

Applicant African American Diversity Cultural
Center Hawaii
dba OBAMA Hawaiian Africana Museum

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - 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](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

Deloris Guttman DELORIS GUTTMAN, President/Museum Dir. Jan. 16, 2019
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

Operating Capital

Type of Business Entity: 501(C)(3) Non Profit Corporation

Other Non Profit

Other

Amount of State Funds Requested: \$88,825

The purpose for funds request is to hire a full-time Museum Director/CEO, and rental space for archives storage and larger office space for the year 2019-2020. In 2018, the Institute for Museum & Library Science awarded the organization \$132,000 for 3-year period for partial salary for Museum Director/CEO and part-time data manager for the purpose of building organization capacity. To continue progress, a full-time Director is needed to meet the critical need of the Obama museum for the next three years and improve the delivery of services to educate youth (K12) and foster partnerships among local cultural heritage centers to address challenges facing the invisibility of the Africana community. Our primary commitment is to establish a venue to honor the 44th U.S. President birthplace and early childhood years. A place for youth to learn and be inspired to become future leaders implementing democratic principles. The Obama Museum fills a cultural heritage gap that is not embraced by the hegemony society.

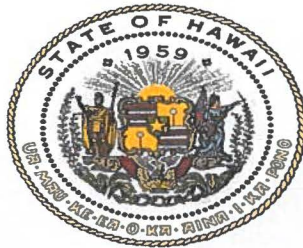
Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. 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, 2018.



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

AFRICAN AMERICAN DIVERSITY CULTURAL CENTER HAWAII

was incorporated under the laws of Hawaii on 09/15/1997 ;
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: December 04, 2018

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

AfricanAmericanDiversityCulturalCenterHawaii

(Typed Name of Individual or Organization)

Deloris Guttman (Signature) *January 15, 2019* (Date)

Deloris Guttman
(Typed Name)

President/Museum Director
(Title)

Rev 12/2/16

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Application for Grants

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

Applicant AFRICAN AMERICAN DIVERSITY CULTURAL CENTER HAWAII dba OBAMA
HAWAIIAN AFRICANA MUSEUM



OGDEN UT 84201-0046

In reply refer to: 0424156105
Aug. 23, 2006 LTR 252C E0
94-3282558 000000 00 000
02139
BODC: TE

AFRICAN AMERICAN DIVERSITY CULTURAL
CENTER HAWAII
1311 KAPIOLANI BLVD 203
HONOLULU HI 96814-4513531

004633

Taxpayer Identification Number: 94-3282558

Dear Taxpayer:

Thank you for the inquiry dated July 03, 2006.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number (203) 597-1341 Hours 9 am to 5 pm

Sincerely yours,

Marilyn Jordan
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):
Copy of this letter

AFRICAN BLACK AMERICAN EDUCATION

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller
Director, Exempt Organizations

3. 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 Board of Directors will use grant funding to hire a full-time Museum Director and acquire interim office space for staff and archives storage in 2019.

II. 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 Obama Hawaiian Africana Museum was founded in 1997 under the auspices of the African American Diversity Cultural Center Hawaii. The museum operates exclusively for charitable and educational purposes with the requirements of the Internal Revenue Service Section 501(3)(C) determination. Recently, the American Alliance of Museums completed an Assessment Study of the Museum's operation that demonstrated it is striving for excellence and meeting standards and best practices in the museum field. Since the Museum's inception in 1997, hundreds of volunteers have been sharing a compelling rich multifaceted story about the early Africana settlers to engage audience throughout the Hawaiian Islands. Moreover, the Museum represents an amalgamation of diverse heritages and experiences of Africana settlers who made the Hawaiian Islands their home over 200 years ago. The people of African descent diverse heritage include Pacific Islanders, Hawaiian Africana, Portuguese, Puerto Ricans and a mixture of Asian Americans. In addition, the museum's collection consist of all aspects of island history including colonization through plantations, militarization of the islands and tourist economy will engage diverse audiences with its main focus on youth in schools.

In 2017, the Museum received \$75,000 from Honolulu City Council to hire its first employee (program specialist) for the Hawaiian Africana Youth Enrichment Program (HAYEP) in-school cultural theater. Presently, we served two high schools (Campbell & Radford) and one Middle (Moanalua). This is a unique and successful ongoing outreach learning in-school program for the past six years.

2. The goals and objectives related to the request

The goal and objective of the request is to hire a Museum Director/CEO to build organization capacity and overseeing the professionalization of the curatorial activities: cataloging, digitizing images and developing a management plan for preservation of the archival historical documents and artifacts to develop guidelines to manage and care for the museum collection.

3. The public purpose and need to be served;

The Obama Hawaiian Africana Museum fills a gap about the early Africana settlers that has not been embraced by the dominant society. The museum

addresses the need to preserve the archival documented records about the early Africana settlers for two centuries in the Hawaiian Islands. This hidden history will be highlighted as we tell stories about the 44th U.S. President Obama birthplace and his early childhood legacy to youth and tourists.

4. Describe the target population to be served; and

The target population: Youth (K12), general public and tourist.

5. Describe the geographic coverage.

Over the past 20 years, the museum has served more than 125,000 school students throughout the islands, engaging them at school assemblies, classroom activities for kindergarten to 6th grades in middle and high school classrooms, sharing Hawaii's diverse ethnic cultural history, community activities (50,000) via public exhibits, lectures across the state, including military bases, and all campus of private and public universities on all islands.

III. 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;

The measurable outcomes from a full-time museum director are essential to achieving the museum's capacity goals while acquiring a facility for its historical documents and artifacts to engage larger audiences. The main purpose for highlighting the former 44th United States President Obama's birthplace with emphasis on his early childhood years gives the museum a greater opportunity to share the contributions about the Africana Hawaiian ancestors whose descendants are the ethnically diverse brown people living among us today.

Additionally, the responsibilities of the museum director is to anchor the organization's future and sustainability while professionalize the historical collection to expand and meet the needs of educating the community via school programming, exhibitions on site and public venues, working with universities to engage student interns and pre-doctorate students in assisting with work at hand. Our challenge has been to find graduate students or pre-doctorate students to assist with the archival and education work.

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

The timeline: 2019 - January – March placing advertisement through local and mainland media (West Museum Association, Small Museum Associations etc.)

March – May – Search Committee will interview candidates and hired museum director/ceo.

June 1 – Start date for Museum Director. Volunteer Museum Director will acquaint director with museum work and the community partnerships.

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

The Museum Director will be monitored by Board Executive Committee with the assistance of the Volunteer Museum Director for guidance.

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.

The Board of Directors will responsible for ensuring that funds are appropriately allocated and transmit to the State Agency as required.

IV. 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](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2020.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$44,412.50	\$44,412.50			\$88,825

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

Institute for Museum & Library Science awarded (8/1/2-18) - \$132,000 for 3-years;

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, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

The Obama Hawaiian Africana Museum received \$75,000 from Honolulu City Council to hire program specialist in 2017.

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

Balance of Honolulu City Council GIA Funds - \$35,000.

V. 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.

For the past three years, the Obama Hawaiian Africana Museum has implemented the Hawaiian Africana Youth Enrichment Program (HAYEP) in-school cultural studies curriculum at Moanalua Middle, James Campbell High and Radford High Schools serving over 1,000 students in classrooms and extra-curricular activities. Additionally, the organization volunteers have dedicated more than 67,240 hours of services working with youth conducting activities in and out of school empowering adolescents to strive for success and be proud of their cultural identity.

The museum used the public venue, Honolulu Hale Municipal Gallery to showcase special exhibit displays: Acknowledged and honored the late Senator Daniel K. Inouye's contributions to Civil Rights Legislation during his tenure as Congressional leader; Hawaii Joint Military Forces display recognition of the African Americans, Native Hawaiians, Filipinos, and Native Americans participation in WWII Pacific Theater. This past year, the exhibit as about Barack Obama's early childhood years leading up to his election as the 44th U.S. President. The guest book comments were from guests around the world.

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.

Presently, the Obama Hawaiian Africana Museum occupies approximately 900 square feet of office and archival storage space in the Hawaii National Bank building at 1311 Kapiolani Boulevard in Suites 203 & 207.

VI. Personnel: Project Organization and Staffing

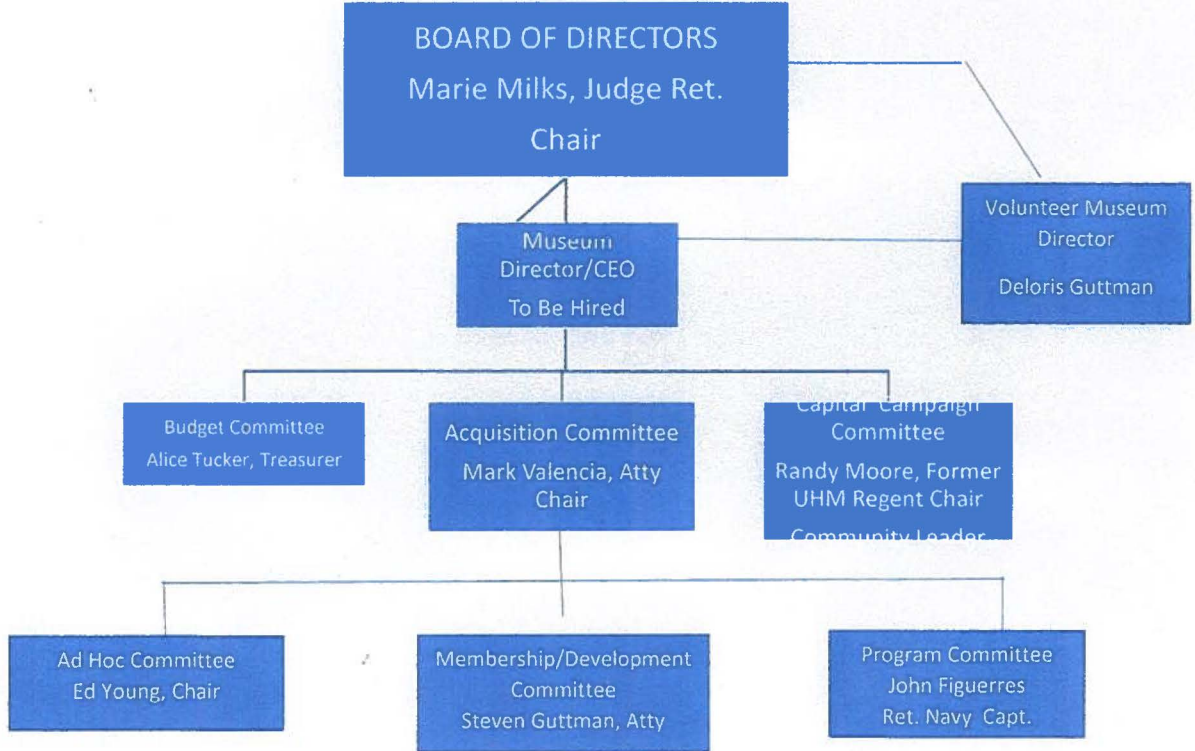
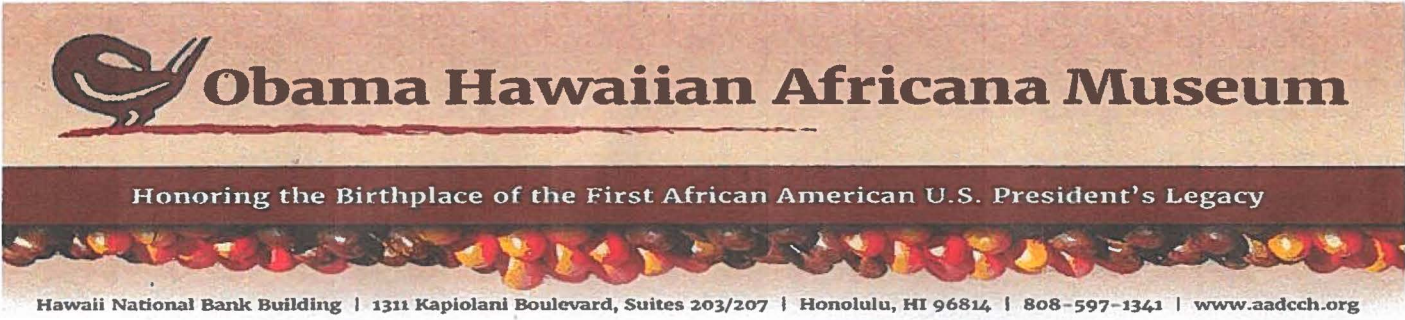
1. Proposed Staffing, Staff Qualifications, Supervision and Training

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.

The Obama Hawaiian Africana Museum has only one paid position (program specialist). Deloris Guttman, President & Volunteer Museum Director is the administrator who handles the day to day operation with the assistance of the Executive Board Committee.

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.



3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Program Specialist is the only paid position and funded by Honolulu City Council.

VII. 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.

NOT APPLICABLE

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.

NOT APPLICABLE

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 1, of the State Constitution](#) for the relevance of this question.

NOT APPLICABLE

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2019-20 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2019-20, but
- (b) Not received by the applicant thereafter.

The board of directors' next step after acquiring the facility for the Obama Hawaiian Africana Museum is to launch its major Fundraising Campaign with an estimated goal of \$15 million to retrofit and repurpose the facility install fixtures, acquire furniture, equipment, hire staff and establish an endowment for sustainability.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: African American Diversity Cultural Center Hawaii dba Obama Hawaiian Africana Museum

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	85,000	36,000	0	121,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits	3,825	1,260		5,085
TOTAL PERSONNEL COST	88,825	37,260		126,085
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				
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20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	88,825	37,260		126,085
SOURCES OF FUNDING		Budget Prepared By:		

(a) Total State Funds Requested	88,825	Deloris Guttman	808-597-1341
(b) Total Federal Funds Requested	150,000	Name (Please type or print)	Phone
(c) Total County Funds Requested		<i>Deloris Guttman</i>	<i>Jan 16 2019</i>
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date
TOTAL BUDGET	238,825	<i>DELORIS GUTTMAN, President/Museum Dir</i>	
		Name and Title (Please type or print)	

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: _____
 African American Diversity Cultural Center Hawaii dba Obama Hawaiian Africana Museum

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B
MUSEUM DIRECTOR/CEO	FULL TIME	\$85,000.00	100.00%
Fringe Benefits	FULL TIME	\$3,825.00	100.00%
TOTAL:			

JUSTIFICATION/COMMENTS:
 The above position is needed to build organization capacity and management

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

TOTAL STATE FUNDS REQUESTED (A x B)	
\$	85,000.00
\$	3,825.00
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
\$	-
	88,825.00

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

African American Diversity Cultural Center Hawaii

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

JUSTIFICATION/COMMENTS:

Not Applicable

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

African American Diversity Cultural Center Haw

FUNDING AMOUNT REQUESTED						
Not Applicable						
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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

African American Diversity Cultural Center Hawaii _____

Contracts Total:

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)
1	Not Applicable			
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