

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
Honolulu Theatre for Youth

Amount of State Funds Requested: \$ 100,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Bus transportation for Title 1 Schools to HTY Productions on the Neighbor Islands* and Oahu.

(*For Molokai, in lieu of bus transportation support, HTY requests funds to help underwrite the cost of reduced priced admission for Title 1 students on that island because HTY tours to schools on Molokai so buses are not required.)

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 100,000-PENDING: City GIA

Private/Other: \$ 10,000-FOUNDATIONS

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 602,969

Unrestricted Assets:

\$ 786,146

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation

Other Non Profit

Other

Mailing Address:

1149 Bethel Street, Suite 700

City:

State:

Zip:

Honolulu

HI

96813

Contact Person for Matters Involving this Application

Name:
REBECCA DUNNING

Title:
Managing Director

Email:
manager@htyweb.org

Phone:
808-839-9885 x 703

Federal Tax ID#:

State Tax ID#


Authorized Signature

REBECCA DUNNING, Managing Director

Name and Title

1/15/19

Date Signed

received
1/17/19 9:51 am PR

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

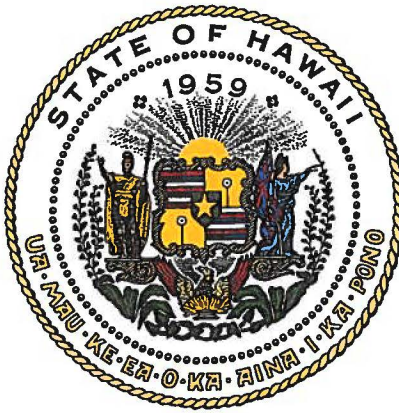
REBECCA DUNNING

Managing Director

PRINT NAME AND TITLE

1/15/19

DATE



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

HONOLULU THEATRE FOR YOUTH

was incorporated under the laws of Hawaii on 05/04/1959 ; 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 15, 2019

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:

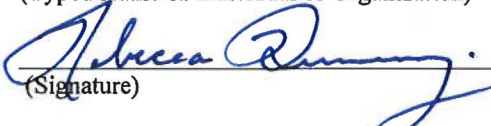
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Honolulu Theatre for Youth

(Typed Name of Individual or Organization)


(Signature)

1/15/19

(Date)

Rebecca Dunning, Managing Director

(Typed Name)

(Title)

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.

2. Declaration Statement

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

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](#))

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 mission of Honolulu Theatre for Youth (HTY) is to produce professional theatre and drama education programs that make a difference in the lives of young people, families and educators in the State of Hawaii. HTY is dedicated to serving all young people in Hawaii, regardless of their geographic, social, cultural or economic background.

Founded in 1955, Honolulu Theatre for Youth sees its two areas of work, PROFESSIONAL THEATRE and DRAMA EDUCATION as deeply entwined, and approaches its work with a unified vision. As the only professional nonprofit theatre in the State and the largest independent provider of arts education in Hawaii, the company has long played a leading role in the region and continues to partner with organizations across many fields, including government agencies, foundations, local and national nonprofits and almost every educational institution in the State from Universities to preschools.

Annually, HTY produces 6-8 plays, and drama education workshops that benefit 100,000 people. Now in its 64th season, "Our Stories," HTY has already taken audiences statewide on theatrical adventures from the jungles of the Philippines to the slopes of Mauna Kea. In fact, on just one day this fall, HTY had 7 performances of 3 different productions on 3 islands, in addition to HTY teaching artists in classrooms at 4 different schools. On that single day over 2,500 students experienced the excitement and creative nourishment that comes from HTY programming.

2. The goals and objectives related to the request;

HTY requests funding to provide bus transportation for children from Title 1 schools (poor/needly families) to attend HTY productions. Funding will pay for bus transportation to HTY productions on Oahu and the Neighbor Islands. (**For Molokai, in lieu of bus transportation support, HTY requests funds to help underwrite the cost of reduced priced admission for Title 1 students on that island because HTY tours to schools on Molokai so buses are not required.*)

Students are identified by their participation in free and reduced lunch programs and are considered Economically Disadvantaged. By providing bus transportation funding for children from Title 1 schools to attend HTY productions, children who might not otherwise be able to attend HTY productions will have that opportunity. HTY plays are targeted to meet the Standards and Benchmarks of the DOE, and HTY's work helps fill the gap left by Hawaii public schools' limited resources for arts education programs.

Children that could gain the most from exposure to our productions are often prevented from participating due to economic barriers. One of the biggest ongoing challenges that faces HTY is keeping the cost of our programs low enough so that all children in Hawaii regardless of economic resources or geographic location can participate in the arts.

For the past 10 years, HTY and the children of Hawaii were fortunate to have a powerful sponsor in Target. Target provided HTY with \$50,000 annually to help fund transportation for field trips for Title One Schools. Target has changed their philanthropic focus and no longer funds buses for field trips. For 2018-19 HTY received a City GIA (\$75,000) and a State GIA (\$75,000) for bus funding. Currently we are successfully conducting the 2018-19 program to distribute the bus funds for Title 1 schools. The 2018-19 State GIA grant will provide funding through November 30, 2019. The funds requested in this application will be used from December 1, 2019 through December 31, 2020.

In Hawaii, 63% of the DOE schools statewide are considered Title 1 Schools, and if we cannot continue to assist with bus funding, many, many students will be unable to participate in field trips, including those to HTY. We already receive more requests for funding assistance than we can support and the requests have increased over the years.

HTY is committed to keeping ticket prices affordable for all students so we charge only \$6 per student for school performances that cost \$20 per person to produce. Students who qualify for free or reduced-cost lunch receive a further discount and pay only \$4.50 for admission. HTY's annual budget is geared toward covering the cost of creating, designing and producing the plays. However often times the cost of bus transportation exceeds the cost of HTY tickets. To help underwrite the additional transportation cost and to ensure that Title 1 students have the opportunity to attend live theatrical and educational performances, HTY seeks financial support from the community.

3. The public purpose and need to be served;

Hawaii is one of the most culturally diverse states in the nation. Unfortunately, the cost of living in Hawaii is consistently ranked the highest in the nation. The income gap between the rich and the needy is widening more and more each year. The Study of the Financial Struggles Facing Working Families in Hawaii (March 2016) revealed "nearly half of Hawaii residents are living pay check to pay check" which corresponds to the high percentage Title 1 schools in Hawaii.

The DOE's Title 1 Schools for SY 2018-19 showed 63% of the DOE schools statewide were considered Title 1. The Oahu average of Title 1 Schools is 55% and it is even higher for Neighbor Island Schools, 98% of Hawaii County Schools, 68% of Maui County Schools and 69% of Kauai County Schools are considered Title 1 Schools. (This is the most current report.)

Hawaii Appleseed Center for Law and Economic Justice states, "The educational system in Hawaii remains one of the most crucial institutions available to help low income and immigrant children achieve an equal opportunity to create successful lives for themselves and their families." However Hawaii students are not succeeding equally and there are persistent gaps in achievement between students. In September 2018 the DOE released results of its STRIVE-HI annual performance metric. The report stated that schools saw strides in English and literacy proficiency, but math scores remained insufficient, 42% of students met math proficiency targets which is the same percentage as in the two previous seasons. Meanwhile, "high need" students continue to perform well below their peers. The DOE says "high need" students include those who are economically disadvantaged, in Special Education and English Language Learners. Just 39% of Economically Disadvantaged Students achieved the Language Arts Proficiency, and it was even lower at 29% for the Mathematics Proficiency.

The STRIVE-HI report also cited chronic absenteeism as a concern. A Center for Disease Control and Prevention report notes that bullying and harassment appear to be particularly stubborn problems for Hawaii schools. In 2017 Hawaii had more middle-schoolers who thought about suicide compared with the national average, and also a higher number of high school students than the national average who said they skipped classes because they felt unsafe at school.

Access to the arts is critical to providing all Hawaii students with a well-rounded education that will enable them to succeed in the classroom and in their daily lives. Researchers conducted a 3 year study and evaluation in the “Children’s perceptions of live arts performances: A longitudinal study” (Early Child Development and Care, 176(6), 543-552) and found children exposed to live arts performances developed positive dispositions for shared cultural diversity, a deeper understanding of their own individual identity, and displayed playful engagement in learning. Researchers cite that live arts exposure increases the ability to see situations in new ways, relate past experiences to future events, and use non-traditional methods to overcome adversity and express original ideas.

4. Describe the target population to be served; and

HTY is requesting State of Hawaii Grant-in-Aid funds for bus transportation for Title 1 Schools to HTY Productions on Oahu and the Neighbor Islands*. HTY has requested funds from the City and County of Honolulu Grant-in-Aid program to support bus transportation for Title 1 Schools to HTY Productions on Oahu, State Grant-in-Aid funds will be used for Neighbor Island Title 1 Schools and to supplement the other funds raised for Oahu Title 1 schools.

*(*For Molokai, in lieu of bus transportation support, HTY requests funds to help underwrite the cost of reduced priced admission for Title 1 students on that island because HTY tours to schools on Molokai so buses are not required.)*

The target population to be served is best described from those who live in those areas and work with the target population – school teachers from Title 1 schools. Teacher’s feedback below:

- The HTY performances are a highlight excursion for my students. For many students HTY is the only live theatre performances they ever see in their lifetimes.
- We believe that children should be exposed to the performing arts. In this age of high-stakes testing and national standards in reading, writing, math, and science, we cannot lose sight of the importance of the arts.
- Technology today is often so impersonal. It lacks the human touch. A live performance brings people together.
- Honolulu Theatre for Youth always puts on great productions that make it enjoyable and fun for the kids to be a part of. This particular play, SHOCKA: The Story of Energy and Hawaii was filled with real life issues that we in Hawaii face today. It integrated a lot of science, social studies, and health standards. All of these reasons is why HTY's productions add value to my students' lives.
- I think HTY opens their minds to things that they wouldn’t experience otherwise. Since there are not a lot of places that we could go, and Hawaii island is such an isolated place, there aren’t much opportunities for our students to learn more, first hand. HTY really makes the students think about the issues that are brought up, and makes them want to learn more!

- Thank you very much for bringing your production to Kona. This may be the only opportunity for many children to experience live theatre.
- Just having a theatre performance for our isolated school is not just valued but vital. When will our students from Molokai have an opportunity to see a live performance? The students will remember the songs, facial expression, as well as the moral of the story. It is where books come alive.
- For many Molokai students this is the only live theatre they are exposed to. The creative team at HTY presents current problems facing Hawaii in a way that's entertaining and informative.
- HTY is invaluable to students on Maui where affordable, age appropriate theater shows are in shortage. Students may not have the opportunity to attend live theater if not for HTY. Theater has the ability to make complex ideas accessible to young children. It makes learning fun, enjoyable and memorable.
- If HTY is willing to have more shows on Kaua'i, and it's cost effective, I am sure we would love to go more than once a school year.
- We are so grateful at Kanuikapono for the \$\$ assistance we received for the buses and transportation. Thank you for supporting small community charter schools!!
- I loved having a chance to get a bus grant. That helped out a lot, especially for our demographic.
- My students would not be able to attend a play/performance without the bus grants and funds from the school to supplement the costs. It's great for students to see a live action performance instead of just a movie or video. Live action is an entirely different experience.
- Thank you for the bus grant. Our school is considered a low economic status school, so the students are not able to afford much more than the entrance fee, and the teachers do end up paying for the students who cannot.
- The bus grant was a blessing for our students to make the trip more affordable. We greatly appreciate the opportunity to receive the grant.
- We are appreciative of the bus grants, but we could definitely use more funds to subsidize the cost of play and bus.
- Our students live in extreme poverty and although we were able to receive bus grants and some monies from the school, a few students could not attend due to the cost (\$2).

5. Describe the geographic coverage.

Honolulu Theatre for Youth's performance home is Tenney Theatre, a 300 seat theatre located on the grounds of The Cathedral of Saint Andrew in Downtown Honolulu. HTY has been at this site for 13 years. Oahu school audiences are bussed in daily (Monday - Friday, 2 school shows/day) and family audiences (Opening night and Saturdays) attend the weekend performances. Annually, HTY tours 2-3 of its plays to theatres, school gymnasiums, school cafeterias and community halls on the five Neighbor Islands, and at preschools and libraries statewide.

HTY has been touring to the Neighbor Islands since 1966. During that time, the majority of Neighbor Island schools have participated in HTY's educational theatre programs. HTY programs are a vital resource for Neighbor Island schoolchildren who lack access to the educational and cultural opportunities that are available to Oahu children. In fact for many Neighbor Island students, contact with HTY programs provides them with their sole exposure to live professional theatre. HTY works with schools, libraries and the community to ensure that students on all islands are provided quality educational theatre programs that enhance their learning experience.

Our 2018-19 Fall Neighbor Island Tour began on October 15, 2018 and concluded November 19, 2018. 41 performances reached 12,731 students, families and teachers from 54 unique schools, throughout the islands of Oahu, Kauai, Hawaii, Maui, Molokai and Lanai.

We anticipate the 2019-20 Neighbor Island Tour will be held in similar venues to our 2018-19 tour. HTY generally holds Kauai performances in the Kauai Community College Performing Arts Center but it was under repair for 2018-19. The 2018-19 venues are listed below:

Oahu – Tenney Theatre

Molokai – at various Elementary Schools

Maui – Iao Theatre

Kauai – Kauai War Memorial Convention Hall

Kamuela, Hawaii – Kahilu Theatre

Kailua-Kona, Hawaii – Aloha Performing Arts Center

Hilo, Hawaii – University of Hawaii Hilo Performing Arts Center

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;

HTY is in constant contact with local teachers to discover the work relevant for each grade level. In Spring 2019, the HTY School Reservations Manager will mail out the HTY 2019-2020 Season Brochure and Teacher Reservation Form directly to schools. Throughout the rest of the school year he is engaged directly with teachers and school coordinators, collecting feedback, addressing all of their questions and concerns about attending a HTY production. During the reservation process, he collects all requests for transportation assistance and distributes the funds based upon a fair and equitable process.

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

Fall 2019: When we receive State of Hawaii GIA award notice, we will announce to qualified schools that assistance for bus transportation is available and applications will be distributed.

The program start date will be December 1, 2019 and funds will not be utilized until December 2019 as we have an active State GIA which runs through November 30, 2019.

December 2019 - December 2020: Bus grants will be awarded to schools who apply based upon a fair and equitable process. Funds will be distributed to bus companies contracted by the awarded schools. Evaluation forms will be collected from teachers which will gather their feedback, the benefits gained and the impact on their students' experiences at the performances.

December 2020: Data will be compiled and evaluated.

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

Records of attendance, evaluations of every production by teachers and participants and formal discussion with key stakeholders are at the core of our evaluative process. A successful program will prove useful to the teacher, engage a family in spirited discussion or prompt further investigation. In addition to tracking the attendance numerically we also depend on testimony from participants, teachers and partnering organizations to provide us with qualitative feedback.

We will track the Title 1 Schools attendance data and provide the number of students who participated. We will also collect evaluation forms from teachers which speak to the students responses to the productions.

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.

It is our best estimate that \$100,000 will help cover the cost of 275 BUSES for approximately 16,500 Title 1 School Children on Oahu and the Neighbor Islands and provide them with the opportunity to experience a live professional theatrical performance. HTY plays are targeted to meet the Standards and Benchmarks of the DOE.

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.

FY 2020

Quarter 1 (Jul-Sept 2019)	Quarter 2 (Oct-Dec 2019)	Quarter 3 (Jan-Mar 2020)	Quarter 4 (Apr-June 2020)	
* see note	*\$10,000	\$15,000	\$15,000	

FY 2021

Quarter 1 (Jul-Sept 2020)	Quarter 2 (Oct-Dec 2020)	Quarter 3 (Jan-Mar 2021)	Quarter 4 (Apr-June 2021)	Total Grant
\$10,000	\$50,000			\$100,000

*NOTE: The program start date will be December 1, 2019 and funds will not be utilized until December 2019 as we have an active State GIA which runs through November 30, 2019.

The budget is based on the average cost of a bus (\$350) and average number of students per bus (60). We have distributed the funding by District based on these requests. The time line for distributing funds is based on our production schedule, more funding is allocated in those months where we have more performances scheduled. As the cost of buses varies on distance traveled, there may be some adjustment needed as the requests come in from schools located in various geographic areas. By providing funding for buses we will ensure that students statewide will have the opportunity to enhance their educational experience with exposure to the arts.

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

Alexander & Baldwin, Inc., Atherton Family Foundation, Bretzlaff Foundation, Cades Foundation, Cooke Foundation, Elsie H. Wilcox Foundation, First Hawaiian Bank Foundation, Friends of Hawaii Charities, George N. Wilcox Trust, HCF Family Literacy Fund, HCF Lanai Community Fund, HCF Robert Black Fund, HEI Charitable Foundation, HMSA Foundation, John R. Halligan Fund, Johnson Ohana Charitable Foundation, Jhamandas Watumull Fund, Julia Temple Davis Brown Foundation, Kaiser Foundation Health Plan, Inc., McInerney Foundation, Samuel & Mary Castle Foundation, The Schuler Family Foundation, Shubert Foundation,

Sidney Stern Memorial Trust, Ulupono Initiative, The Ward Village Foundation, Zilber Family Foundation, City & County of Honolulu GIA, State Foundation on Culture and the Arts, National Endowment for the Arts, State Department of Health (DOH) Office of Public Health Preparedness, DOH Healthy Hawaii Initiative (HHI), City Department of Environmental Services and private donors.

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 2020 for program funding.

	FY 2016-2017	FY 2017-2018	FY 2018-19	FY 2019-20
National Endowment for the Arts	\$45,000	\$35,000	\$35,000 (pending)	Will apply Feb 2019
NOAA Marine Debris	\$4,025	n/a	n/a	n/a
SFCA PD	\$22,000	\$22,000	\$22,000	Pending New Grant Application 3/2019
SFCA POL	\$20,000	\$17,500	\$17,500	Pending Contract Renewal
SFCA BG	\$11,564	\$10,233	\$10,829	Pending New Grant Application 3/2019
DOH Public Health Preparedness	\$25,000	\$30,000	\$35,000	Pending Contract Renewal
DOH HHI	\$14,500	\$14,500	\$14,500	Pending Contract Renewal
DOH Safe Drinking Water	\$14,500	n/a	n/a	n/a
DLNR CWRM	\$5,000	n/a	n/a	n/a
State GIA	n/a	n/a	\$75,000	
City Dept Environmental Services	\$42,000	\$47,500	\$40,000	Pending Contract Renewal
City MOCA	\$10,000	Discontinued, replaced by CITY GIA	Discontinued, replaced by CITY GIA	Discontinued, replaced by CITY GIA
City GIA	n/a	n/a	\$75,000	Applied pending

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

The Total Net Assets as of 12/31/18 is \$786,146.

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.

Founded in 1955, Honolulu Theatre for Youth annually serves over 100,000 children, families and teachers on all 6 major islands. HTY presents plays for Hawaii youth based upon our 64 years of experience, direct feedback from stakeholders and the constituents we serve. Each play is designed for specific age groups of children so that teachers and parents may select plays appropriate to the interest, need and focus of their children. Teachers frequently request plays that include classic literature, multicultural folktales, Native Hawaiian content and sustainability issues.

The State of Hawaii Data Book Section 7.41 Recreation and Travel/Performing Arts for Oahu lists the major theatres on the island. HTY consistently produces the largest number of performances and reaches the largest number people which is not just a measure of our success, but sets the bar in the industry.

Deeply rooted in the cultures and people of the Pacific, HTY is best known for its long history of innovative drama education programming and the creation of original theatrical work. With a resident company of professional artists and educators, it is one of the largest employers of professional artists in Hawaii. HTY's artists and educators work both from their home in urban Honolulu on the island of Oahu and travel to the most rural communities on the Neighbor Islands (Kauai, Maui, Molokai, Lanai and Hawaii Island.) This dedication to serving all young people in Hawaii, regardless of their geographic, social, cultural or economic background is a core value of the company.

As stated earlier for the past 10 years, Target provided HTY with \$50,000 annually to help fund transportation for field trips for Title One Schools. We are requesting funds to continue this program.

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.

Oahu – Tenney Theatre

Molokai – at various Elementary Schools

Maui – Iao Theatre

Kauai – Kauai Community College Performing Arts Center

Kamuela, Hawaii – Kahilu Theatre

Kailua-Kona, Hawaii – Aloha Performing Arts Center

Hilo, Hawaii – University of Hawaii Hilo Performing Arts Center

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.

HTY is led by a three person Management Team who work with a board of directors that provides overall organizational guidance and leadership. HTY has a paid staff of 21 and approximately 100 volunteers.

Artistic Director Eric Johnson's over 20 years of professional theatre production experience includes 13 seasons at HTY. Managing Director Rebecca Dunning is concerned with budgets, finances, contracts, tour logistics and personnel, and has worked in nonprofit management in Hawaii for over 30 years. Director of Drama Education Daniel A. Kelin II holds a MFA in Child Drama from the University of Hawaii and has headed HTY's Drama Education Department since 1987.

The School Reservations Manager is the staff person directly involved with scheduling the schools to attend HTY performances and receives and processes requests for bus transportation assistance. The Managing Director supervises the School Reservations Manager. The School Reservations Manager position description is listed below.

School Reservations Manager - A full time position responsible for scheduling and reservations for school performances and support for family performances and special events.

School Reservations

- Assist Artistic Director, Production Manager, and Managing Director to plan the next year's season brochure and promotion materials
- Organize and supervise school brochure/teacher guide distribution. Prepare teacher packet contents, mailing labels, delivery routes, and reservation forms. Supervise volunteers with collating, packet assembly, mailing and delivery
- Schedule all school performances for Oahu and Neighbor Islands for Preschool through High School grades
- Point of contact for teachers and school contacts
- Process and enter reservation requests for school performances
- Schedule American Sign Language Interpreters for School and Family performances
- Prepare and maintain school performance schedules
- Distribute School Schedules to HTY Box Office coordinator, House Manager, and Stage Manager and provide them with regular updates
- Prepare and distribute Confirmation and Attendance forms to schools
- Administer Bus Grant Program
- Maintain school database, edit database forms, and design new layouts using Filemaker Pro
- Field incoming calls and emails from teachers and school administrators

General Office & Box Office

- Assist Office Manager with maintaining office supplies and equipment (postage meter, photocopier machine)
- Monitor and distribute incoming faxes using an online program
- Monitor online ticket sales and manage online credit card processing interface
- Supervise Box Office Coordinator and provide additional support for performances as needed
- Reconcile School and Family box office reports after each performance
- Maintain School and Family box office totals and attendance numbers for accounting and grant reporting purposes
- Provide back up support for family box office ticket sales
- Respond to outside requests for gift certificate donations for auctions and special events
- Other duties as assigned

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.

Please see attached

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.

Managing Director \$65,000.⁰⁰

Artistic Director \$65,000.⁰⁰

Drama Education Director \$65,000.⁰⁰

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.

N/A

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.

N/A

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.

N/A

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.

HTY has developed a diversified funding base and continuously seeks new sources of funding for programs. Approximately half of HTY's annual budget is earned through admissions and tuition; the other half is contributed by foundations, individuals, and businesses. HTY is currently researching other funding sources from both government and private sources to help subsidize transportation for Title 1 schools to attend HTY's educational productions.

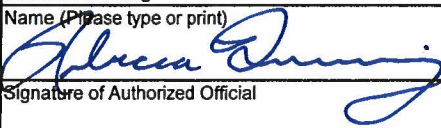
In a world where diversity is threatened and many young people will encounter struggles and hardships either personally, at school or in their surroundings, there is a clear need for engaging, creative conduits to raise awareness in the community. By productively engaging with hard topics and areas of vulnerability early in life, young people build resilience, and hopefully may find better solutions to the problems of today. This is where theatre excels.

The State of Hawaii's support of HTY's programs is mutually beneficial. The State's support helps HTY fulfill its mandate to provide quality educational theatre programs for all Hawaii children and also addresses the State's objective to support the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas in the State of Hawaii.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Honolulu Theatre for Youth

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	5,000		16,955	
2. Payroll Taxes & Assessments	1,100			
3. Fringe Benefits	1,300			
TOTAL PERSONNEL COST	7,400		16,955	
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. BUS TRANSPORTATION	92,600		83,045	10,000
10.				
11.				
12.				
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14.				
15.				
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17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	92,600		83,045	10,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	100,000		100,000	10,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Rebecca Dunning 808-839-9885 x 703		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	100,000			
(d) Total Private/Other Funds Requested	10,000	Signature of Authorized Official Date		
TOTAL BUDGET	210,000	Rebecca Dunning, Managing Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Honolulu Theatre for Youth

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Schools Reservations Manager	1	\$37,000.00	20.00%	\$ 7,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				7,400.00
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Theater for Youth

Contracts Total:

324,829

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	"HOME OF THE BRAVE" - Production (pending	FY 2019	National Endowment for the Arts - US		35,000
2	State of Hawaii GIA - Bus Transportation for Title 1 Schools Neighbor Islands and Oahu	FY 2018-2019	State Foundation on Culture and the Arts-HI		75,000
3	Professional Development for Classroom Teachers Program Support	FY 2018-2019	State Foundation on Culture and the Arts-HI		22,000
4	Poetry Out Loud - Hawaii	FY 2018-2019	State Foundation on Culture and the Arts-HI		17,500
5	Statewide Tour	FY 2018-2019	State Foundation on Culture and the Arts-HI		10,829
6	Plan conduct & evaluate a PREPARE NOW production for elementary school aged youth	FY 2018-2019	Department of Health-Hawaii		35,000
7	Scriptwriting & professional performance of a theatre piece to promote healthy eating & active living	FY 2018-2019	Department of Health-Hawaii		14,500
8	Recycling Performance Development, Workshop and Theater Performance	FY 2018-2019	Department of Environmental Services - City		40,000
9	City GIA - Bus Transportation for Title 1 Schools - Oahu only	FY 2018-2019	Department of Community Services - City		75,000
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Honolulu Theatre for Youth Organizational Chart

