

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.

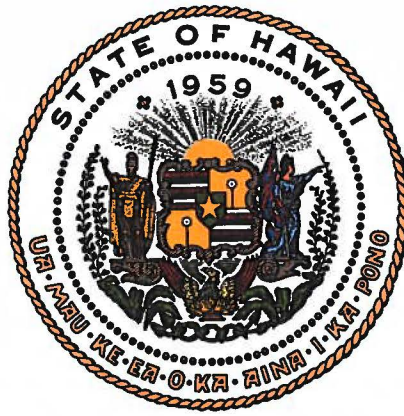
- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries 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

DEENA DRAY, EXECUTIVE DIRECTOR
PRINT NAME AND TITLE

1/15/2020
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

DIAMOND HEAD THEATRE

was incorporated under the laws of Hawaii on 04/17/1944 ; 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 07, 2020

Catherine P. Owa-Cole

Director of Commerce and Consumer Affairs

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

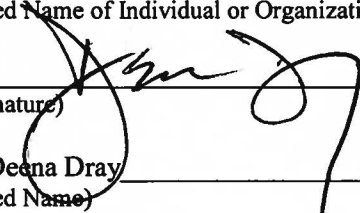
The undersigned authorized representative of the applicant certifies the following:

- 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.

Diamond Head Theatre
(Typed Name of Individual or Organization)

 (Signature) 1/15/2020 (Date)

Deena Dray (Typed Name) Executive Director (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, 2019.

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](#))

Diamond Head Theatre will use this grant for public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

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;

Diamond Head Theatre is the Broadway of the Pacific, producing the best live community theatre in Hawaii and advancing the theatre arts through the most comprehensive performing arts education for toddlers to octogenarians.

Founded in 1915 by New England missionary families, DHT is the third oldest, continually-operating community theatre in the nation. Once known as Fort Ruger Theatre, it was built in the 1930s as a USO movie theatre. It has been minimally upgraded over the years, but essentially is the same structure that the Army turned over to the State of Hawaii in the early 1950s. The State then leased the theatre to the Honolulu Community Theatre, which became Diamond Head Theatre in 1990.

Our community depends on DHT to provide quality experiences in three primary areas:

Theatre Production

DHT offers six theatrical productions each season to over 50,000 theatre-goers. DHT presents the latest musicals, plays and traditional favorites, most of which cannot be staged anywhere else in Hawaii with quality commonly compared to Broadway productions. Starting at \$15 for full-view seats, ticket prices are affordable to ensure the greatest possible accessibility. DHT also offers free previews to non-profit organizations that work with underserved communities. In addition, DHT offers signed productions and hearing devices for the hearing impaired, and described performances for the visually impaired.

Arts Education

DHT provides the most comprehensive musical theatre education program in the state. Annually serving more than 1,200 students, demand regularly outpaces capacity, with waiting lists for classes. Classes cater to all levels, from the absolute beginner, to the accomplished thespian, with ages ranging from 4 to 80 years. DHT offers an expansive curriculum with more than 25 different classes each semester including Acting for Children and Adults, Stage Combat, Baby Ballet, Silver Stars Dance for Seniors, Flamenco, Hip-Hop, Broadway Vocal, Musical Theatre, and more.

Two hallmark programs include the Shooting Stars, a 45-member performing arts troupe comprised of the state's most talented rising stars, who perform at community events throughout Oahu; and the Musical Theatre Experience (MTE) summer camps that annually serve nearly 100 students who, in a few short weeks, learn to produce breathtaking final performances that include comprehensive sound, sets and costumes. Enrollment for these very popular summer camps fill within the first hour of open registration.

Additionally, DHT is home to a mentorship program with ASSETS School where DHT staff mentor students who work in the scene shop. Given the declining state of arts education in our public schools, DHT fills a growing gap in our community with its quality, comprehensive educational programs accessible to all demographics.

Community Building

Community Building is central to DHT's mission. DHT shows are cast, built and produced with the help of hundreds of volunteers who contribute their time, talent and energy under the guidance of our small theatre staff. Working with more than 600 volunteers (the majority of whom are senior citizens) each year, DHT is a community endeavor. Volunteers fuel everything we do, and people are astounded by DHT's consistent professional-quality productions largely driven by volunteer efforts, including our actors. Seniors, a long-underserved population, also have a home at DHT. Whether they are taking tickets, sewing costumes or working in our gardens, the 65-and-over crowd is not only welcomed, but valued.

DHT also offers free preview tickets to community groups to expand arts exposure in underserved populations. Community partners include Keiki O Ka `Āina's Supporting Families Affected by Incarceration (SFAI) Program, Child and Family Service, HUGS, Muscular Dystrophy Association, Boys & Girls Club, Big Brothers Big Sisters, Helping Hands Hawaii and the Domestic Violence Action Center. DHT has collected powerful testimonials from participants speaking of how these theatrical opportunities provide welcome respite for participants.

2. The goals and objectives related to the request;

The goal for the current phase of the capital project is to prepare the site and construct the new, safer Diamond Head Theatre. DHT has completed its planning process, received its pre-permits from the City & County and is awaiting approval of the final building permits. Permits were submitted during the latter half of 2019 and early indicators project permit approval by summer 2020, when DHT will be prepared to break ground. The project's three primary objectives are:

1) A 21st Century Theatre. Our plans call for a theatre that will mount better productions and eliminate constraints that the current building places on artistic staff. The new theatre will allow DHT to capitalize on its full stage-craft competencies with more sophisticated sets, smoother scene changes, new lighting and sound design for the 21st century and beyond. The new building will offer better working environments for artists who currently dress and rehearse in extremely tight, cramped spaces. It will also expand scene and costume shops for DHT's carpenters and seamstresses to work at their optimal capabilities. Audience capacity will remain close to the current 500-seats, and the new theatre will provide a better guest experience with more comfortable seating, additional restroom space and a better-quality experience from the moment guests walk through the entry.

2) Expanding Educational Opportunities. The new facility will allow for immediate expansion of DHT's educational programs. People already know and love DHT's educational programs, but limited space has put classes in competition with rehearsals. Lack of space is limiting DHT's education programming growth, forcing staff to turn away students and families in search of quality arts education. The new education wing will provide separate spaces for education and rehearsals, allowing DHT to immediately expand its educational offerings by doubling its current capacity to meet demand.

3) Improve A Sense of Community. Physical space is significant to an organization's culture and community development. The presence of a new theatre will not only bring an improved, revitalized sensibility to the Diamond Head district, it will also bring an even greater sense of pride and unity to DHT's own community of staff, volunteers and theatre-goers. The facility will change the lives and work of so many. A successful project will further develop the community-building that DHT has fostered and cultivated over the past century. A new theater will be the result of a community coming together to support an icon that has strengthened our communities for more than 100 years and will continue to do so for future generations.

3. The public purpose and need to be served;

DHT's physical theatre has reached the end of its usable life. Built in 1930, it was never meant to support the robust programs and activities happening today. While the DHT community has more than doubled in size, the physical space has remained static, having been only minimally upgraded over the years. In a significant state of age-related dilapidation, the building has, for years, needed major renovations. While management has shored it up, decay is outpacing upkeep efforts. The building is run-down, and space is insufficient for class offerings with several programs being held outdoors or at other venues.

The goal of this capital project is to build a new theatre to meet the growing needs of our community which includes the 1,200 students, ages 4 through 80 years, who annually enroll in DHT programs as well as the 50,000 theatre-goers from around the state, of all ages, who attend DHT's shows each year. The facility will also improve backstage conditions for the hundreds of actors and artists who fill DHT's stages each year and work under extraordinarily tight, substandard conditions.

The benefits of a new theatre extend well beyond DHT's immediate constituent base. It has broader impact on our entire state. The arts draw residents. It has been well documented that symphonies, museums and theatres are critical elements to creating a desirable and livable city. Cultural activity can be transformative; enriches and improves the quality of life. DHT significantly adds to the well-being of our communities by consistently offering accessible entertainment and quality arts to anyone who is interested--whether on stage, in the audience, in a class or as a working volunteer. And as a small business, our theatre contributes to the state's economic engine by running our \$2 million in annual transactions concurrent with various vendors filling nearby restaurants and businesses with theatre-goers.

Arts education is also necessary to a well-rounded education. Countless studies proving the valuable benefits of arts education to academic and leadership achievement have been conducted, especially for children. Yet arts programs, particularly the performing arts, are still highly underfunded in our schools, especially when compared to core subjects. With shrinking performing arts programs in our public schools, DHT provides high-quality, out-of-school art alternatives for young people that have become increasingly more important to filling gaps in our public school system.

4. Describe the target population to be served; and

Annually, DHT directly serves:

- 1,200 students, ages 4 through octogenarians, through its education programs.
- 50,000 theatre-goers, ranging in age from toddlers to centenarians.
- people with hearing loss by providing interpreted performances.
- the blind or visually impaired by providing described performances.

- theatre enthusiasts who attend free post-show discussions that give the public opportunities to talk with the creative forces behind each production.
- students with special needs through its mentorship program with Assets School.
- various community organizations through service performances by its Shooting Stars. Students regularly perform at community events throughout Oahu for audiences that total in the thousands.
- underserved populations and diverse socio-economic groups through offerings of free show previews. DHT works with school students, staff from other community theatres, and clients from nonprofit organizations to enjoy the wonders of the theatre. Nonprofit partners include Muscular Dystrophy Association, Boys & Girls Club, Big Brothers Big Sisters, Helping Hands Hawaii, the Domestic Violence Action Center and Keiki O Ka `Āina's Supporting Families Affected by Incarceration Program.
- 600 volunteers a year, the majority of whom are senior citizens who come to DHT to engage in a welcoming place that improves the quality of life for them and the community in which they live.

5. Describe the geographic coverage.

DHT has statewide impact, though largely populated by Oahu residents. Last year alone, students in DHT's youth programs represented 41 schools on Oahu and Kauai. Sixty-three percent of those schools are public or public charter schools. Seventy-nine percent of DHT's students live in urban Honolulu; nearly 10% are from Windward Oahu; more than 5% are from the North Shore; 4% come from West Oahu/Waianae Coast; and 6% live in Central Oahu/Leeward communities. Patrons, as identified by their zip codes, also come from all over the island.

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;

As the premier community theatre in the state that offers the broadest curriculum of performing arts education, the new Diamond Head Theatre will be a gathering place to convene people around the theatrical arts. It's a place to practice and showcase theatre and perpetuate it through high-quality educational offerings. The theatre and all it offers raises the quality of life and the overall well-being of a full community. The new theatre will be a welcoming place, accessible to anyone interested in exploring and enjoying the theatrical arts, regardless of financial conditions, age or social support structures.

Measurable outcomes for the overall project are:

- 500-seat audience chamber providing more comfortable seats and an improved audience experience
- A fly loft that provides safer transition of sets, expanding the creative possibilities for set designers and carpenters
- Larger backstage areas to accommodate and create grander, larger sets and to increase student mentoring capacity, and ensure safer passageways for actors
- Dedicated rehearsal space that eliminates time conflicts with educational programs
- Dedicated and increased studio space for education programs, nearly doubling education capacity
- More storage for sets and larger carpenter space
- More efficient space for costume storage and operations leading to faster, easier access to costumes and better preservation of costumes and wigs.
- More opportunities to offer space to non-profits; small chamber orchestras, etc. which will increase the availability of performance venues, a long-held need in the state

Ultimately, the responsibility for the completion of the project rests with the DHT Board of Directors. They are supported by an Executive staff who manage the fundraising, financial outlays, reporting, planning and visioning for the new facility. As part of the project costs, DHT has hired the necessary expertise to guide them through planning and execution of all aspects of the project. The facilities team is currently in the process of hiring a general contractor who will be responsible for the actual build-out of the project.

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

December 2019

Final construction drawings completed
Permit request submitted to Department of Planning & Permitting
Contractor pre-qualification process

January 2020

Contractor pre-qualifications reviewed and formal RFP issued to 5 contractors

February 2020

Contractor proposals due - 2/14/20
Interviews and proposal revisions

March 2020

Contract Awarded

May 2020

Permit approval expected

June 2020-August 2021

Ground-breaking
Site preparation and construction

September 2021

FF&E Commissioning and Equipment Installation

November 2021

Grand opening of new Diamond Head Theatre

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

To assure the plans meet the unique needs of the theatre, DHT has hired a nationally renowned theatre architect and design firm, Studio Red Architects of Houston, Texas. Additionally, we have on contract, a national theatre consultant, Schuler Shook, who has been working with us for over seven years and fully understands the needs of the theatre staff and stakeholders and assists to assure a top-quality project. Internally, DHT has run charrettes with the staff and Board to determine the best use of the space with respect given to the surrounding neighborhood. Community input has been sought through Neighborhood Board meetings and multiple community meetings held at the theatre during the planning phase.

A competitive bid process for a contractor began with a prequalification process before the full RFP was distributed. And a small pool of highly-qualified General Contractors has been invited to bid for the job.

The project manager, Andrew Tanton of Cumming, has a wealth of experience in large community projects and is overseeing and guiding the Board on planning and construction. Close monitoring and evaluation is the task of the Board's Facilities Committee which reports on progress monthly to the DHT Board of Directors. The Facilities Committee and executive staff are responsible for ensuring the project is completed successfully and within budget.

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.

DHT will report on payment of funds as they are made and corresponding sources of revenue. Each invoice submitted will be accompanied by a benchmark in sync with the timeline and construction plan.

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 2021.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$ 200,000	\$ 1,000,500	\$	\$	\$ 1,200,500

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

Individual Donors:	\$1,200,000
Foundations:	\$1,000,000
Corporations:	\$ 875,000
City & County of Honolulu	<u>\$ 125,000</u>
	\$3,200,000

DHT intends to fully match all State GIA funding with funding from other sources.

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 2021 for program funding.
 - \$450,000 State GIA funds for planning appropriated in 2016, encumbered 2017 and completely reimbursed 2019.

- \$250,000 State GIA funds for planning appropriated in 2018, request for payment submitted to DAGS and additional information provided; awaiting payment
- \$125,000 City & County of Honolulu GIA proposal submitted November 2019, awaiting decision

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

\$4,340,447

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.

DHT's Board, advised by the Facilities Committee, and Management Team are responsible for the successful completion of the project. DHT is governed by a 38-person Board that is passionate, enthusiastic and regularly involved in the theatre's work. One hundred percent of the Board has contributed to the capital project. Facilities planning and fundraising run on parallel tracks, coordinated and overseen by the Executive Director and Board.

Facilities Planning

Facilities Committee: This committee is comprised of architects, engineers, financiers/bankers and developers. It is chaired by Board member Colin Miwa, an attorney specializing in construction law. The committee has overlapping members with the Board's Finance and Executive Committees to ensure seamless fiscal oversight for the project.

Field Professionals:

Architects: Studio Red of Houston specializes in designing theatrical performing arts spaces. In 2015, Studio RED Architects received the AIA Houston Firm of the Year Award and celebrated 10 years in business. The Houston-based architectural firm has a reputation for design excellence in entertainment, commercial and worship facilities. Notable projects include performing arts centers such as the Texas Southmost College Music Education Building, The Alley Theatre, Midtown Arts and Theatre Center and LEED certified projects such as the LEED Gold City of Houston Permitting Center. Staying true to its mission, the firm has achieved its goal to become a different kind of architectural firm that offers clients the depth and experience of a large firm, with the direct principal involvement of a small firm. The firm is led by four partners and four

principals, with 20 design staff. Partners Pete Ed Garrett (founder) and Jared Wood are the architects working on the Diamond Head Theatre project. To date they have met DHT's budget and time constraints.

Theatre Consultants: Schuler Shook's Jack Hagler has over 30 years of experience as a designer, technician, contractor and consultant for a variety of assembly facilities. Project types include professional, educational, and civic theatres, hotel and convention facilities, houses of worship, theme parks, and sports/entertainment arenas. Jack's projects benefit greatly from his planning, design and project management services founded on broad experience and deep knowledge gained from working and designing a variety of assembly venues. Jack is continually broadening his knowledge of performing arts venue design and operation through his very active participation in the American Society of Theatre Consultants and the International Association of Venue Managers. Schuler Shook has been part of the DHT design team from the beginning of the project.

Project Manager and Owner's Representative: Cumming nationally has worked on more than 100 culture sector projects – including museums and galleries, performing arts centers, and memorials, among others – representing approximately \$1 billion in value. The company has a respect for the complexities of unique and highly customized building types, as well as for the expertise required to effectively manage the details of cost and construction. Whether assisting with the preservation of a historic theater, participating in the development of a ground-up museum, or helping to modernize a cultural arts center, Cumming takes great care to ensure that the vision of the owner and designer is preserved through all stages of design. Andrew Tanton, Managing Director of the Honolulu office, has experience in the construction industry dating from 1988. He received his training as a Professional Quantity Surveyor and is a Project Management Professional (PMP). Andrew's excellent preconstruction skills assist clients to make critical decisions about program, design, cost, and schedule issues early to mitigate the Owner's risk during construction. Through construction, Andrew represents the Owner, to finish projects on time and on budget, achieved through planning, managing project controls, and resolving disputes. Recent local project: PBS Hawaii. Andrew has been working with DHT on this project for the past 2.5 years and will see it through to completion.

Management Team: Executive Director Deena Dray leads 15 full-time and 4 part-time staff. Under her tenure, DHT has operated in the black for over 24 years. She is responsible for working with the Campaign Steering Committee and Campaign Communications Committee to lead a successful capital campaign. She also works with the Facilities Committee. Award-winning Artistic Director John Rampage, who has been with the theatre for nearly a quarter century, also works with the Facilities Committee to ensure all creative needs for the new theatre are met.

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.

Inadequacy and deterioration of the current facility have impeded growth and the theatre's ability to fully meet its mission. New facilities that are currently being developed will not only solve current deficiencies but will also increase capacity and improve stakeholder experiences. The Design has been vetted over the course of the last two years to assure its adequacy in furthering DHT's mission to provide live theatre and performing arts education programming.

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.

DHT's Board of Directors is ultimately responsible for the successful completion of the capital project. The Board is supported by an experienced and highly capable staff. Qualifications of key staff engaged in the project follow.

Deena Dray, Diamond Head Theatre's Executive Director holds a BA from the University of Massachusetts and has taken graduate business courses in both marketing and management at the University of Hawaii, University of Colorado and Stanford University. Prior to coming to DHT, Deena was the director of a statewide human service non-profit and before that, held a variety of marketing, business development and finance positions at First Hawaiian Bank. As Executive Director, a position she has held since 1995, Deena has successfully operated the theatre for nearly a quarter century—all twenty-four years posting a surplus budget.

John Rampage, Artistic Director, has been serving in this role since 1995, John has overseen more than 120 productions on the DHT stage. In addition to overseeing the selection of shows for each season, he selects the directors, musical directors, and designers for every production. He also serves as director of the Diamond Head Theatre Shooting Stars Program, training the future stars of DHT, Hawaii and Broadway. A 47-time Po'okela Award winner for excellence in the theatre, John is also the recipient of the Hawaii State Theatre Council 2006 Pierre Bowman Award. He oversees the artistic portion of the project, ensuring all design elements meet the artistic needs of the theatre.

Working closely with Deena and John to round out DHT's Leadership Team, Charmaine

Dipp, CFO and Business Director, has a Bachelor's degree in Accounting and Finance from the University of Hawaii and has 18 years of professional experience in both public and private accounting. This includes 3 years with a Big 4 Firm, 10 years working in non-profit organizations that include working on a capital campaign. Project financing is overseen by Deena and managed by Ms. Dipp.

Campaign Manager Melissa Chaltron was hired in August 2018 and manages communications, coordinates volunteers and events and handles day-to-day operations of the Capital Campaign. Prior to joining DHT, Melissa worked as the Program Director for the Aloha Medical Mission where she managed and developed programs for the free interim dental clinic, in addition to securing grants. Melissa has more than ten years of experience in the non-profit sector and has worked for organizations including Arthritis Foundation, American Diabetes Association, and the University of South Florida Foundation.

2. Organization Chart

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

All Board of Directors are volunteers; no compensation

Executive Director: \$130,000

Artistic Director: \$88,000

CFO & Business Director: \$80,000

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

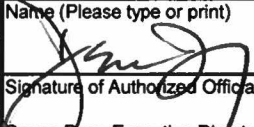
- (a) Received by the applicant for fiscal year 2020-21, but
- (b) Not received by the applicant thereafter.

A capital campaign has been in progress since 2014 to raise the funds necessary to complete the project. More than \$18,000,000 of the \$24,000,000 budget has been secured to date. While the Board and staff continue to focus on raising gifts at the leadership-level, plans are well on the way to launch a public campaign to raise the last portion of funds and invite the full community to join the efforts to build a new Diamond Head Theatre. Local and mainland funders have contributed to the campaign. As a contingency, the DHT Finance Committee is meeting with bank representatives to secure a potential mortgage to complete the campaign. This loan will only be exercised as a last resort if funding cannot be fully raised through grants and philanthropy, but ensures the project will have the necessary cash to succeed.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: Diamond Head Theatre

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				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
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				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,200,500	0	125,000	21,974,500
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,200,500	Deena Dray		
(b) Total Federal Funds Requested	0	808-733-0277 x301		
(c) Total County Funds Requested	125,000	Name (Please type or print) Phone		
(d) Total Private/Other Funds Requested	21,974,500			
(e) Total State GIA allocated FY16, FY17	700,000	Signature of Authorized Official Date		
TOTAL BUDGET	24,000,000	Deena Dray, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2020 to June 30, 2021

Applicant: Diamond Head Theatre

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				
JUSTIFICATION/COMMENTS:				

Not Applicable

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2020 to June 30, 2021

Applicant: Diamond Head Theatre _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Not Applicable

DESCRIPTION OF MOTOR VEHICLE	VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2020 to June 30, 2021

Applicant: Diamond Head Theatre

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	
	Pre 2018-2019	FY: 2019-2020	FY:2020-2021	FY:2020-2021	FY:2021-2022	FY:2022-2023
PLANS	480,960					
LAND ACQUISITION	-	-	-	-	-	
DESIGN	939,552	648,925				
CONSTRUCTION	15,313,400	1,680,180	1,200,500	3,100,000	432,911	
FURNITURE FIXTURES& EQUIPMENT				100,000	100,000	
TOTAL:	16,733,912	2,329,105	1,200,500	3,200,000	532,911	
JUSTIFICATION/COMMENTS:						
The first column covers time period pre FY2019; It includes funds raised between 2014-June 30, 2019 for this capital project.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Diamond Head Theatre

Contracts Total: 700,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State GIA - Planning	2015-2016	DAGS	State	450,000
2	State GIA - Planning	2018-2019	DAGS	State	250,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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27					
28					
29					
30					

Diamond Head Theatre Organizational Chart: 2019-2020

