

**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: _____

Downtown Art Center

Amount of State Funds Requested: \$ 200,000

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

The Downtown Art Center proposes a one time request of \$200,000 to support the arts and culture community in the Chinatown Gateway Plaza. This money will be combined with private donations, local foundation grants and DAC earned income streams, in-kind goods and services and volunteers. The funds will be used to 1) convert four volunteers to salaried full-time and part-time administrative staff (50% of salary, taxes and fringe), 2) pay consultants/contractors, 3) help start-up and renovate two new creative maker spaces (7,500 sq ft) for pottery, and 4) the lease fee (common

Amount of Other Funds Available:

State: \$ 200,000

Federal: \$ _____

County: \$ 60,000

Private/Other: \$ 512,000

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

\$ 0

Unrestricted Assets:

\$ 10,000

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:

1041 B Nuuanu Avenue
City: State: Zip:
Honolulu HI 96817

Contact Person for Matters Involving this Application	
Name: Sandra Pohl	Title: Executive Director
Email: executivedirector@downtownarhi.org	Phone: 808 226-4787

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

Sandra Pohl, Executive Director

Name and Title

1-18-2022

Date Signed

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, 2021.

SEE ATTACHED

2. Declaration Statement

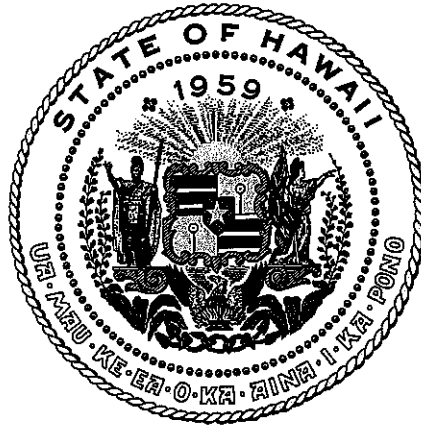
The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

SEE ATTACHED

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.

SEE ATTACHED



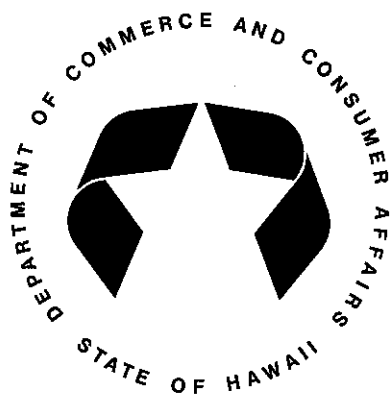
Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

DOWNTOWN ART CENTER

was incorporated under the laws of Hawaii on 02/16/2001 ; 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 18, 2022

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:

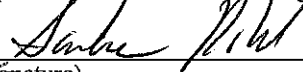
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

DOWNTOWN ART CENTER

(Typed Name of Individual or Organization)



(Signature)
SANDRA POHL

(Date)
1-18-2022
EXECUTIVE DIRECTOR

(Typed Name)

(Title)

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;

Downtown Art Center (DAC) was established in 2001 as the Honolulu Culture and Arts District by Bob Midriff to revitalize the Chinatown neighborhood through the power of creativity and the arts. DAC seeded the arts district Chinatown with positive arts and culture activities as a private sector initiative to the Federal Weed and Seed Program beginning in 2002. The programs were organized by DAC relying on collaboration of area nonprofits and businesses, volunteerism, local grant funds and donations. DAC started street festivals on Nuuanu Avenue, First Fridays, second Saturdays, third Thursdays and organized the neighborhood storefronts to include galleries, retail stores, bars and restaurants to participate in collaborative events and community cleanups to make the neighborhood cleaner and more vibrant. Beginning in 2019, DAC leases 11,600 square feet from the City and County of Honolulu in the Chinatown Gateway Plaza. DAC has established itself as the hub of the arts community in the Arts District/ Chinatown, providing art exhibitions, affordable offices and storage for arts nonprofits, classroom and events spaces.

2. The goals and objectives related to the request

The purpose of the DAC is to be the art and culture hub in the arts district/Chinatown
Goals and Objectives:

1. Increase the economic sustainability of the DAC
 - By the end of the first year, DAC will have 4 FTE administrative personal paid for through earned income streams and donations
 - By the end of the first year, DAC, will increase the earned income streams by 50%: room usage fees, classes, sale of art, consignment fees, gift shop, special events, fundraisers and donations to pay for expenses
 - By the end of the first year, DAC will have a minimum of six new special events
 - By the end of the first year, DAC will collaborate with six additional nonprofits
2. Establish Creative Makers Spaces
 - By the end of the first year, DAC will lease an additional 5800 sq ft in the Chinatown Gateway Plaza
 - By the end of the first year, DAC operationalize four community maker studios providing open studio time, classes, workshops and special events
 - By the end of the first year, DAC will develop communities of photographers, glass blowing and glass fusion, pottery artists to support the creative maker programs

3. The public purpose and need to be served

The DAC is the visual arts-based community center unifying 8 disparate nonprofit organizations, which in the past had to struggle with the challenges of and compete for limited exhibition space; affordable office, meeting, classroom locations and studio spaces; and limited Hawaii state and Hawaii-based foundation funding sources. Instead of each arts group fighting for its own survival, DAC's joint efforts unifies non-profit organizations operating within the shared community space/approach opens up a new path of jointly taking on more ambitious projects that benefit multiple arts entities versus just individual organizations with the same needs. This approach would also allow the DAC as the umbrella organization, to seek more ambitious funding and programming that could be supported not just by Hawaii state and Hawaii-based foundation grants but also to high profile national and federal granting agencies. In the past, each arts organization functioned on its own—mostly through volunteerism versus professionalism, which rarely led to the successful application for high-profile grants, which tend to be multi-year based as a means of helping organizations grow and become self-sufficient over time. Furthermore, through increased professionalism, the collaborating organizations should be able to improve their effectiveness in meeting their goals and in raising their profiles for more successful programs. The collaboration provides economy of scale advantages in space sharing, reduce duplication of expenses (rent, electricity, air conditioning), maximize and increase promotions of Hawaii arts community. The added benefit for the State of Hawaii is the diversification of the arts as diversified economic development and creative tourism strategies.

The shutdown of Linekona, the Honolulu Museum of Art-School of Arts, has created a vacuum for creative makers workspaces for pottery, photographic dark room, glass fusion, glass blowing, jewelry making and visual arts. This presents an opportunity for DAC to fill this void and expand its role in nurturing our arts organizations and community.

The spaces need to be renovated/updated to meet the specific needs of the arts groups. The six visual arts nonprofits committed in the space bring decades of expertise and experience as well as hundreds of community members who will participate in and support this endeavor. The Hawaii Potters Guild has been looking for a second location for several years—the maker space will increase participation as this space will accommodate more students and encourage new members. The Glass Fusion Collective, currently offers only one class and four open studio times at Temple Emanuel, will be able to expand their schedule. The photography and glass blowing community have no community studio to call home. These nonprofits and community groups have equipment, donors and volunteers committed to renovating the spaces, teachers ready to teach and students waiting for an opportunity. DAC will have the space and through careful coordination and collaboration will be able to retrofit the spaces to meet their needs.

This is an opportunity to help a community that is in need of economic and public support-particularly after the economic devastation that's been wrought by the COVID-19 pandemic.

DAC's successful establishment of the five commercial spaces in the Chinatown Gateway Plaza as the center of the arts community, would significantly raise the profile of the state's visual arts community to a national level, which in turn would generate and attract more national interest in and support of the Hawaii's visual arts. The DAC's combined community exhibition, creative maker spaces and class/event rooms benefits the larger community by offering a more diverse range of classes, exhibitions and events where the community could also come to appreciate and participate in the relationships and cross-overs between media. Such a communal center fosters also more collaboration between artists—whether in their own medium or across media, which in turn would improve the overall quality of visual arts in Hawaii.

4. Describe the target population to be served

The arts and culture nonprofit community and artists

Eight DAC charter arts organizations represent over 1000 artist members, plus their patrons, families, friends and followers. Together with DAC, their leadership is ready to collaborate to support the DAC and secure two additional spaces, plan for their optimal shared space usage, provide volunteer sweat equity and help with funding for the renovations and acquiring equipment. By participating in this project, they will be able to expand their respective art programs to attract more members to build art communities that do not currently exist. These organizations already support the DAC, have exhibits scheduled in the existing large exhibition space in 2022 and 2023 and look forward to expanded programs to share their art with the community.

Additionally, other arts and culture nonprofits are encouraged to use the facilities and pay affordable room usage fees to hold their exhibition spaces and workshop spaces. DAC reaches out to encourage music, performing arts, literary arts, dance nonprofits and artists to hold their events at the DAC.

General public

The DAC provide inclusive arts and culture opportunities for everyone providing learning and enrichment experiences for all ages from keikii to kupuna, for all skill levels from dabblers to skilled artists and all incomes. Residents and tourists of all ages can actively participate in activities that keep them socially engaged, healthy and active. Participants can choose a musical or theatrical performance and demonstration, learn about lei making or Ikebana, see dances from the Pacific, try their hand at bookmaking, or learn how to turn trash into treasures. Visual artists, musicians and performing artists will be on hand to guide their explorations. The programs will bring opportunities to see, hear, learn, and explore a variety of art forms, including painting, drawing, music, and theater, all at no or little cost. The art may be more formal and established, such as drawing, painting, or playing an instrument, or more casual such as doodling, karaoke, origami, slam poetry or performance art. This shared experience with participants and volunteers

of all ages provides an opportunity for community engagement where people can share and learn from each other.

Seniors

The DAC has experienced seniors to help establish the DAC. Seniors are recruited as volunteers, mentors, consultants and artist to teach and share their knowledge of the visual arts, music and performing arts. They will be paid for their services as artists. The DAC is a place for seniors to gather, make friends and contribute in meaningful ways, doing activities that contribute to their well-being and quality of life, keeping seniors healthy active and living in place for as long as possible.

Arts District Business Community

The storefronts: retail, galleries, nonprofits, bars and restaurants will benefit from the pedestrian traffic that comes to participate in the DAC activities. The DAC is a private sector initiative adding positive activities to the City's weed and seed program to revitalize Chinatown.

5. Describe the geographic coverage

The DAC is located in the center of Chinatown and the arts district, Honolulu, this area represents the lowest income group on Oahu. Our art exhibitions include artists from all over the State of Hawaii.

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

The DAC is submitting a proposal to support our economic sustainability:

- a) by hiring administrative staff to grow the art community, income streams, classes and exhibitions. Paid dedicated staff is necessary to provide the human structure that is necessary to develop the economic stability to increase the earned income streams, donation and grant writing to sustain and increase the DAC for the long-term.
- b) to develop the 1041-2A and 1041E Nuuanu Street spaces in the Chinatown Gateway Plaza into creative/art production spaces. These creative spaces will be dedicated to underserved art media including glass, ceramics and photography as well 2-dimensional arts. Spaces such as these are often termed "maker spaces" where local artisans skilled in specific media use to create their work, teach educational workshops geared to all ages, and provide a venue for the presentation and reception of art work created in the studio spaces. Honolulu is severely lacking in this capacity. Most major metropolitan cities have such maker spaces. The Meriam-Webster Dictionary defines a maker space as: "a communal public workshop in which makers can work on small personal projects." The Pratt Fine Art Center and the

Dallas Maker space in Texas are prime examples of what these flexible spaces can be. These work shop spaces have helped create momentum and revitalize communities.

The example of the DAC's opportunity to be the catalyst for the variety of arts community ripe for development is the development of a community of photographers (enthusiast and professional). Currently, there is no such community on Oahu. International known local photographer, Floyd Takeuchi proposes creating a physical home for the Photo Community to include a darkroom with two to three 35mm and one 4x5 enlargers, a sink with running water, and ventilation; a multi-purpose space for meetings/instruction, and, a studio space. The studio could also be leased to members. The photo dark room studio would be call The Ed Greevy Photography Center at DAC, after documentary photographer Ed Greevy, who documented most of the major "battles" fought in the Hawaiian rights/renaissance movement in the 1970s and on. Greevy has agreed to donate cameras and darkroom gear from his extensive collection which is now in storage. The Center would offer instruction such as An Introduction to Photography; Portrait Photography; Street Photography; Documentary Photography, Film Photography; as well as An Introduction to the Photographic Darkroom; Processing Film; Darkroom Printing. The Center would offer the courses on a fee basis, which would be used to pay experienced photo and darkroom instructors. The Ed Greevy Photography Center at DAC has scheduled their first annual juried show in the DAC exhibition space summer of 2023, that show would also features the retrospective work of iconic local photographers.

The Executive Director with an operational manager as an assistant, shall supervise staff and consultants, negotiate the spaces lease from the City and County of Honolulu. develop memorandum of agreements with the participating collaborative nonprofits, oversee the cleaning, renovation and build-out. The Creative Director will develop the arts programs with the niche art communities. The Communications Director will advertise, promote the classes and programs. Each creative arts maker spaces will be the responsibilities of the nonprofit or community leadership, to solicit and purchase the equipment of the studios. They will also design the classes and programs to and assure that the maker spaces are financially sustainable.

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

Pre Grant: March-June 2022

- *Negotiate with an affordable lease with the City and County of Honolulu for the 5 commercial spaces in the Chinatown Gateway Plaza responding to an request for business proposal (RFB)
- Negotiate and sign Memorandums of agreements with the nonprofits and community groups regarding the shared spaces
- Develop polices and procedures and more to operationalize the studios with the nonprofits

- Develop the space planning concept with architect to meet the needs of the creative maker studios and bring the spaces up to 2022 electrical, plumbing, lighting, venting codes
- Continue to write grants to foundations, corporations and donors to fund the build out of the spaces

In July- September 2022

- Hire DAC administrative staff
- Hire project manager consultant to coordinate the build out and integrate the new programs with the existing DAC structure
- Obtain the equipment necessary for each art discipline studios by donations or purchase
- Create joint fundraiser to support the DAC staff and the identified improvements
- Clean the indoor floors by removing the dirty carpets, waterproof and paint the floors.
- Clean the outdoor spaces and remove, clean and give away the abandoned property to other nonprofits or take to dump
- Hire the electricians, plumbers, venting, lighting contractors to performed the work as agreed upon identified work
- Build out the walls and paint walls as needed
- Install the donated equipment for the niche creative maker studios
- Purchase the equipment and furniture for the programs to include tables and chairs
- Schedule makers classes and workshop

In October-December 2022

- Open the creative makers space
- Hire teachers and monitors to run the maker studios
- Promote the DAC's new community creative maker programs
- Implement schedule of classes, and workshops in the various makers media
- Evaluate the staff positions and their efficacy

In January-June 2023 (ONGOING)

- * Organize special events through collaborations
- * Develop 3 additional collaborations nonprofits and/or community groups
- * Evaluate the maker space programs to maximize the space utilization
- * Evaluate the entire earned income streams
- * Develop a feedback survey for all collaborating agencies to provide information regarding how the DAC can improve services and create new programs to meet the needs of the artists constituents, students taking classes and visitors to the exhibits

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

The DAC is the destination location for Honolulu for the arts and culture in the HEART of the arts district attracting more vibrant businesses in the the area. The phase 3 project will help economically grow sustain the DAC and the 8 collaborating nonprofits

The expected outcomes at the end of the grant year are

- *Increase the number of commercial space rented from 3 to 5 in the Chinatown Gateway Plaza
- *Increase the number of new arts creative maker programs established at the DAC (5 programs)
- *Increase the number of collaborating nonprofit programs in the DAC (4 new nonprofits))
- *Increase the number of DAC art classes and events in the maker spaces (10 per week)

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.

Measured success by the end of the grant year surpass the 2021 overall DAC metrics

- *Increase arts and culture nonprofits participating and paying affordable room usage fees for their programs by 50%increase
- *Increase artists willing to pay the entry fees to be in DAC sponsored invitational art exhibitions and events by 25%
- *Increase earned income streams by 25%
- *Increase Number of art classes and workshops by 50%
- *Increase number of visitors to the arts exhibitions by 50%

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 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
50,000	50,000	50,000	50,000	200,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.

Atherton Family Foundation	20,000
FY 2023 City GIA	60,000

- 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.

NOT APPLICABLE

- 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 2023 for program funding.

NOT APPLICABLE

- 6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

Bank Balance as of December 31, 2021	\$81,365.97
committed funds for invoices to be paid January 1, 2022	-\$30,098.00
unrestricted current assets \$51,267.94	

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 DAC's first and second floor spaces are the arts anchors, positioning art, culture and creativity as central elements of sustainable economic development and creative tourism strategies. DAC provides arts and culture nonprofits spaces for their art exhibitions, classes and special events which, in turn, result in family-centered art and culture activities which are available to families of all income levels. Despite the 2021 COVID surges, the mandatory restrictions and the low exhibition visitor turnouts, the

DAC has developed earned funding streams which meet current expenses with an all volunteer staff and a marketing consultant.

In 2020, The DAC collaborated with 6 charter nonprofits: Hawaii Craftsmen, Hawaii Potters Guild, Hawaii Handweavers Hui, Hawaii Watercolor Society, Pastel Association of Hawaii. The agencies work together for the common purpose of promoting the visual arts. The DAC provides each nonprofits with special charter rates for room usage fees. They have access to moveable walls and pedestals to showcase their annual juried art shows and other special art shows. The nonprofits have shared information, volunteers and other resources to make their shows successful. They also use their social media platforms and mailing lists, newsletters and media contacts to promote their shows and the DAC.

The 6 DAC volunteer staff have over 150 years of arts and management experience. They collaborate with eight well established arts nonprofit organizations (each with 2-30 years providing services in Hawaii) The collaborating nonprofits add their reputations, networks, media contacts, resources, volunteers, donors and experience to the new opportunities available through the DAC. This collaboration has resulted in a world-class exhibition space as well as affordable office, meeting and classroom/events spaces. The DAC has provided the foundation for local arts organizations to embark on joint efforts to ensure the benefits of arts to the community can be enjoyed by all.

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.

In 2019 the DAC leased 1st floor space 1404 sq ft from the City and County of Honolulu to establish a pilot project for the visual arts. Based on the success of the pilot project to test the needs of the arts community, DAC leased an additional 6000 sq ft on the 2nd floor in September 2020 to establish a large exhibition room and an additional 4,191 sq ft on the second floor for offices, storage and classroom/events room.

In 2022, the DAC will bid on the 3 existing spaces and the additional two vacant commercial spaces that are available in the Chinatown Gateway Plaza where DAC currently has its program and gallery. The additional 2898 sq ft indoor and 1,694 sq ft outdoor spaces and second floor 2808 sq ft provides adequate and appropriate space with for very little renovation and build out.

The development of 1040E (on the ground level first floor) would entail the creation of spaces for glass, ceramics and wet photography. The site is well suited for the creation of these studio spaces with the necessary utilities, natural gas, water, sewer and electricity already available. The high ceilings and track lighting also make the space appealing. Street level access and showcase frontage provides a vital prescience and

encourages engagement with the community. This space presents a unique opportunity, it's centralized location provides an ideal indoor/outdoor studio/classroom space at the heart of Chinatown. This space not only creates creative opportunities for local residents but also creates educational spaces for all of the people of Hawai'i. Support for such a space comes from educational institutions like the University of Hawaii Department of Art and Art History, Glass Area and the Punahou School. Recent graduates from these institutions and others like them through out Oahu are looking for a ways to encourage alumni to pursue careers in the creative arts either using the spaces to create work and/or through employment opportunities in the spaces.

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.

Sandra Pohl, Executive Director

Ms. Pohl is owner of the Louis Pohl Gallery with 20 years experience in marketing the visual arts in Hawaii. With master's degrees in social work and public health/health education, Ms. Pohl has worked as a planner for the State of Hawaii. She is the President of the Creative Arts Experience for 25 years and the lead organizer for the Hawaii Donor Family Council, a constituent group of the National Kidney Foundation supporting grieving families who have lost a loved one through death.

She has been on numerous nonprofit boards organizing collaborations between agencies and has been a director of Arts District Merchants Association for seven years and Secretary for four years. She has collaborated with the City & County of Honolulu, nonprofits and other galleries, retail stores, bars and restaurants to establish and sustain First Fridays for 15 years. For the past ten years, she has been involved in the planning and implementation of ADMA's street festivals, including F.A.C.E. (Fashion, Art, Culture and Entertainment), Triple 8 (08-08-08), Hippy Holiday and Third Thursdays. Ms. Pohl has also organized the collaboration of the Chinatown Scrubdown/Graffiti Paintout with District 1 Community Police, Weed and Seed Honolulu, Chinatown vendors, and Nella Media Group. She was the lead organizer of the past three Walk on the Wild Side and the Celebration of the Arts Festival collaborations.

She has been instrumental in visioning and organizing the 8 nonprofits to participate in the DAC. She negotiated with the City and County of Honolulu for the leases of the 3 spaces and organizes the DAC volunteers, the collaborating nonprofits, She has been the volunteer executive director for the past 3 years.

Carol Khewhok, Creative Director

Carol Khewhok, Creative Director

Carol Doran-Khewhok has twenty-seven years of experience in arts administration, international public programming, and educational administration serving as Head of the Fine Arts Department at LaSalle College of Art, Singapore, Director of the Art School, Honolulu Museum of Arts, and Manager of Public Programs at Shangri La, a museum of Islamic art and culture in Honolulu. Khewhok received a BFA in Painting and Printmaking at the University of Arts, Philadelphia and a Master of Arts in Southeast Asian Studies at the University of Hawaii at Manoa. She conducted research in Southeast Asian Art History as a Fulbright Fellow in Singapore in 1984. The Creative Director at the Downtown Art Center will curate and manage the public programs offered at the center including the exhibition program, art classes and workshops for adults and young people, arts-related talks, lectures and performances in partnership with Hawaii's arts organizations, an artist in residence program and community outreach programs. Duties will include planning, overseeing, contracting and scheduling exhibitions, public programs, classes and negotiating partnerships with outside arts groups

Tracy Chan, Communications Director

For 13 years, Tracy Chan has worked with digital media, print journalism, and the arts in Honolulu, Hawaii. Notably, on the creation and maintenance of local features and entertainment websites Metromix Honolulu at The Honolulu Advertiser, Nonstop Honolulu and Frolic Hawaii, and held the position of Digital Media Manager in charge of HAWAII Magazine, Hawaii Home + Remodeling Magazine and nonprofit directory Hawaii Gives Back at aio Media Group, formerly known as PacificBasin Communications. She held positions as Gallery Manager at Mauna Kea Galleries (Manu Antiques and Mark Blackburn Gallery), and as Communications Manager at The ARTS at Marks Garage and PR & Communications consultant at Downtown Art Center in Chinatown, Honolulu. As a 16-year resident of Honolulu she has roots in the hospitality, nightlife, arts and journalism industries, and experience at Hawaii's largest daily newspaper, The Honolulu Advertiser, and its largest circulation-based subscriber magazine, HAWAII Magazine. She has a broad and growing knowledge of the culture, tourism, entertainment, arts and dining industries in Hawaii. She is the sole owner of her own photography company, Nightfox Photo.

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.

The Executive Director supervises all employees and consultants

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.

Title	Compensation range paid	Projected range
Executive Director	volunteer \$0	\$60,000-80,000
Operations Director	open	\$40,000-55,000
Communication Specialist	consultant \$1500/month	\$40,000-55,000
Creative Director	volunteer \$0	\$40,000-55,000

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.

NOT APPLICABLE

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.

NOT APPLICABLE

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 2022-23 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2022-23, but
- (b) Not received by the applicant thereafter.

The funds requested from the State GIA received in FY 2023 will be combined with other donations to hire paid administrative staff, other consultant contractors to ensure the continued funding of the DAC staff and consultants are met. Upon completion of FY 2023, the GIA funds for staffing will be met by the increases in the earned income

streams and donations. The funds for consultants, contractors, equipment and supplies for the community maker spaces build out are one time requests.

EARNED INCOME STREAMS

- 1) Art sales consigned or donated to DAC;
- 2) DAC Shop sales of local artists
- 3) Rooms of different sizes rented to arts nonprofit to use as offices, artists work spaces;
- 4) Storage room fees
- 5) Creative Maker space room fees
- 6) Large exhibition room usage fee range between \$175/day nonprofit members and \$300/day for nonmembers
- 7) special events room usage for-profits fee
- 8) Net fees from DAC organized art classes and workshops
- 9) DAC organized arts exhibitions (income from art entry fees and consignment fees)
- 10) Special fundraising and special events.

The fee structure used for the services are based on what the nonprofits paid in the past for exhibition and office spaces which is below commercial market rates. Fees will increase as needed. Nonprofits will tap volunteer from their membership and artists to sit the exhibit spaces during their open exhibition hours, workshops and special events. The DAC with the help of the nonprofit collaborators will organize fundraisers to pay for any shortfalls in the permit fees, staff and consultant fees for the operation of the spaces.

For FY 2024, we also will apply for funding to other local and national foundations; City and federal grants. The DAC will also partner with charter nonprofits to apply for grants to reduce duplication of efforts and resources.

Inkind

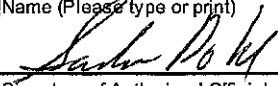
- Volunteers sweat equity and committee and gallery sitting
- Art supplies, food and printing free or discounts from local businesses and artists

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

App

DOWNTOWN ART CENTER

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	66,000			66,000
1. Salaries				
2. Payroll Taxes & Assessments	9,000			9,000
3. Fringe Benefits	6,000			6,000
TOTAL PERSONNEL COST	81,000			81,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				2,000
4. Lease/Rental of Space	70,000			130,000
5. Staff Training				
6. Supplies				
7. Telecommunication				2,100
8. Utilities				48,000
9. Professional and contractual services	20,000		60,000	21,000
10. Renovation	29,000			70,000
11. Program activity supplies				20,000
12. Postage and shipping				2,000
13. Equipment				60,000
14. Office supplies				900
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	119,000		60,000	356,000
C. EQUIPMENT PURCHASES				75,000
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	200,000		60,000	512,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	200,000	Sandra Pohl	808 226-4787	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested	60,000		1-18,2022	
(d) Total Private/Other Funds Requested	512,000	Signature of Authorized Official	Date	
TOTAL BUDGET	772,000	Sandra Pohl, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2022 to June 30, 2023

APPLICANT: DOWNTOWN ART CENTER

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
EXECUTIVE DIRECTOR	1	\$60,000.00	50.00%	\$ 30,000.00
MANAGING DIRECTOR	0.5	\$24,000.00	50.00%	\$ 12,000.00
CREATIVE DIRECTOR	0.5	\$24,000.00	50.00%	\$ 12,000.00
COMMUNICATIONS DIRECTOR	0.5	\$24,000.00	50.00%	\$ 12,000.00
				\$ -
				\$ -
				\$ -
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				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				66,000.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

APPLICANT: DOWNTOWN ART CENTER

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
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

NOT APPLICABLE

APPLICANT DOWNTOWN ART CENTER

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY: 2022-2023	FY: 2022-2023	FY: 2023-2024	FY: 2024-2025
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App:

DOWNTOWN ART CENTER

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	NOT APPLICABLE				
2					
3					
4					
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