

**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:

Hawaii Japanese Center

Amount of State Funds Requested: \$ 364,500

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

CELEBRATING THE 'SEEDS OF LOCAL'
THIS GRANT WILL ENABLE HJC TO IMPLEMENT AND EXPAND SUCH SERVICES AS: COLLECTIONS,
DIGITIZATION OF HISTORICAL MATERIALS (TO INCLUDE WEB ACCESS), AND EDUCATIONAL PROGRAMS
THAT ILLUSTRATE THE ROLE THAT JAPANESE AND OTHER IMMIGRANTS PLAYED IN THE EVOLUTION OF
HAWAII'S MULTIETHNIC SOCIETY. +

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 156,588

Unrestricted Assets:

\$ _____

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:

751 Kanoelehua Avenue

City: State: Zip:

Hilo HI 96720

Contact Person for Matters Involving this Application

Name: Arnold T. Hiura	Title: President & Executive Director
Email: ano@hawaii.rr.com	Phone: (808) 256-7193

Federal Tax ID#:

██████████

State Tax ID#

██████████

Arnold T. Hiura

Authorized Signature

Arnold T. Hiura, Pres. & Exec. Dir.

Name and Title

1/19/22

Date Signed



**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs

Vendor Name: HAWAI`I JAPANESE CENTER

Issue Date: 01/11/2022

Status: Compliant

Hawaii Tax#: 20176898-01
New Hawaii Tax#: GE-1285982208-01
FEIN/SSN#: XX-XXX3357
UI#: No record
DCCA FILE#: 125102

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**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.

Hawaii Japanese Center

(Typed Name of Individual or Organization)

Arnold T. Hiura
(Signature)

1/19/22
(Date)

Arnold T Hiura
(Typed Name)

President & Executive Director
(Title)

Public Purpose

The project will help preserve historical artifacts, oral history interviews, and rare documents that would otherwise be lost or thrown away. It will allow HJC to educate, inspire, and spur discussion amongst local residents and visitors alike with its emphasis on diversity and the aloha spirit. Hawaii's example of racial and cultural harmony stands as an important beacon in an increasingly divided world.

Application for Grants

Please check the box when item/section has been completed. If any item is not applicable to the request, the applicant should enter “not applicable”.

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

1. **A brief description of the applicant's background:** The Hawaii Japanese Center (HJC) is a 501(c)(3) organization based in Hilo, Hawaii. Incorporated in 2002, HJC’s origins date back to the non-profit 1930s, when the Hawaii Island Immigrant Japanese Museum was established by Kiyoshi Okubo. Today, HJC continues to maintain and grow its collection of historical artifacts, books, documents and photographs donated by the community. Many local families – especially on Hawaii Island – are having to clean-up homes and businesses that once belonged to their parents and grandparents. In the process, they are faced with the difficult prospect of throwing away family treasures they can no longer keep. The HJC provides a place where precious pieces of our past can be preserved and appreciated. In addition to a new permanent exhibit, HJC opens its artifact collection and library of rare books to scholars and students from Hawaii and abroad. It also hosts exhibitions, speakers, films, workshops, festivals, and other cultural programs.
2. **The goals and objectives related to the request:** Aided by a Hawaii State GIA in 2018, HJC successfully designed and built a new permanent exhibit entitled “Seeds of Local,” which has been warmly received by the community. This 2022 GIA request will help HJC build on its success by supporting services and programs while developing additional revenue sources.

Specifically, this request addresses HJC’s staffing needs – including training and equipment – that will enable HJC to address such critical needs as: 1) development (admissions/membership/grants/fundraising); 2) digitization of rare historical documents, photos, and film/video footage; 3) expand and implement public programs; 4) administrative support; 5) collections; and 6) website development to make HJC programs, exhibitions and collections accessible to a worldwide audience.

Partnerships: In addition to its own collections, HJC has been invited to work with the Japanese American National Museum (JANM) to preserve rare film footage that JANM shot in Hawaii dating back over 30 years. HJC will work with JANM media center staff to identify and digitize interviews shot in Hawaii on high-quality 16-mm film. HJC will be granted use of the JANM interviews featuring Hawaii subjects – most of whom have passed away.

HJC will also partner with Derek Kurisu, producer and host of KTA Superstores' "Living in Paradise" and "Seniors Living in Paradise" cable television programs. Starting in 2000, Kurisu's popular monthly programs have documented Big Island people and events that comprise the multiethnic, multicultural soul of Hawaii.

Central to Hawaii's cultural diversity is its cuisine. HJC will design and install a kitchen in what is currently an underutilized meeting space. It will also expand and improve work spaces for staff and volunteers, and add much-needed storage by means of installing improved shelving in its *kura* (storehouse). HJC's growing collections also call for the installation of security cameras and fire mitigation measures.

3. **The public purpose and need to be served;** The proposed project will serve to better preserve historical artifacts, oral history interviews, and documents that would otherwise be lost or thrown away. More importantly, it will allow HJC to educate, inspire, and spur discussion amongst local residents and visitors alike with its emphasis on diversity and the aloha spirit. This subject matter is especially important to share with youth from Hawaii and abroad who have not been exposed to their ancestral roots. Hawaii's example of racial and cultural harmony stands as an important beacon in an increasingly divided world.
4. **Describe the target population to be served:** This project celebrates local culture and values and will appeal to people of all ethnicities and ages. HJC currently receives visitors from both East and West Hawaii, the Neighbor Islands, U.S. continent, and Japan. This project will turn the spotlight on the stories of local individuals, families and businesses on the island of Hawaii, and will appeal to teachers, students and foreign visitors. Funding for travel will allow HJC to host presenters from outside the Big Island. With COVID-19 restrictions in effect, digitization and web access will allow HJC to expand its audience through virtual means.
5. **Describe the geographic coverage:** HJC is centrally located in Hilo and can be easily accessed by Big Island residents. Just minutes from the Hilo airport, HJC also serves interisland and overseas visitors. It has ample paved parking and is capable of receiving tour and school buses. Again, digitization and Web access will allow HJC to expand its coverage beyond Hawaii Island.

II. 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:** This project will entail contracting persons qualified to provide the kind of services that HJC offers to the Big

Island community. In collaboration with HJC's executive director and executive assistant, these service providers will be oriented to HJC's specific needs and the role of HJC volunteers in implementing the following initiatives: 1) digitization of historically significant materials; 2) organization and care of collections; 3) implementation of public programs; 4) development (admissions, fees, membership, fundraising, grants); 5) administrative support; and 6) development of Web-based content. The executive director and executive assistant will seek input from HJC board members and community advisors to further develop the plan of work.

2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service;** Selection of service providers July-September 2022. Training of volunteers July 2022-December 2022. Implementation of activities (collections, digitization, programs) July 2022 to June 2023. Planning and design of kitchen October 2022. Installation of kitchen fixtures to begin January 2023. Completion of kitchen May 2023. New website launched April-June 2023.
3. **Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:** Proposed programs and materials to be digitized will be reviewed by an advisory committee comprised of educators and individuals from the community knowledgeable about Hawaii's history. This advisory committee will meet with project staff to review and provide feedback on all phases of the project.
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.** HJC will solicit feedback from professionals in the respective fields of work. HJC welcomes meetings with and site visits by members of Hawaii State Legislature and their staff.

III. 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 2022-2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$89,250	\$99,250	\$91,500	\$84,500	\$364,500

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2022-2023. **Private donations**
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. **None. Does not apply.**
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 2022-23 for program funding. **None. Does not apply.**
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.

IV. 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.

HJC’s executive director has extensive experience working with nonprofit organizations, including a particular focus on museums such as the Japanese American National Museum and Japanese Cultural Center of Hawaii. HJC’s executive assistant, who will serve as project manager, brings extensive experience in the non-profit arena and retail experience as a small business owner. She will handle budgets and financial transactions, including contracts and financial reports for this project.

Together, the executive director and executive assistant have functioned as a team in completing a variety of exhibition projects for over 25 years. They have handled projects from concept, to planning, to implementation. For the past eight years they have assumed all operational responsibilities for HJC on a part-time basis, including the successful completion of the HJC’s 2018 Hawaii State GIA projects.

As a community-based non-profit organization, HJC has been fortunate to receive assistance from a range of professional companies and individuals – from artists and scholars, to architects and engineers.

2. **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The HJC is fortunate to hold title to its property in fee. The facility includes an office, gift shop, main hall, workroom, library, conference room, gallery, lanai, bathrooms, storeroom, and history studio. Total usable space under roof exceeds 10,000 s.f. and there is paved parking for visitors.

This grant will allow HJC to make fuller use of its facility – collections, programs, exhibitions, films, classes and workshops – plus the addition of a kitchen capable of presenting food demonstrations and classes. HJC would also make Improvements to its office spaces and improve the efficiency of its storage capabilities.

V. 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. Arnold Hiura, HJC president and executive director, will lead the team under the current grant request. Hiura is president and founding partner of MBFT Media, a company specializing in marketing, publishing, and exhibition projects. He served as editor of The Hawaii Herald (Japanese American Journal) for 10 years and as Hawaii curator for the Los Angeles-based Japanese American National Museum (JANM) for six years. He has written and edited numerous books about Hawaii’s history and culture.

HJC executive assistant Eloise Hiura is also a founding partner in MBFT Media and has participated in numerous marketing, publication and exhibition projects over the years. Ms. Hiura managed all of the financial and compliance requirements required by the 2018 State GIA.

Collectively, this team is qualified and experienced to handle this project. Some of the past projects they have successfully completed include: “From Bento to Mixed Plate: Japanese Americans in Multicultural Hawaii,” sponsored by the Japanese American National Museum. “Bento” was shown at the Bishop Museum, Lyman Museum, Maui Arts & Cultural Center, and the Kauai War Memorial Hall in Hawaii. It traveled to JANM in Los Angeles and the Smithsonian Institution in Washington, D.C. A Japanese language version of the show traveled to the

Okinawa Prefectural Museum, the Hiroshima Art Museum, Niigata Prefectural Museum, and National Museum of Ethnology in Japan (Minpaku). In total, “Bento” reached an estimated 1 million viewers over its six-year run. The two were instrumental in executing the 2018 GIA that resulted in the new “Seeds of Local” exhibition. The two serve on a part-time basis at HJC and would greatly expand their reach if the requested services were provided.

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. HJC is governed by a Board of Directors. Current members of the board are: Wayne Kamitaki, Chair and Treasurer; Gladys Sonomura, Vice Chair; Wallace Oki, Dwayne Mukai, Thomas Goya, Arthur Taniguchi, Ann Kikuta, and Hiroshi Suga.

HJC staff is comprised of two part-time employees: executive assistant Eloise Hiura and executive director Arnold Hiura. The executive assistant reports to the executive director, who reports to the Board.

The executive director and executive assistant would work closely with the newly contracted service providers to improve and extend HJC’s ability to serve the community as described in this application.

3. **Compensation**

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position. Members of the HJC board serve without compensation. HJC’s part-time president/executive director receives an annual salary of \$22,800. Its part-time executive assistant is paid an annual salary of \$10,944.

VI. Other

1. **Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. None. Does not apply.

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. None. Does not apply.

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. None. Does not apply.

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.

HJC owns its current property in fee and developed its facility utilizing private donations. HJC was incorporated in 2002 and dedicated its current facility in 2007. Its operations and maintenance have been funded through private donations and the organization is debt-free and on sound financial ground. The 2018 GIA allowed HJC to achieve a long-anticipated “next level.”

Over the past eight years, HJC has managed to earn the trust and support of the local community in spite of its limitation of staff (two half-time employees). This current GIA request will allow the center to significantly upgrade its programs and services and enhance its ability to sustain itself through fundraising activities such as grants, admissions, membership, classes, registration fees, and gift shop sales.

5. **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. **Attached.**

6. **Declaration Statement**

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

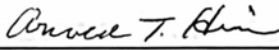
7. **Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. **Attached.**

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Japanese 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				
1. Salaries	185,000			
2. Payroll Taxes & Assessments	41,000			
3. Fringe benefits				
TOTAL PERSONNEL COST	226,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island, US, Japan	5,000			
2. Insurance	7,000			
3. Staff Training	10,000			
4. Raw Materials and Supplies for Programs	60,000			
5. Collateral Materials for Programs	15,000			
6. Digitization files & storage	12,000			
7. Utilities	12,000			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	121,000			
C. EQUIPMENT PURCHASES	17,500			
1. Collection/Digital computers; Security/Fire Systems	17,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	364,500			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Eloise S. Hiura	808-256-1951	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			January 19, 2022	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
TOTAL BUDGET		Arnold T. Hiura		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Per od: Ju y 1, 2022 to June 30, 2023

	A	B	C	D	E	F
2	App cant: Hawa Japanese Center					
3						
4	POSITION TITLE		FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
5						
6						
7						
8	Program/Events Ass s ant	The Program/Event Ass stant w work cose y w th the ED and EA n p ann ng, og st cs, promot ons, reg strat on of programs, such as guest speakers, f ms, pane d scuss ons, demonstrat ons, c asses, exh b t ons, fest va s.		\$24,000.00	100.00%	\$ 24,000.00
9	Adm n strat ve Ass stant	Open/c os ng procedure, answer phone and ema nqu res, schedu e tours, co ect/record adm ss ons, membersh ps, donat ons. Staff g ft shop and record sa es.		\$24,000.00	100.00%	\$ 24,000.00
10	Deve opment Consu tant	Ass st HJC n p ann ng ts ong term f sca strategy, nc ud ng fundra s ng events, sponsorsh ps, grant wr t ng, membersh p, and so forth.		\$24,000.00	100.00%	\$ 24,000.00
11	Web Deve oper	Bu d and update webs te, make co ect ons, database f es, and v rtua programm ng access b e through the wor dw de web.		\$65,000.00	100.00%	\$ 65,000.00
12	D g t zat on Coord nator	Se ect, scan, ca a og rare books, documents, photos; work w th JANM, KTA L v ng n Parad se n gather ng and d g t z ng f m and v deo footage of h stor ca s gn f cance to Hawa .		\$24,000.00	100.00%	\$ 24,000.00
13	Co ect ons Ass stant	Rece ve and record donat ons of art facts, books, photos. Proper y store h stor ca y s gn f cant mater a s		\$24,000.00	100.00%	\$ 24,000.00
14						\$
15	TOTAL					185,000.00
16	JUSTIFICATION/COMMENTS					
17						

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Japanese Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computer for Collections and program software	1	\$2,500.00	\$ 2,500.00	2500
Computer for Digitization and program software	1	\$2,500.00	\$ 2,500.00	2500
Computer for Retail merchandise; POS setup and program software	1	\$2,500.00	\$ 2,500.00	2500
Security Alarm System and set up	1	\$5,000.00	\$ 5,000.00	5000
Fire Alarm System and set up	1	\$5,000.00	\$ 5,000.00	5000
TOTAL:	5		\$ 17,500.00	17,500

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: