE ATTACHED

7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

The grant will conform to public purpose outlined in 42F-102

1. The applicant is the Kona Historical Society;

2. The public purpose for this grant project is to provide educational, cultural, and artistic resources that are not offered by anyone else in its district or county for the benefit of residents, students, and visitors to Hawaii Island;
3. The services to be supported by the grant are *exhibitions; increased access to content from recorded programming, articles, and collections, programming at festivals, and open houses; increased school group hosting with age-appropriate new adaptations of recent successful "cultural activities workshops" programming; refreshed curriculum for living history and interpretive programing.*
4. The target group is patrons visiting from neighbor islands, the mainland and other parts of Hawai'i Island, with focus on Kona residents, and local and neighbor-island elementary and secondary school groups, including underserved and low-income pre-K-12 students and groups, volunteers and interns;
5. The cost of the grant is \$300,000.00 and the budget of activities is \$ 883,640.00

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2018 to June 30, 2019

Applicant: KONA HISTORICAL SOCIETY

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 (incl. program/interpetive staff)	129,000	50,000	6,000	205,000
2. Payroll Taxes & Assessments	11,000		0	22,356
3. Fringe Benefits	9,000		0	29,788
TOTAL PERSONNEL COST	149,000	50,000	6,000	257,144
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island (3-5 Interisland)	2,300		0	0
2. Insurance (Liability, Board, Other)	9,000		0	7,782
3. Lease/Rental of Equipment	4,000		0	4,500
4. Lease/Rental of Space (Collections)	1,200		0	500
5. Staff Training (Includes Volunteers)	18,650	40,000	500	5,000
6. Supplies (Program and Office)	9,500	30,000	200	3,000
7. Telecommunication (2 Museum Sites)	4,900		0	3,520
8. Utilities (2 Museum Sites)	4,000		0	4,700
9. Moving Expenses--Collection Moves Stor	2,500		0	2,000
10. Shelving/Equipment	2,500		0	5,000
11. Consultants & Contractors (Project Spec	2,900	50,000	200	12,000
12. Professional Dues/Affiliation	4,100			2,300
13. Exhibit Expenses (graphic/installion/print	12,000		2,000	17,000
14. School Program Student Fees/Supplies	3,500		1,000	8,000
15. Publications--Educational	6,000		200	1,000
16. Publications and Advertising--Promotions	0		0	25,000
17. Lecture Series Costs (Suppl./Sm Equip/S	4,500		1,000	2,500
18. Academic Stipends	3,000		600	200
19. Postage	3,600		200	1,000
20. Printing	5,000		0	7,124
21. Land/Crop Maintenance	10,000		0	20,130
22. Facilities Maint. & Repairs	7,000		0	3,500
23. Edu./Cultural programming & developme	24,000		1,000	5,000
24. Security & Safety	1,200		1,000	1,840
TOTAL OTHER CURRENT EXPENSES	145,350	120,000	7,900	142,596
C. EQUIPMENT PURCHASES	150			
D. MOTOR VEHICLE PURCHASES	5,500			1,000
E. CAPITAL				
TOTAL (A+B+C+D+E)	300,000	170,000	13,900	400,740
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	300,000	<div style="font-family: cursive; font-size: 1.2em; color: blue;">JOY HOLLAND 808-323-3222</div> <div style="text-align: right; font-size: 0.8em;">Phone</div> <div style="text-align: right; font-size: 1.2em; color: blue;">1/18/18</div> <div style="text-align: right; font-size: 0.8em;">Date</div>		
(b) Total Federal Funds Requested	170,000			
(c) Total County Funds Requested	13,900			
(d) Total Private/Other Funds Requested	400,740			
TOTAL BUDGET	884,640	<div style="font-family: cursive; font-size: 1.2em; color: blue;">JOY HOLLAND, EXECUTIVE DIRECTOR</div> <div style="font-size: 0.8em;">Name and Title (Please type or print)</div>		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2018 to June 30, 2019

Applicant: KONA HISTORICAL SOCIETY

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Dir./ Acting Collection Manager	1.00	50,000	19 %	\$ 9,520
Program Director	0.75	35,880	28 %	\$ 10,120
Finance Director	1.00	41,600	22 %	\$ 9,200
Curator	1.00	32,760	31 %	\$ 10,296
Collections Assistant/Archive Tech	0.50	20,709	45 %	\$ 9,246
Cultural Historian	0.50	20,709	43 %	\$ 9,000
Director of Interpretation	1.00	35,880	33 %	\$ 12,000
Program Assistant/ Special Programs	0.75	20,280	30 %	\$ 6,000
Volunteer Coordinator	1.00	35,360	12 %	\$ 4,200
Historical Interpreters/Edu. Demonstrators (12 Employees)	5.00	155,480	20 %	\$ 31,000
Bakers/Educational Demonstrators (2 Employees)	0.25	13,000	21 %	\$ 2,700
Development Director	0.50	18,720	29 %	\$ 5,500
Development Support/Social Media	0.50	18,720	13 %	\$ 2,500
Lecture, Workshop and Educational. Coordination	0.50	15,080	25 %	\$ 3,718
Executive Asst./Member Benefits	1.00	15,080	13 %	\$ 2,000
Grant Administrator	0.33	11,232	18 %	\$ 2,000
TOTAL:				\$ 129,000
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2018 to June 30, 2019

Applicant: KONA HISTORICAL SOCIETY

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Weed Wacker, HD Gas Powered	1.00	\$150.00	\$ 150.00	150
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 150.00	150
JUSTIFICATION/COMMENTS:				
To replace old equipment and improve the care of public space and historic crop management.				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Golf Cart Utility: 2 passanger with ADA compliant ramp	1.00	\$8,500.00	\$ 8,500.00	6500
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 8,500.00	6,500
JUSTIFICATION/COMMENTS:				
To replace old utility cart, reduce annual repair cost and allow KHS to better accomidate persons with disabilities.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2018 to June 30, 2019

Applicant: KONA HISTORICAL SOCIETY 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: 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:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

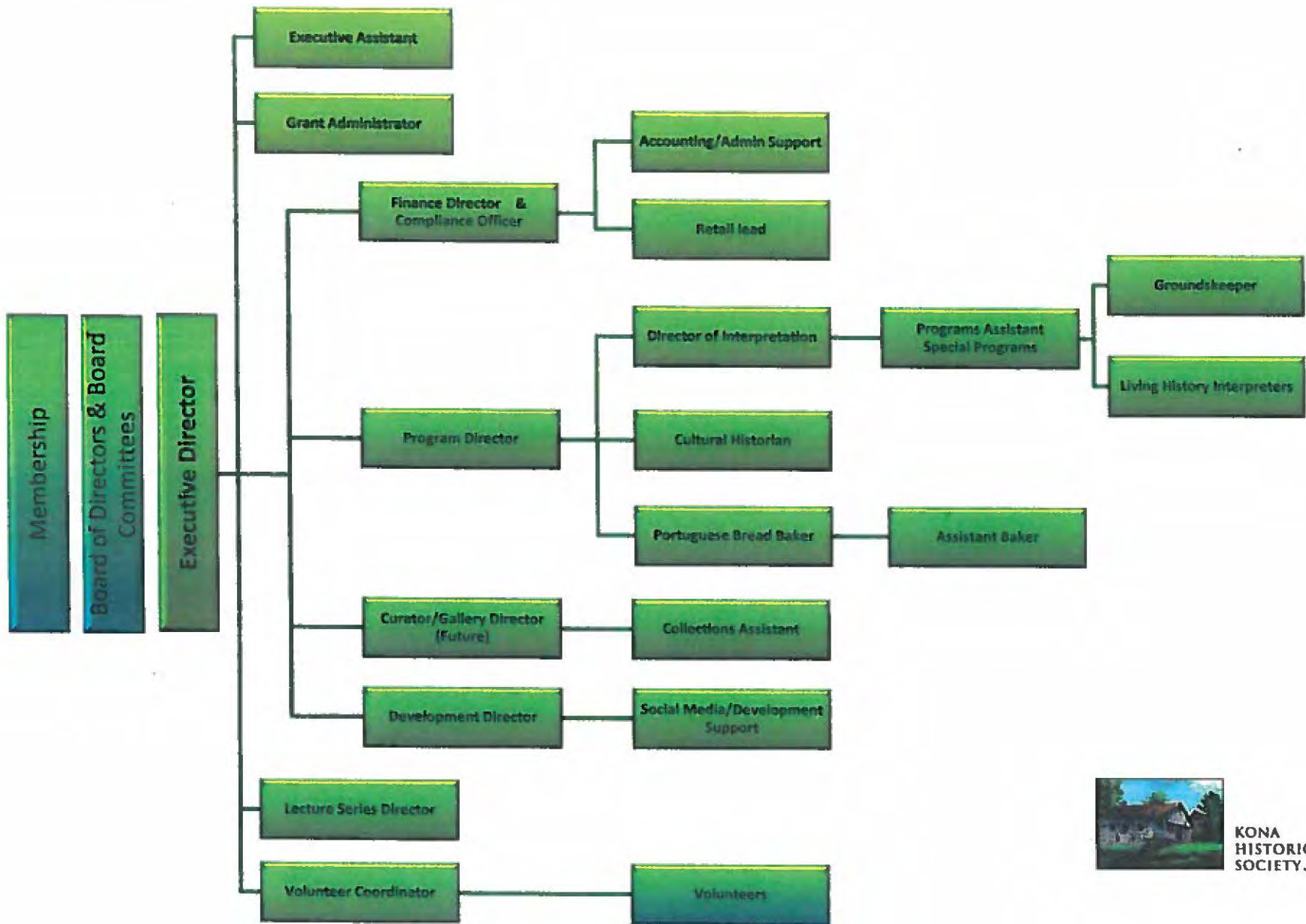
Applicant: KONA HISTORICAL SOCIETY

Contracts Total: 40,262

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	Biennium Grant – Project Grant	07/01/17-06/30/18	SFCA	State	10,262
2	Community Enrichment Program - Project Grant, HOH Marketing and Advertising	01/01/18-12/31/18	HTA	State	30,000
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2. Organization Chart





**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: KONA HISTORICAL SOCIETY

DBA/Trade Name: KONA HISTORICAL SOCIETY

Issue Date: 01/17/2018

Status: Compliant

Hawaii Tax#: [REDACTED]

New Hawaii Tax#: [REDACTED]

FEIN/SSN#: [REDACTED]

UI#: No record

DCCA FILE#: 30769

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	The entity is compliant with DLIR requirement
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

6. Declaration Statement


**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.

<u>Kona Historical Society</u> (Typed Name)		<u>1/18/18</u> (Date)
<u>Joy Holland</u> (Typed Name)	<u>Executive Director</u> (Title)	