

## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

HAWAII YOUTH SYMPHONY ASSOCIATION

was incorporated under the laws of Hawaii on 12/28/1964 ; 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 17, 2019

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

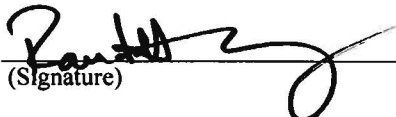
The undersigned authorized representative of the applicant certifies the following:

- 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.

HAWAII YOUTH SYMPHONY ASSOCIATION  
(Typed Name of Individual or Organization)

  
(Signature)

  
(Date)

RANDY WONG  
(Typed Name)

PRESIDENT  
(Title)

## II. Background and Summary

### 1. A brief description of the applicant's background;

Established as a nonprofit organization in 1964, Hawaii Youth Symphony annually serves over 700 students, ages 7-18, through music-making programs for beginners through advanced performers. Our mission is to develop students to their fullest potential, through the power of orchestral music, in the context of our islands' unique culture. Our students perform in settings from string quartets to full symphony orchestras, band, and jazz ensembles.

### 2. The goals and objectives related to the request;

HYS has an aspiration to make music a right, not a privilege. We believe that every deserves an opportunity to give an instrument a try, or learn what makes music great. We believe that broad access and artistic excellence go hand-in hand, and our goals for the coming year are based around those two principles:

- *Goal: The HYS student body is composed of youth from a diverse spectrum of racial, ethnic, economic, developmental, gender, and social backgrounds.*
  - Objective: Seek funding to assist in the initiation of HYS programs in rural and under-resourced communities.
  - Objective: Provide need-based financial aid for tuition and travel, to lessen the burden on qualified families.
  - Objective: Encourage participation from neighbor island and under-resourced Oahu communities through outreach and community building.
  - Objective: Expand “no experience necessary” classes and resources for complete beginners, so that youth of any age can begin to learn music.
- *Goal: Enliven our community with live music concerts performed by youth in classical, jazz, Hawaiian, and other genres.*
  - Objective: Seek partnerships with emerging and established entertainers, arts organizations, and venues, to provide an array of performance opportunities.
  - Objective: Sustain multiple orchestras throughout the year, so that students of varying interests and abilities have a place to develop musicianship skills
  - Objective: Ensure repertoire being taught to HYS students represents jazz, Hawaiian, and other non-classical genres
- *Goal: The HYS Student Body “gives back” to the community through musical service-learning projects.*
  - Objective: Develop youth as leaders, teachers, and citizens, through performance-based projects
  - Objective: Provide mentorship and institutional support for youth to succeed
  - Objective: Serve communities on all islands through youth-driven service-learning projects.
  - Objective: Partner with HI DOE, City, and others to create musical service-learning projects.
- *Goal: Active students hold themselves to high standards, developing themselves as musical, social-emotional, and behavioral role models.*
  - Objective: Monitor and maintain student engagement
  - Objective: Provide unique, inspiring, and beneficial artistic opportunities that require strong work ethic and musical development
  - Objective: Students return to HYS year after year, seeking opportunities to advance and grow.

### 3. The public purpose and need to be served;



It is our belief that HYS, as a nonprofit entity, shall serve the public by supporting, creating, sustaining, and protecting music education programs for youth. Our vision, "to make music a right, not a privilege," clearly articulates this public purpose.

There are opportunity gaps surrounding music education faced by every Hawaii youth. Public school students face an especially steep gap, as neither the Hawaii State Department of Education nor the Board of Education prioritize the arts as an essential part of the curriculum. The DOE's 2017-2020 Strategic Plan (approved by the BOE on 12/6/16) prominently proclaims that "Hawaii's students are educated, joyful lifelong learners, who contribute positively to our community and global society," yet nowhere in the document are the words "music," "art," or "arts" even found, let alone championed. As Hawaii students enter a global society, they will be at a loss for not having been involved in the arts from an early age.

And, although many prominent middle and high schools on Oahu have prestigious band and orchestra programs, these programs still have a limited reach. By adolescence, young musicians are often already labeled for their "talent," and newcomers are either discouraged from starting at all, or due to program constraints, beginning programs are not offered for older students.

At SCOPE (Stanford Center for Opportunity Policy in Education), researchers believe that children "lack the crucial resources and opportunities,—inside and outside of schools—that they need if they are to reach their potential in college, career, and citizenship." Regardless of whether students continue music beyond beginning levels, every child can benefit from the opportunities that music education provides. Music learning develops lifelong learners, who can flexibly learn, apply, and transfer higher-order thinking skills (like critical thinking, problem solving, responsibility, dependability, and more) into other areas of their lives and vice-versa.

Of the 292 public and charter schools in the HIDOE system, fewer than 20% have band or orchestra programs, and the DOE does not maintain a list of those with music programs of any kind. In some cases, entire complex areas are completely without instrumental music.

Researchers have found that after learning a musical instrument, students from low-SES families experienced twice the increase in ambition to attend a university than their high-SES peers. They also found that, on average, these students scored significantly higher than other children on a test of cognitive skills. The average for music students was more than twice that of students who participated in sports. (Hille, A. & Schupp, J., 2013. Available through ArtsEdSearch.org).

4. Describe the target population to be served

HYS will be targeting youth, ages 7-18, throughout the state of Hawaii. We already run a multi-tiered system, starting with classes for complete beginners (no experience necessary) regardless of their age. We take pride in the diversity of schools represented by our programs. During a typical school year, the HYS student body will represent over 100 public, private, and home schools; the majority of them public (DOE) schools. Students K-12 are invited to attend our annual Listen & Learn educational concerts, held on Oahu and at least one other island.

5. Describe the geographic coverage.

HYS anticipates that it will be able to provide services in Kauai, Maui, Honolulu, and Hawaii counties, as follows:

- Honolulu County: Our core programs are based in Honolulu. Seven youth orchestras, classes in our Music in the Clubhouse (MITCH) partnership with the Boys & Girls Club of Hawaii's Spalding and Nanakuli clubhouses, and our popular Pacific Music Institute summer music festival, will all take

place on Oahu. Approximately 650 enrolled students, 30 performances, and 7,000 DOE elementary students will be serviced through these combined programs.

- **Kauai County:** We are hoping to perform on Kauai (pending venue availability) for our FY20 rotating neighbor island community concert tour. Our most prestigious ensemble, Youth Symphony I, typically performs 3 concerts on tour—one for the general public and two for children—serving an estimated 2,000 people. If Kauai is not selected, we plan to pilot student-led concerts here. We also plan to pilot holding live auditions, and audition preparation workshops, on Kauai for our core programs.
- **Maui County:** We are partnering with a string program at Kaunakakai School on Molokai, to assist where needed and help build its capacity to serve more students. Additionally, we plan to have our students perform and/or organize a service-learning community concert on Molokai. On Maui, we plan to pilot holding live auditions and audition preparation workshops. Finally, if Kauai is not selected for our concert tour, Maui will be our next choice. (Our FY19 concert tour is on Maui as well.)
- **Hawaii County:** We will plan to bring our faculty to perform outreach concerts in public schools in Waimea, Hilo, and Kona; meet with appropriate stakeholders and discuss possible expansion plans; and pilot holding live auditions and audition preparation workshops.

### III. Service Summaries and Outcomes

1. Describe the scope of work, tasks and responsibilities

The entire HYS faculty and staff will be involved with this Grant Activity, as it integrates with our core operations and programming. We project 700 students will be directly served in the 12-month grant period. (This breaks down as follows: In the school year, we project 450 students distributed through our 3 Symphony Program orchestras, our 4 Academy String Program orchestras, our jazz program, and our Music in the Clubhouse programs. In the summer sessions, we project 250 students distributed through our Summer Strings classes and our intensive Pacific Music Institute.)

Although HYS activities run 12 months throughout the year, our activity calendar is organized seasonally, parallel to our July 1-June 30 fiscal year, also approximating the DOE school year (Aug-May). Consequently, the HYS administration begins its season planning 12-18 months in advance.

As HYS does not own its own rehearsal or performance facilities, we maintain long-term partnerships with several individual DOE schools, the UH-Manoa Music Dept., and the Boys and Girls Club of Hawaii, where our rehearsals take place. HYS ensures proper care and safety procedures; the hosting organizations allow us use of their facilities outside of their normal business hours. All personnel required for classroom and musical operations are provided by HYS, from faculty to volunteers.

Outreach and marketing for student recruitment begins in January of the prior season/fiscal year. Auditions (if applicable) and registration begins in May of the prior season/fiscal year and continues through October.

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

Although the Grant Activity begins in FY20, HYS will begin work many months prior. Rehearsals and classes will be held continuously every month.

July 2019

HYS FY20 begins; our two-week Pacific Music Institute summer festival commences.

Aug 2019

Weekly rehearsals for some HYS programs begin (Symphony Program, Combo)

Sept 2019

Rehearsals in full swing (adding Academy Program, Music in the Clubhouse).

Deadline for HYS Financial Aid applications.

Enrollment deadline.

Oct 2019

A projected 450 students enroll.

A FREE community concert occurs.

A service-learning project occurs.

Nov 2019

Community concerts continue; Service-learning projects continue.

Dec 2019

At least 5 FREE concerts (Community and "Listen & Learn") are held.

Service-learning projects pause, due to the business of holiday schedules.

Jan 2020

Service-learning projects resume; Core program rehearsals resume.  
Marketing & recruitment for the next season (FY21) commences.  
Registration & auditions for the Pacific Music Institute commence.

Feb 2020

A service-learning project occurs.  
At least one FREE community concert is held.  
Youth Symphony I travels to a neighbor island for two days of community service.  
Some FinAid awards are disbursed.

Mar 2020

A service-learning project occurs.  
Audition applications for next season (FY21) begin.

Apr 2020

A service-learning project occurs.  
At least two FREE community concerts are held.

May 2020

A service-learning project occurs.  
At least one FREE community concert is held.  
Auditions for FY21 begin.

June 2020

The Summer Strings program, projected to have 18 class sessions in June, begins.  
Students selected for FY21 audition-based programs are notified.

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

The primary stakeholders in this request are HYS students and teachers who either attend educational concerts with their students or host outreach concerts in their schools. Both of these groups will be surveyed for satisfaction and quality assurance. Additionally, our artistic faculty, led by our full-time Music Director, monitor student learning and progress throughout the year. Musical instruction requires a continuous feedback loop, and providing/responding to feedback is one of the hallmarks of a well-run music program. Weekly staff meetings ensure communication across departments. Monthly meetings by the Board of Directors and board committees ensure regular opportunities to evaluate results. Finally, an annual leadership retreat (attended by board and staff leadership, and often led by an external consultant), has proven to be an excellent forum for open discussion, strategy, and aspiration.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency).

- Quantities of enrolled students, new students, participating counties, schools represented, activities (rehearsals, community concerts, service-learning projects) planned and executed, contact hours spent by students conducting service-learning projects.
- Dollars raised for statewide programs, and the quantity of annual fund donors.

- Dollars expended for financial aid and scholarship awards; the quantity and percentage of awardees vs. applicants; the makeup of awardees, with regards to programmatic (skill level), gender, and other diversity measures as appropriate.
- Customer satisfaction surveys following major concerts or events.



**IV. Financial**

1. See attached for the following:
  - a. Budget request by source of funds
  - b. Personnel salaries and wages
  - c. Equipment and motor vehicles
  - d. Capital project details
  - e. Government contracts, grants, and grants in aid

2. Anticipated quarterly funding requests for the fiscal year 2020:

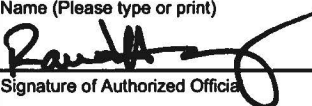
Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$38,341	\$28,841	\$36,340	\$19,840	\$ 123,362

3. Other funding sources being sought for FY20. We will be applying to numerous private foundations who have supported our general operations and programs in past years, including (but not limited to) ABC Stores, Cades Foundation, Cooke Foundation, McNerny Foundation, John R. Halligan Charitable Fund, Johnson Ohana Foundation, Al Sherman Foundation, and others. We also submitted a proposal for a City & County Grant-in-Aid.
4. List of all state and federal tax credits—NOT APPLICABLE
5. List of federal, state, and county contracts/grants/GIA—see attached.
6. Balance of unrestricted current assets as of December 31, 2018: \$1,512,179

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Youth Symphony Association

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	46,362		60,347	351,132
2. Payroll Taxes & Assessments				58,576
3. Fringe Benefits				48,000
<b>TOTAL PERSONNEL COST</b>	<b>46,362</b>		<b>60,347</b>	<b>457,708</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	15,000			5,000
2. Insurance				10,000
3. Lease/Rental of Equipment				2,000
4. Lease/Rental of Space				45,000
5. Staff Training				5,000
6. Supplies				8,000
7. Telecommunication				2,000
8. Utilities				0
9. Advertising/Promotion				20,000
10. Program Expenses	8,000		9,398	6,102
11. Concert & Rehearsal Facility Costs	10,000		9,910	13,125
12. Summer Sessions	20,000		15,139	200,000
13. Financial Aid Program	15,000		15,600	3,400
14. Accommodations, Inter-Island	6,000			2,000
15. Molokai String Workshop	3,000			2,000
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>77,000</b>		<b>50,047</b>	<b>323,627</b>
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>123,362</b>		<b>110,394</b>	<b>781,335</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	123,362	Carol Tsang <span style="float: right;">808-941-9706</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested	110,394			
(d) Total Private/Other Funds Requested	781,335	Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>1,015,091</b>	Name and Title (Please type or print) <b>Randall G. Wong, President</b>		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_\_\_Hawaii Youth Symphony\_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2019 to June 30, 2020

Applicant: \_\_\_Hawaii Youth Symphony Associati

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS	N/A					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant:       Hawaii Youth Symphony Association      

Contracts Total: 426,975

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b>	<b>CONTRACT VALUE</b>
1	FY20 City & County Grant in Aid	10/1/2019 to 9/30/2020	Department of of Community Services	Honolulu County	110,395
2	FY19 City & County Grant in Aid	10/1/2018 to 9/30/2019	Department of of Community Services	Honolulu County	101,310
3	FY18 City & County Grant in Aid	10/1/2017 to 9/30/2018	Department of of Community Services	Honolulu County	95,013
4	FY17 City & County Grant in Aid	10/1/2016 to 9/30/2017	Department of of Community Services	Honolulu County	79,200
5	SFCA 17-19 Biennium Grant	7/1/17-6/30/19	SFCA	State	15,720
6	SFCA 15-17 Biennium Grant	7/1/15-6/30/17	SFCA	State	16,337
7	FY17 MOCA Grant	1/1/17-12/31/17	MOCA	Honolulu County	9,000
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**V. Experience and Capacity**

**1. Necessary Skills and Experience**

HYS is the only music education nonprofit operating on Oahu at the scale and capacity required to meet the stated objectives. During the school year, our programs operate four days per week, with approximately 14 hours of contact time, and our administrative offices are open M-F, 9-5.

HYS has a 15-member Board of Directors, chaired by Richard K. Ing. Board committees oversee Fund Development, Finance/Investment, Strategic Planning, HR, & Governance.

Hawaii Youth Symphony has been in continuous operation since its incorporation in 1964. At present, its five full-time staff members all have, at a minimum, master’s degrees in relevant fields (music, finance, education, or some combination thereof) from accredited institutions. All part-time faculty have, at a minimum, bachelor’s degrees in music, music education, or the arts.

HYS is a member of the League of American Orchestras, the governing body which presides over youth and professional orchestras. HYS president Randy Wong is a member of the LAO’s Youth Orchestra Division board and executive committee, and chairs the Professional Development Resources Committee.

HYS will have received \$426,975 in government contracts between 1/1/17 and 9/30/2020. Please see attached list for details.

**2. Facilities**

HYS leases 1,900 sf of office space in the Varsity Building at 1110 University Avenue, Suite 200, Honolulu, HI 96826-1598. Our programs are held in facilities at partner organizations, such as:

Facility Name	Address	HYS’ Usage
UH Manoa Music Dept.	2411 Dole St., Honolulu	Weekly rehearsals, summer music festival
BGCH Spalding Clubhouse	1704 Waiola St., Honolulu	Weekly classes & rehearsals
Kaimuki Middle School		Weekly rehearsals
Niu Valley Middle School	310 Halemaumau St., Honolulu	Weekly rehearsals
McKinley High School	1039 S. King St., Honolulu	Summer music festival
Blaisdell Concert Hall	777 Ward Ave, Honolulu	Concerts
Maui Arts & Cultural Center	1 Cameron Way, Kahului	Concerts
War Memorial Hall	4191 Hardy St., Lihue	Concerts

These spaces were chosen for a number of reasons, such as their acoustical properties, ability to setup an orchestra, access to orchestral percussion instruments, or proximity to communities in need of music. Additional facilities for rehearsal, performance, and outreach are secured on an ongoing basis throughout the year.

**VI. Personnel: Project Organization and Staffing**

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Our leadership team and administrative staff, are experts in the field—not just in music education, but specifically, youth orchestra organizations. Youth orchestras present different challenges and opportunities than school programs; they convene students from dozens of schools, varied backgrounds, and learning styles. The staff is led by President (formerly executive director), Randy Wong. Mr. Wong has an EdM from Harvard University, attended Stanford's Executive Program for Nonprofit Leaders, and has a degree in music performance. Music Director, Dr. John Devlin, was previously Music Director and Conductor of similarly-tiered youth orchestras in Virginia, and has a Doctorate in conducting from University of Maryland. Operations Manager Aris Doike previously worked in youth orchestras in Dallas, and has a Master's in cello performance. Director of Finance/CPA Carol Tsang has a Master's in Finance from Vanderbilt University.

HYS believes strongly in the value of professional development for its team. It is known in the business community that professional development opportunities are among the most prized benefits for employees, especially in the Millennial generation. In addition to leadership development programs, HYS sends its administration team to management training sessions (e.g. SimplicityHR by Altres courses), fundraising/philanthropy sessions (e.g. National Philanthropy Day & Association for Fundraising Professionals), industry seminars (e.g. HANO, HawaiiBusiness, & Hawaii Gift Planning Council), recertification courses (AICPA, CFRE), and more. Professional development opportunities are guided by President Wong, in consultation with the Board's HR Committee.

HYS operations staff oversee a team of 25-30 volunteers, who monitor attendance and student behavior. HYS maintains a strict policy for attendance and behavior, so that all classes and rehearsals maintain a positive energy and safe environment for learning.

2. Organization Chart—see attached.

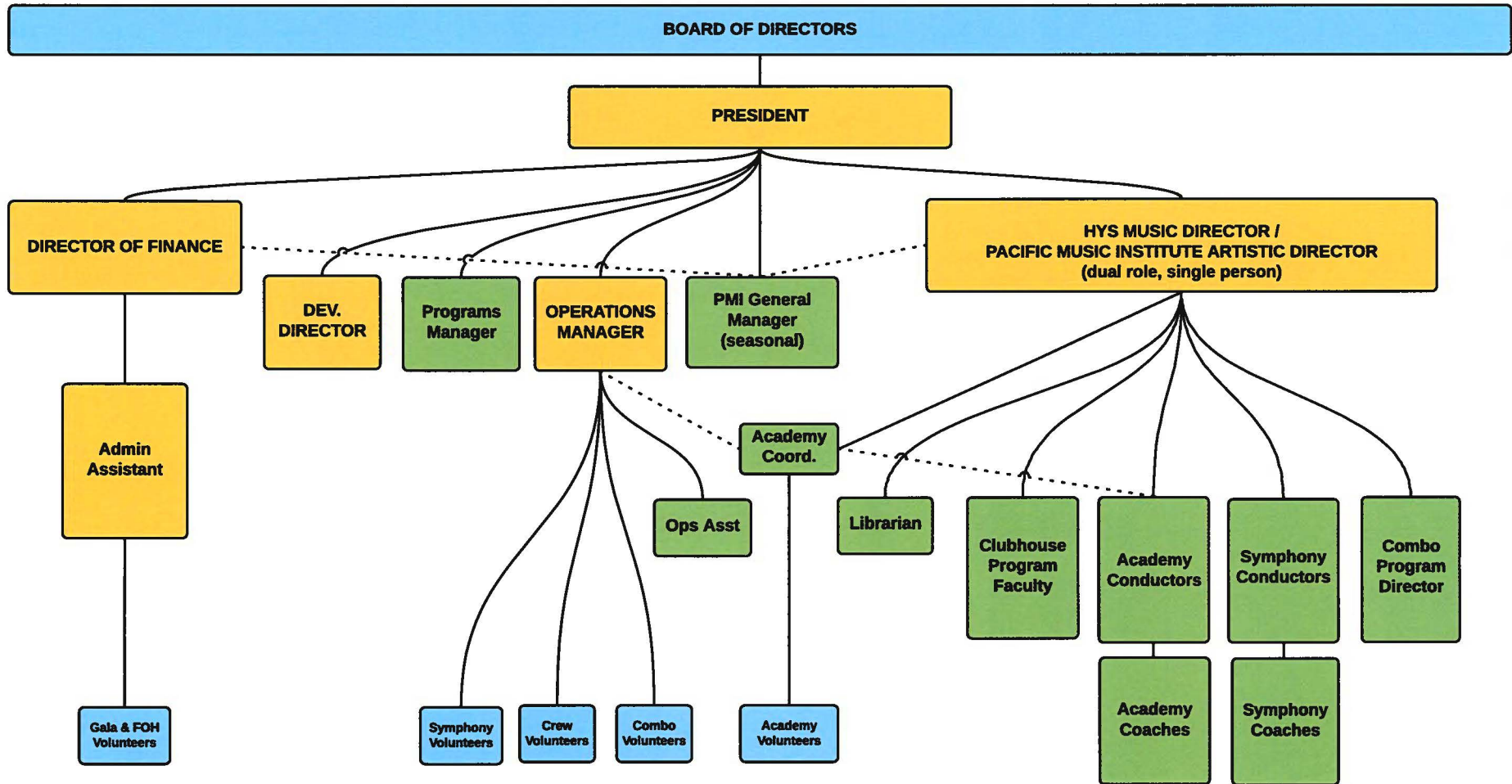
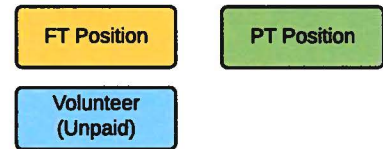
3. Compensation by Position Title

<b>Position Title</b>	<b>Est. FY2020 Salary Range</b>
<b>President</b>	\$96,000-106,000
<b>Music Director</b>	\$83,000- \$90,000
<b>Director of Finance</b>	\$66,500-\$70,000



### Org Chart (Projected FY20)

KEY:



**VII. Other**

1. Litigation—N/A
2. Licensure or Accreditation—N/A
3. Private Educational Institutions—N/A
4. Future Sustainability Plan
  - (a) Received by the applicant for fiscal year 2019-20, but
  - (b) Not received by the applicant thereafter

This GIA grant will allow HYS the flexibility to adaptively pilot new programs and outreach to neighbor island and under-resourced/rural communities in FY20, without having to dip into operational reserves. Our plan is to use the time and money gained through this grant to seek new donors, and share new outreach with current donors. Then, use that momentum in FY21 and beyond to continue these new programs. Our board has allocated \$100,000 from our operational reserves to fund programs for neighbor islands and under-resourced/rural communities in FY21. Out of respect for state taxpayers, we do not repeatedly apply for State GIA awards year after year.



Applicant Hawai Youth Symphony

### 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

 AUTHORIZED SIGNATURE      Randy Wong, President PRINT NAME AND TITLE      1/18/2019 DATE