

**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:
African American Diversity Cultural Center Hawaii Obama Hawaiian Africana Museum

Amount of State Funds Requested: \$ 121,577.00

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

Requesting funds for a Deputy Museum Director (DMD) and Operation expenses (rent, utilities, supplies, acid free material for archives etc). The DMD will work with founder/volunteer director in transition planning and review successes and challenges of the organization. The transition of leadership offer unique opportunities for renewal and growth. In addition, transition assessment planning is vital for broadening the organization capacity and future sustainability that allows for a healthy executive transition.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ 125,400.00
County: \$ 62,480.00
Private/Other: \$ 0

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 0
Unrestricted Assets:
\$ 21,000.00

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:

1311 Kapiolani Boulevard, Suites 203/207
City: State: Zip:
Honolulu Hawaii 96814

Contact Person for Matters Involving this Application

Name: Deloris Guttman	Title: President/Museum Director
Email: obamamuseum@aadcch.org	Phone: 808-597-1341

Federal Tax ID#: [REDACTED]	State Tax ID# [REDACTED]
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Deloris Guttman
Authorized Signature

Deloris Guttman, President/Museum Director
Name and Title

January 13, 2020
Date Signed

received
01/13/2020 76

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 October 1997 under the auspices of the African American Diversity Cultural Center Hawaii. The museum operates exclusively for charitable and educational purposes with Internal Revenue Certification Section 501(c)(3) determination for nonprofits.

The museum represents an amalgamation of diverse cultural heritages (Pacific Islanders, Hawaiian Africana, Portuguese, Puerto Ricans, Hawaiians, Filipino and a mixture of Asian Americans). In addition, the museum's collection consists of all aspects of island history, including colonization through plantations, militarization of the islands and the tourist economy to engage audiences with its main focus on youth in schools.

In 2017, the Museum received \$62,480 from Honolulu City Council to hire its first employee (program specialist) for the in-school Hawaiian Africana Youth Enrichment Program (HAYEP). We serve two high schools (Campbell and Radford) and Moanalua Middle (past seven years).

2. The goals and objectives related to the request;

Funds requested to underwrite Operations to hire a Deputy Museum Director (DMD) and overhead expenses (rent, utilities supplies etc.). Since the organization's inception twenty-three years ago, the founder has been a volunteer administrator and president at the board of directors' directive and assistance. H&G Koa Enterprise LLC has underwritten overhead head expenses.

The volunteer administrator plans to step aside to continue her research and publish archival data findings about the Hawaiian Africana early settlers and their descendants. During the transition, she will work beside DMD to review successes and challenges of the organization. The transition of leadership offers unique opportunities for broadening the organization capacity and sustainability that will lead to a healthy executive transition.

3. The public purpose and need to be served;

The Obama Hawaiian Africana Museum fills a gap overlooked about Africana people's contributions to all phases of Hawaii's development before 1778. The

44th U.S. President Obama, born and raised in the islands is the conduit to empower and educate youth pre-K to 12.

4. Describe the target population to be served; and

Youth pre-K to 12, general population and tourist.

5. Describe the geographic coverage.

Oahu (main area), Big Island, Maui, Kauai, Molokai and Lanai

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.

1. Describe the scope of work, tasks and responsibilities;

Measurable outcomes: Deputy Museum Director strengthens the capacity of the museum to expand the community outreach program to neighbor islands; visibility in the community; increase resources for sustainability; and utilize university student interns for labor needs.

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

Upon funding: 1st and 2nd Quarters, leadership transitioning.

3rd and 4th Quarters, restructuring the existing fundraising team's role and responsibilities in collaboration with board of directors.

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 board of directors' fiduciary responsibility to monitor and evaluate new leadership.

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' fiduciary duties to provide the State with any changes should one occur.

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. 30,394
 - 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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
30,394.00	30,394.00	30,394.00	30,394.00	121,577

The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2021.

Honolulu City Council GIA - \$85,000
Institute for Museum & Library Sciences - \$50,000
Friends of Hawaii Charities - \$7,500

3. 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

4. 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 2021 for program funding.

Honolulu City Council GIA - \$62,480 (2017-2018)
Institute for Museum & Library Sciences - \$125,400 (2019-2021)

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2019.

BALANCE SHEET

Period: January 1, 2019 – December 31, 2019

Beginning Balance		Ending Balance
Grant Checking	\$11,277	\$1,965
Regular Checking	30,459	54,920
Savings	21,093	21,097
TOTAL ASSETS	\$62,829	\$77,982
	LIABILITIES	
- 0 -		- 0 -
NET TOTAL ASSETS	<u>\$62,829</u>	<u>\$77,982</u>

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.

The applicant has been conducting the day-to-day business of the organization for twenty-three years. The organization has received two federal grants totaling \$175,000. One GIA grant from Honolulu City Council for \$62,480.

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.

The Obama Hawaiian Africana Museum is located in the Hawaii National Bank Building, 1311 Kapiolani Boulevard, Suites 203/207, Honolulu, Hawaii 96814. We have occupied this space since 2000.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

CURRICULUM VITAE

Deloris Guttman

Education

1981 University of Hawaii – BS in Psychology, minor in business administration
2015 MA Graduate Museum Studies; Preservation Certificate; National Trust Historic Preservation Diversity Scholar; Jean Charlot Collection Intern, University of Hawaii

1970 – Studied at the University of Pennsylvania

Work Experience

2008 to Present – Full Time volunteer Museum Director, Obama Hawaiian Africana Museum

2003-2004 – Collaborator with Waipahu Association & Community Service for At Risk Program addressing Pacific Islanders, Filipinos and Native Hawaiians.

2000 to 2007: Educator, Diversity Literature Specialist, Tutors children and adult in reading, ESL and Math. Hawaii Multicultural Learning Center

1990 - 1999: Literature Specialist & Literature Workshop Presenter
Hawaii Multicultural Learning Center/Children's Books. Conducted multicultural literature workshops with teachers and school librarians throughout the State of Hawaii, and diversity curriculum workshops for early childhood teachers in preschools on the Big Island, Oahu, and Maui.

1990 – Hawaii Children's Bookworld Showroom Sharing Literature.

1992 University of Wisconsin at Madison Distance-learning program—Specializing in Children's Literature.

1977—1989: Volunteer Coordinator/Marketing. University of Hawaii, Cancer Research Department

1973—1977 Rehabilitation Counselor, Goodwill Rehabilitation Center.

1970—1973 Grants Administrator, University of Pennsylvania, Research Department.

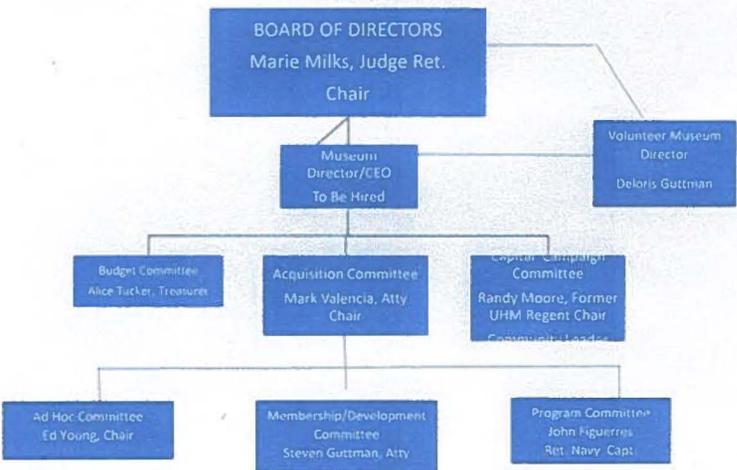
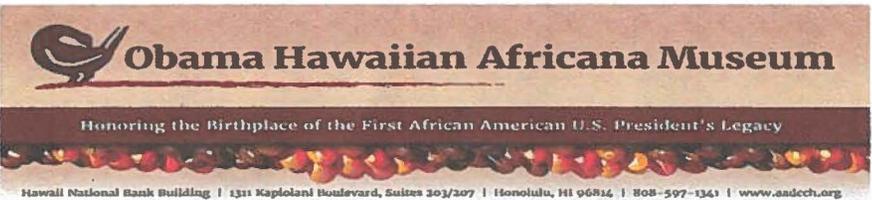
Awards

Cited in Marquis Publication 1978-79 "Who's Who of American Women. Received an Achievement Award from the YWCA Richard Street for serving as a board member. Received a Certificate of Recognition for Equity Forum sponsored by the Hawaii Department of Education, a Certificate of Completion for participating in a 5-day Tribes Training sponsored by the Department of Education. Received seven (7) Honolulu Marathon Certificates, Certificate for Participation in the Forum On Public Schools, and numerous community recognition awards.

Volunteer Work

Volunteer reading coordinator for the Zonta Club of Honolulu community outreach in schools: Waipahu Elementary, Honawai Elementary and Palolo Elementary.
Kaahumanu Elementary School, 1973 to 1976. Served on the YWCA Board of Directors, 1977 to 1981. Job Corps director 1982-85.

2. Organization Chart



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.

There are no paid directors, officers, or employees

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.

None

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.

See Section 42F-102 and 42F-103

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 2020-21 the activity funded by the grant if the grant of this application is:

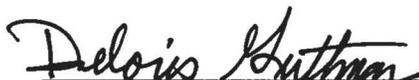
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter

The board of directors' strategic plan includes a major fundraising campaign with an interim goal to acquire \$500,000 for stabilization of the museum operation. The campaign consist of corporate gifts, foundation, grants, Celebration of Obama Month in August including Obama Walk and end with formal dinner and auction at a Waikiki hotel.

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

DELORIS GUTTMAN,
PRESIDENT/MUSEUMDIRECTOR
PRINT NAME AND TITLE


DATE

**State GIA Fiscal Year 2020
Grant Application Proposal Prepared**

by: Obama Hawaiian Africana Museum

CERTIFICATIONS

- 1. Certificate of Good Standing**
- 2. Declaration Statement**
- 3. Public Purpose**



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 the State 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: January 06, 2020

Catherine P. Awah-Coleman

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, 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.

Obama Hawaiian Africana Museum dba African American Diversity Cultural Center Hawaii
(Typed Name of Individual or Organization)

Deloris Guttman
(Signature)

January 13, 2020
(Date)

Deloris Guttman
(Typed Name)

President/Museum Director
(Title)

Application for Grants

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

Section 42F-102 and 103

2. Declaration Statement

In accordance with Section 42F-103 Hawaii Revised Statutes, the **Obama Hawaiian Africana Museum** complies with federal, state, county statutes, rules, ordinances, to conduct the activities and provide the services for which the grant is requested and/or awarded. Including #1, #2, #3, #4.
#4b - #1 and #2; #2c - #1 and #2.

3. Public Purpose

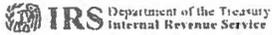
In accordance with Section 42F-102, the grant proposal complies with (1) Obama Hawaiian Africana Museum dba African American Diversity Cultural Center Hawaii. (2) The public purpose for the grant – The grants will have a lasting, meaningful impact on empowering students' lives and educate the public about the history and contributions about Hawaiian Africana people.

4. Section 42F – Hawaii Revised Statues

Operating
Type of Business Entity: 501(c)(3) Non-profit Corporation
Amount of Request \$121,577

The purpose for the request is hire a Deputy Museum Director (DMD) and operation expenses (rent, utilities, supplies, acid free materials for archival records etc.). The DMD will work with the founder/volunteer director in transition planning.

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 EO
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 (808) 597-1341 Hours 9am - 4pm

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

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Obama Hawaiian Africana Museum dba African American Diversity Cultural Center Hawaii

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	75,000	36,000	0	111,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits	20,577	7,427	0	28,004
TOTAL PERSONNEL COST	95,577	43,427		139,004
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	15,600	0	0	15,600
5. Staff Training				
6. Supplies	8,000	0	0	8,000
7. Telecommunication	2,400	0	0	2,400
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	26,000			26,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	121,577	43,427		165,004
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	121,577	Deloris Guttman 808-597-1341		
(b) Total Federal Funds Requested	43,427	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Deloris Guttman</i>		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official 121		
TOTAL BUDGET	165,004	Deloris Guttman, President/Museum Director Name and Title (Please type or print)		

received
01/13/2020

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Obama Hawaiian Africana Museum dba African An

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

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, 2020 to June 30, 2021

Obama Hawaiian Africana Museum dba African A

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
Not Applicable						
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Obama Hawaiian Africana Museum dba African American Diversity Cultural Center Hawaii

Contracts Total: -

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