

**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:

THE HONOLULU CHORALE

Amount of State Funds Requested: \$ 19,700.00

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

The Honolulu Chorale respectfully requests a grant of \$19,700.00 to assist with its anticipated operating budget. The Chorale's public purposes are to enrich lives by provide free access to and educate the public about a variety of music, to promote participation in community singing through the concerts. The Chorale also supports the community's musicians by providing performance opportunities and its local composers by providing opportunities for their works to be heard. These efforts help to keep the arts alive in the community, as well as inform and enrich our shared culture.

Amount of Other Funds Available:

State: \$ \_\_\_\_\_

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

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

\$ 14,999

Unrestricted Assets:

\$ 9,935.51

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:

P O Box 441  
City: Honolulu State: HI Zip: 96812

Contact Person for Matters Involving this Application

Name:  
Jack Suyderhoud

Title:  
Treasurer

Email:  
jsuyderhoud@icloud.com

Phone:  
(808) 342-6226

Federal Tax ID#:

██████████

State Tax ID#

██████████

*Jack P. Suyderhoud*  
Authorized Signature

Jack P. Suyderhoud, Treasurer  
Name and Title

1/17/20  
Date Signed

**received**  
1/17/20 cc 1:25 pm

Applicant

The Honolulu Chorale

## 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



PRINT NAME AND TITLE

Jack P. Snyderhond, Treasurer

DATE

1/17/20



## 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

THE HONOLULU CHORALE

was incorporated under the laws of Hawaii on 11 /25/ 966;  
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 13, 2020

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.

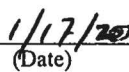
Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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.

The Honolulu Chorale

\_\_\_\_\_  
(Typed Name of Individual or Organization)

  
(Signature)

  
(Date)

Jack Suyderhoud

Treasurer

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## THE THIRTIETH LEGISLATURE APPLICATION FOR GRANTS

### I. Certification

- A. Certificate of Good Standing (please see attached.)
- B. Declaration Statement (please see attached.)
- C. Public Purpose: To contribute to and enrich the culture by providing free access to a variety of music; and promote an interest in music and community singing by choir members as well audiences by including sing-a-longs in concerts.
  - 1. Services to be supported by the grant: Engaging a music director and accompanist(s) and securing venues for rehearsals and performances; and upkeep of current choral music library and acquiring new music for further education.

### II. Background and Summary

- A. Background: Founded in 1966, the Honolulu Chorale, is one of the longest-performing community choruses in the State of Hawai'i. The Chorale sings a wide variety of musical styles including classical, folk, Broadway, gospel and Hawaiian music. The membership of the Chorale represents the multi-ethnicity of the state's population. Members come from all walks of life, come from different vocational and economic backgrounds, and span a wide age range. Their common bond is their shared appreciation for singing.
- B. Goals and Objectives related to request: In regards to the greater public, the Chorale's objective contribute to and enrich the culture by providing free access to a variety of music; and promote an interest in music and community singing by choir members as well audiences by including sing-a-longs in concerts. The Honolulu Chorale is one of the few community choruses that are presenting performances to the community in Hawai'i.

The Chorale also strives to provide members of the community with low cost opportunities to perform in a choral group and through this process, build and maintain community connections with each other and learn new skills and improve technique through participation as well as workshop, which usually are offered free to members of other chorales. Through their participation they engage their minds, bodies, and hearts, all of which support their ability to lead healthier lives and maintain social connections.

The main objective related to the request is to help fund the Chorale's major expenses – the costs of the venue, a music director and an accompanist – all of which are necessary for the Chorale to rehearse and perform successfully for their audiences. A secondary objective is to cover the cost of storing the Chorale's extensive library of music used for its performances.

- C. Public purpose and need to be served: In regards to the greater community, the Chorale's public purposes are to enrich lives by provide free access to and educate the public about a variety of music, to promote participation in community singing through sing-along during the concerts. Singing together has the potential to uplift singers and listeners alike and to bring them to a greater depth of feeling, and brings home that many voices can come together in harmony; that unity can be developed by a diverse group when they share a common goal.

The Chorale also supports the community's musicians by providing performance opportunities and its composers by providing opportunities for their works to be heard. These efforts help to keep the arts alive in the community, as well as inform and enrich our shared culture.

In regards to its members, the Chorale's public purpose is to build community and provide opportunities to learn choral singing and further musical skills through rehearsals and participating in public performances. In the past decade, interest in community choirs and singing has been accompanied by initiatives within the established music education community and professional music and arts organizations. Studies report that the most popular public arts activity for Americans is singing in a choir, and that more than 20 million adult Americans performed in public with singing groups. Performing and listening to music is intrinsic to all cultures and has benefits to one's health such as improving memory, physical coordination and development.

- D. Target population to be served: All members of the community, ages 12 and older.
- E. Geographic coverage: The Chorale accepts members from any member in the community who lives in the State of Hawai'i, providing he/she can attend rehearsals and performances as scheduled. In recent years, the Chorale has performed mainly on the island of Oahu. However, they also have performed on the neighbor islands and internationally.

### III. Service Summary and Outcomes

- A. Scope of work, tasks and responsibilities: The Chorale aims to provide two annual performances: a winter concert in December and a spring concert in May. The Chorale also hosts an annual Community Chorus Festival during the spring season. For each event, the music director selects the music; and conducts weekly rehearsals to ensure each singer is knowledgeable with their music and is ready to perform at the scheduled events. The accompanist is responsible for learning his/her accompanist part to assist with rehearsals and performances. The Chorale Board of Directors secures the venues for rehearsals and performances.
- B. Annual timeframe: For the fall season, rehearsals usually start on the 3rd Tuesday in August. Rehearsals are held weekly on Tuesday evenings. The season ends with the performance in December. The spring season starts usually on the 3rd Tuesday in January

of the following year. The Community Chorus Festival is usually held during the month of April and the season ends with a performance in May.

- C. Quality assurance and evaluation: A committee of volunteers oversees each event to ensure that the program scheduled is executed according to plan. The committee is in charge of printing programs, ushering, making sure that the venue is ready for the event, and hospitality. Evaluation is done by collecting anecdotal notes from both members of the Chorale and the audience to see how well the performance was done. The Board members also keep track of how many audience members attend each event.
- D. Measures of effectiveness: will be reported as follows –
  - 1. Duration of performance – if the Chorale kept to the schedule of when it stated each rehearsal and performance would start. And if the duration of the rehearsal and performances were appropriate, and whether there was an effective use of funds.
  - 2. Quality of performance.
  - 3. Cost
  - 4. Overall satisfaction of members of the Chorale and audience by evaluating anecdotal data.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2020 to June 30, 2021

Applicant: The Honolulu Chorale

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Contract Employee: Music Director	9,500			
2. Contract Employee: Accompanist	4,500			
3. Rehearsal Venue	2,400			
4. Performance Venue	600			
5. Library Storage	2,400			
6. Supplies	300			
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,700</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>19,700</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	19,700	Terry Higashi (808) 226-2868		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Signature of Authorized Official Date		
(d) Total Private/Other Funds Requested		Jack Suyderhoud, Treasurer		
<b>TOTAL BUDGET</b>	<b>19,700</b>	Name and Title (Please type or print)		



#### IV. Financial

A. Budget request by source of funds. (Please see attached.)

B. Anticipated funding requests for the fiscal year 2021:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$4,925	\$4,925	\$4,925	\$4,925	\$19,700

C. Other sources of funding that the Chorale may be seeking:  
McInerny Foundation, Hawaii Community Foundation

D. State and Federal tax credits: The Honolulu Chorale has not received any State or Federal tax credits.

E. List of grants received within the prior 3 years and will be receiving for fiscal 2021 program funding.

2017-2018 State Foundation of Cultural and Arts \$3,733.00

2018-2019 State Foundation of Cultural and Arts \$4,464.00

McInerny Foundation \$4,400.00

2019-2020 Hawaii Community Foundation \$2,000.00

F. Unrestricted current assets as of December 31, 2019: \$9,935.51.

#### V. Experience and Capability

Necessary Skills and Experience: For several years now, the Honolulu Chorale has presented a Winter and Spring concert as well as hosting a Community Choral Festival. All performances were free to the public. Past performances:

- 1) Winter Concert, December 11, 2016, Kawaiaha'o Church
- 2) Community Chorus Festival, April 30, 2017, Kawaiaha'o Church
- 3) Spring concert, May 20, 2017, Kawaiaha'o Church
- 4) Winter concert, December 10, 2017, Kawaiaha'o Church
- 5) Community Chorus Festival, April 29, 2018, Kawaiaha'o Church
- 6) Spring Concert, May 20, 2018, Kawaiaha'o Church
- 7) Winter concert, December 2, 2018, Sacred Hearts Academy Chapel
- 8) Community Chorus Festival, April 28, 2019, Sacred Hearts Academy Chapel
- 9) Spring Concert, May 19, 2019, Kawaiaha'o Church
- 10) Winter Concert, December 10, 2019, Sacred Hearts Academy Chapel

The Chorale rehearses currently at the Lutheran Church of Honolulu. The Chorale usually seeks venues at other locations for their performances. At this time, the Chorale is planning to secure Kawaiaha'o Church or United Methodist Church as possible spring term performance venues.

## VI. Personnel: Project Organization and Staffing

The Chorale does not have a paid staff. The music director and accompanist are contracted employees. All other work as administrative and clerical duties are done by the members of its Board of Directors, who are not be compensated for their work.

### Contracted Employees:

Job Description: MUSIC DIRECTOR

Supervised by: Chair of the Board of Directors

Purpose of Position: To develop and carry out artistic programming, collaborations and concerts that enhances the mission of the organization.

### Responsibilities:

- Promote the Chorus' focus on its mission:
  - Work with the Chorale, the Board, and volunteers to promote a positive atmosphere of community within the organization.
  - Network with other arts organizations, music directors, and community groups to increase the visibility of the Chorale and to encourage collaboration.
- Design, coordinate, and direct Chorus programming:
  - Design each concert performance including theme development and integration of guest artists, ensembles, soloists and visual elements.
  - Identify and hire workshop presenters for vocal clinics and other workshops.
  - Contract with technicians and musicians for each concert project.
  - Audition, select and coach soloists and small group ensembles.
- Provide supervision for music-related staff and volunteers:
  - Supervise the Accompanist.
  - Communicate regularly with section leaders regarding vocal issues, repertoire to cover in upcoming sectionals and other musical needs.
- Facilitate the work of the Music Committee
  - Identify concert themes and collaborations that support the chorus mission. Research appropriate music for the upcoming season.
  - Ensure that current season music is selected and purchased with the assistance of committee members.
  - Communicate with the Accompanist regarding the rehearsal list, tempos and other performance details for recording rehearsal tapes.
  - Secure new arrangements and performance rights where appropriate.
- Communicate regularly with the Chorus Board and other chorus leadership
  - Attend Board meetings and provide a monthly report to the Board.

Required Experience, Knowledge, Skills and Abilities:

- BA or Advanced Degree in Music with an emphasis in choral conducting or equivalent conducting experience (minimum 4-5 years).
- Experience conducting or working with a community-based chorus and with singers of various musical skills and experience.
- Interest in and commitment to embracing the mission the Chorale.
- Ability to offer strong leadership skills as well as to balance work within a team setting.
- Flexibility in working with a diverse group of volunteers and personalities.
- Strong communication skills, both written and verbal.
- An ability to work within electronic mediums: word processing, e-mail, internet and intranet.

Job Description: ACCOMPANIST

Supervised by: Music Director

Purpose of Position: To provide piano accompaniment for chorus rehearsals and concerts, and administrative tasks to assist the rehearsal process.

Responsibilities:

- The Accompanist for the Chorus is responsible for the following duties:
  - Accompany all Chorus rehearsals.
  - Provide piano accompaniment for all rehearsals, including:
    - Weekly evening rehearsals, approximately 6:30 – 9:00 pm.
    - Rehearsals with soloists in preparation for each concert as needed.
    - Dress and tech rehearsals.
    - Accompany for sectionals as needed.
- Accompany Chorus performances
  - Two major concerts: winter and spring; and Community Chorus Festival
  - 2 - 3 additional community performances per year.
- Meetings and communication
  - Meet as needed with the Artistic Director.
  - Provide other assistance as requested and agreed upon.

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by private or college-level training in piano and music theory and at least two years of experience as an accompanist.

Organization Chart

The Honolulu Chorale does not have any salaried staff members. All functions of the

Chorale are handled by volunteer committees:

- Fundraising/Development Committee: This committee is responsible for planning fundraising events, soliciting donations, sending gift receipts for donations, developing corporate sponsorships, managing the donor database, and applying for grants.
- Finance Committee: This committee is responsible for managing the annual budget, collecting member dues, paying contracted employees, handling business expenses and reimbursements, and doing the taxes.
- Music Committee: This committee choose programming, perform a musical analysis of the repertoire, find resources for singers to help learn their music, write program notes for concerts, maintain the music library, distribute music, write up and share musical notes, keep track of ensemble balance, manage voice placements, and coordinate the artistic vision of collaborative performances.
- Marketing Committee: This committee works in many areas of the chorus such as managing the website, monitoring and engaging with social channels, developing the chorus's brand, promoting concerts in local events calendars, designing posters and programs, distributing print and online materials, managing email marketing, and working with media and local organizations.
- Membership Committee: This committee welcomes new members and act as liaison between the membership and the board.
- Compensation: Only the music director and accompanist are compensated as contracted employees.

## VII. Other

- A. Litigation: The applicant is not involved in any litigation.
- B. Private Educational Institutions: The applicant does not plan to use the grant to support or benefit a sectarian or non-sectarian private educational institution.
- C. Future Sustainability Plan: The only sources of income for the applicant are grants and fundraising, including seeking donations from members; individuals, directly or through their donor advised funds; and organizations, such as foundations and corporations with matching gift programs. Whether or not this particular grant is received this year or in future years, fundraising efforts will continue. There are no dedicated or committed sources of income, such as an endowment, that provide on-going funding.