

**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:

Diamond Head Theatre

Amount of State Funds Requested: \$ 2,000,000

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

Diamond Head Theatre is requesting funds for Phase 2 of its arts center complex. Phase 1, the new theatre was recently completed. Phase 2 will renovate the 1980's-era remaining structure on the property, adding new very-much-needed educational studios, plus moving and upgrading the costume dept which is still housed in the old building. Also added will be the administrative offices. DHT staff is currently working from temporarily rented offices off-site. This final renovation will finish dream of the new arts center at Diamond Head Theatre.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ 1,865,000.

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

\$ 700,000.

Unrestricted Assets:

\$ 3,702,946.

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:

520 Makapuu Ave.

City:

Honolulu

State:

HI

Zip:

96816

Contact Person for Matters Involving this Application

Name:
Deena Dray

Title:
Executive Director

Email:
ddray@diamondheadtheatre.com

Phone:
808-733-0277 x301

Federal Tax ID#:

██████████

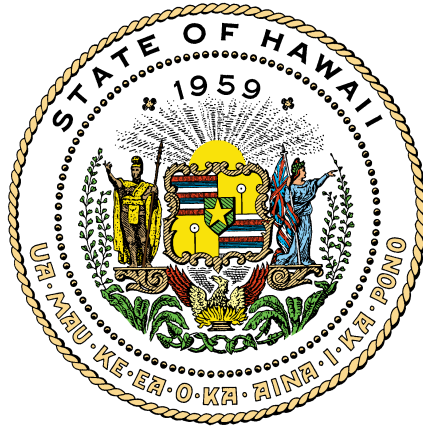
State Tax ID#

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Authorized Signature

Deena Dray Executive Director
Name and Title

1/18/23
Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

DIAMOND HEAD THEATRE

was incorporated under the laws of Hawaii on 04/17/1944 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 29, 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Diamond Head Theatre
(Typed Name of Individual or Organization)

(Signature)

(Date)

Deena Dray Executive Director
(Typed Name)

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

2. Declaration Statement

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

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](#).

II. Background and Summary

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

1. A brief description of the applicant's background;

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

Founded in 1915 by New England missionary families, DHT is the third oldest, continually-operating community theatre in the nation. Once known as Fort Ruger Theatre, it was built in the 1930s as a USO movie theatre. The State then leased the theatre to the Honolulu Community Theatre, which became Diamond Head Theatre in 1990. In 2023, DHT opened the doors to its new performing arts theatre, marking the end of an era for the USO movie house which was demolished and cleared.

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

Theatre Production

DHT offers six theatrical productions each season to over 50,000 theatre-goers. DHT presents the latest musicals, plays and traditional favorites, most of which cannot be staged anywhere else in Hawaii with quality commonly compared to Broadway productions. Starting at \$25 for full-view

seats, ticket prices are affordable to ensure the greatest possible accessibility. DHT also offers free previews to non-profit organizations that work with underserved communities. In addition, DHT offers signed productions and hearing devices for the hearing impaired and described performances for the visually impaired. All of these core services will only be enhanced in our new theatre which provides equipment and technology for higher quality productions and offers a more comfortable, all-around visitor experience.

Arts Education

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

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

DHT fills ever-growing gaps in our community with its quality, comprehensive educational programs accessible to all demographics.

Community Building

Community Building is central to DHT's mission. DHT shows are cast, built and produced with the help of hundreds of volunteers who contribute their time, talent and energy under the guidance of our small theatre staff. Working with more than 300 volunteers (the majority of whom are senior citizens) each year, DHT is a community endeavor. Volunteers fuel everything we do, and people are astounded by DHT's consistent professional-quality productions largely driven by volunteer efforts, including our actors. Seniors, a long-underserved population, also have a home at DHT. Whether they are taking tickets, sewing costumes or working in our gardens, the 65-and-over crowd is not only welcomed, but valued.

DHT also offers free preview tickets to community groups to expand arts exposure in underserved populations. DHT has collected powerful testimonials from participants speaking of how these theatrical opportunities provide welcome respite for participants.

2. The goals and objectives related to the request;

The goal of this request is to secure funding to complete DHT's plans for a 21st century, high quality arts complex to serve generations of arts practitioners, artists, educators, volunteers, students, theatre-goers and arts enthusiasts.

While the new theatre has opened its doors and will stage its first production for the public on January 20, 2023, full services and optimal production operations cannot be fully realized until Phase 2 of the plan is complete. The Phase 2 objectives are:

- A) Raise \$4,065,000 for the planning, site work and construction of Phase 2
- B) Complete the following major elements of the project plan:
 - a. New, relocated costume shop
 - b. Green Room to welcome actors and special guests and hold meetings
 - c. Double the current capacity of studio space for rehearsals and classes
 - d. Functional, on-site administrative offices (staff are currently working out of 2 classrooms at Kapi‘olani Community College)
 - e. Repave the parking lot

3. The public purpose and need to be served;

The arts community in Hawaii has grown at increasing velocity over the years with the need for modern performing spaces becoming a widening gap with each passing year. While the opening of the New Diamond Head Theatre is an exponential leap forward for Hawaii’s performing arts community, the theatre is operating at a deceivingly limited capacity without the completion of Phase 2.

The goal of the full performing arts center is to offer facilities to meet the growing needs of our community which includes the 1,200 students, ages 4 through 80 years, who annually enroll in DHT programs as well as the 50,000 theatre-goers from around the state, of all ages, who attend DHT’s shows each year.

The benefits of a new theatre extend well beyond DHT’s immediate constituent base. It has broader impact on our entire state. The arts draw residents. It has been well documented that symphonies, museums and theatres are critical elements to creating a desirable and livable city. Cultural activity can be transformative; enriches and improves the quality of life. DHT significantly adds to the well-being of our communities by consistently offering accessible entertainment and quality arts to anyone who is interested--whether on stage, in the audience, in a class or as a working volunteer. And as a small business, our theatre contributes to the state’s economic engine by running our \$3 million in annual transactions concurrent with various vendors filling nearby restaurants and businesses with theatre-goers.

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

4. Describe the target population to be served; and

Annually, DHT directly serves:

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

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

5. Describe the geographic coverage.

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

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

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

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

Measurable outcomes for the overall project are listed below. **Phase 2 outcomes are noted as BOLD.**

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

Ultimately, the responsibility for the completion of the project rests with the DHT Board of Directors. They are supported by an Executive staff who manage the fundraising, financial outlays, reporting, planning and visioning for the new facility. As part of the project costs, DHT has hired the necessary expertise to guide them through planning and execution of all aspects of the project. The facilities team will issue bid requests to general contractors, then select one that will be responsible for the actual build-out of the project.

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

April-July 2023: Confirm project scope and prepare an updated Bid set of plans

July-August 2023: Amend existing permits

September 2023: Release RFP for contractor

October 2023: Select contractor and Finalize contract

December 2023

Issue Notice to Proceed

Contractor mobilizes

January – April 2024

Build out upper level (Costume Shop / Green Room / Restrooms)

Move Costume Shop, after upper level HVAC completed

April – July 2024: Build out lower level (Administrative Offices / Rehearsal and Education Studios)

August 2024: Repave Parking Lot

August-November 2024: Close-out Project

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

To assure the plans meet the unique needs of the theatre, DHT hired a nationally renowned theatre architect and design firm, Studio Red Architects of Houston, Texas. Internally, DHT ran charrettes with the staff and Board to determine the best use of the space with respect given to the surrounding neighborhood. Community input was sought through Neighborhood Board meetings and multiple community meetings held at the theatre during the planning phase.

A competitive bid process for a contractor will include a prequalification process before the full RFP is distributed. And a small pool of highly-qualified General Contractors will be invited to bid for the job. It's important that the GC understands what was already completed to ensure smooth transitions.

The project manager, Andrew Tanton of Cumming, has a wealth of experience in large community projects and is overseeing and guiding the Board on planning and construction. Close monitoring and evaluation is the task of the Board's Facilities Committee which reports on progress monthly to the DHT Board of Directors. The Facilities Committee and executive staff are responsible for ensuring the project is completed successfully and within budget. Mr. Tanton was an invaluable resource during Phase 1 of the project. He is expected to tap his experience to ensure an expedient and efficient Phase 2.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

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

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
250,000	500,000	1,250,000		2,000,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

Individual Donors:	\$1,115,000
Foundations:	\$ 400,000
Corporations:	\$ 350,000
City & County of Honolulu	<u>\$ 200,000</u>
	\$2,065,000
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.

DHT has received Employee Retention Credits from the IRS under the CARES Act.

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 2024 for program funding.
 - City GIA \$125,000 construction grant received in 2020
 - Federal PPP1 grant, \$217,300 received in 2020
 - Federal PPP2 grant, \$256,382 awarded in 2021
 - SVOG grants, \$1,128,773 awarded 2021

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.
\$3,702,946

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

DHT's Board, advised by the Facilities Committee, and Management Team are responsible for the successful completion of the project. DHT is governed by a 35-person Board that is passionate, enthusiastic and regularly involved in the theatre's work. One hundred percent of the Board has contributed to the capital project. Facilities planning and fundraising run on parallel tracks, coordinated and overseen by the Executive Director and Board.

DHT is planning to retain the same planning team from Phase 1 for Phase 2, with the exception of the General Contractor. DHT will be bidding the project out to different contracting firms. The team that is in place has proven to be tightly woven and able to work well together to overcome challenge and collaborative solutions. The experience and familiarity of the team with the project is also expected to result in cost savings for this second phase.

Facilities Planning

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

FIELD PROFESSIONALS

Architects: Studio Red of Houston specializes in designing theatrical performing arts spaces. In 2015, Studio RED Architects received the AIA Houston Firm of the Year Award and celebrated 10 years in business. The Houston-based architectural firm has a reputation for design excellence in entertainment, commercial and worship facilities. Notable projects include performing arts centers such as the Texas Southmost College Music Education Building, The Alley Theatre, Midtown Arts and Theatre Center and LEED certified projects such as the LEED Gold City of Houston Permitting Center. Staying true to its mission, the firm has achieved its goal to become a different kind of architectural firm that offers clients the depth and experience of a large firm, with the direct principal involvement of a small firm. The firm is led by four partners and four principals, with 20 design staff. Partners Pete Ed Garrett (founder) and Jared Wood are the architects working on the Diamond Head Theatre project. They successfully worked with DHT to complete Phase 1 of the project and are teed up to continue the partnership through the completion of Phase 2.

Project Manager and Owner's Representative: Cumming nationally has worked on more than 100 culture sector projects – including museums and galleries, performing arts centers, and

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

MANAGEMENT TEAM

Executive Director Deena Dray leads 14 staff. Under her tenure, DHT has operated in the black for nearly 30 years. She is responsible for working with the various Board committees to lead a successful capital campaign. She also works with the Facilities Committee. Award-winning Artistic Director John Rampage, who has been with the theatre for nearly a quarter century, also works with the Facilities Committee to ensure all creative needs for the new theatre are met.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Inadequacy and deterioration of the old theatre impeded growth and the theatre’s ability to fully meet its mission. The new facilities will not only solve current deficiencies but will also increase capacity and improve stakeholder experiences. The design has been vetted to assure its adequacy in furthering DHT’s mission to provide the highest quality live theatre and performing arts education programming.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

DHT’s Board of Directors is ultimately responsible for the successful completion of the capital project. The Board is supported by an experienced and highly capable staff.

Deena Dray, Diamond Head Theatre's Executive Director, holds a BA from the University of Massachusetts and has taken graduate business courses in both marketing and management at the University of Hawaii, University of Colorado and Stanford University. Prior to coming to DHT, Deena was the director of a statewide human service nonprofit and before that, held a variety of marketing, business development and finance positions at First Hawaiian Bank. As Executive Director, a position she has held since 1995, Deena has successfully operated the theatre for nearly 30 years, consistently posting a surplus budget.

John Ramage, Artistic Director, has been serving in this role since 1995, John has overseen more than 125 productions on the DHT stage. In addition to overseeing the selection of shows for each season, he selects the directors, musical directors, and designers for every production. He also serves as director of the Diamond Head Theatre Shooting Stars Program, training the future stars of DHT, Hawaii and Broadway. A 47-time Po'okela Award winner for excellence in the theatre, John is also the recipient of the Hawaii State Theatre Council 2006 Pierre Bowman Award. He oversees the artistic portion of the project, ensuring all design elements meet the artistic needs of the theatre.

The executive team is rounded out by Business Manager and Campaign Coordinator Dana Matlin. Dana came to DHT with more than 30 years of managerial and business experience that included strategic planning, recruitment, benefits and compensation, training and development, labor relations, special events coordination, payroll, and employee relations. She holds a business degree from the University of Michigan. Project financing is supervised by Ms. Dray and coordinated by Ms. Matlin who oversees an outside accounting firm. Ms. Matlin also works with a nonprofit consultant to manage the fundraising and stewardship aspects of the capital campaign.

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.

Please see Attached Organizational Chart

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

All Board of Directors are volunteers; no compensation
Executive Director: \$130,000
Artistic Director: \$70,560
Technical Director: 60,000

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain. N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request. N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

Grant funds would not be used to support any type of private educational institution.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

DHT has just completed raising \$23 million to build its new theatre which opened for occupancy in January 2023. This was phase 1 of the full arts center plan. Phase 2, for which we are seeking funding, is closer to a \$4 million budget. The Board and staff continue to focus on raising gifts at the leadership-level to complete Phase 2. The theatre also has plans to launch a public campaign which was held back during the first phase of the project. The public campaign was saved to raise the last portion of funds to fully complete the new Diamond Head Theatre arts center. It is an opportunity for the full community to join the efforts and take DHT over the finish line. With funding from the state from this grant, DHT is confident in its ability to execute its plans to raise the remaining funds to complete the project.

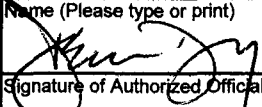
As a contingency, the DHT Finance Committee is looking into other financing possibilities to secure funds in the event that the necessary amount cannot be raised through grants and philanthropy.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App

Diamond Head Theatre

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	2,000,000	0	200,000	1,865,000
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	2,000,000	Deena Dray 808-733-0277 ext 301		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	200,000			
(d) Total Private/Other Funds Requested	1,865,000	Signature of Authorized Official Date		
TOTAL BUDGET	4,065,000	Deena Dray, Executive Director 1/13/23		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Diamond Head Theatre

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				\$ -
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: ___Diamond Head Theatre _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY: 2023-2024	FY: 2023-2024	FY: 2024-2025	FY: 2025-2026
PLANS			250,000			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			1,750,000	1,828,000	50,000	
EQUIPMENT				187,000		
TOTAL:			2,000,000	2,015,000	50,000	
JUSTIFICATION/COMMENTS: Budget is for Phase 2 of the Diamond Head Theatre Arts Center. Plans costs include, but not limited to, entitlements, permits, and professional fees.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

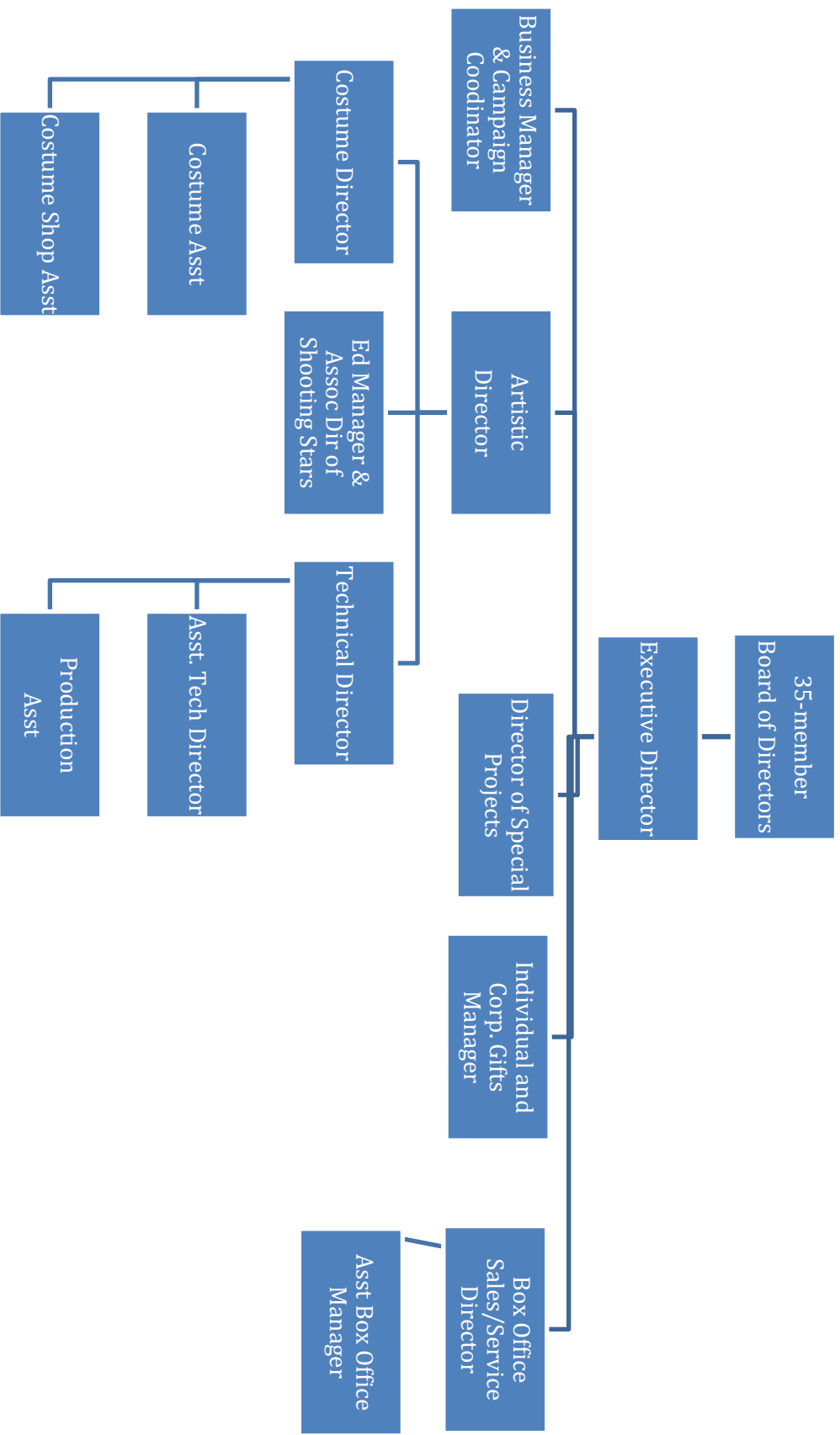
Apr Diamond Head Theatre

Contracts Total:

-

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1 No open government contracts or grants at this time				
2				
3				
4				
5				
6				
7				
8				
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11				
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22				
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25				
26				
27	10			Application for Grants

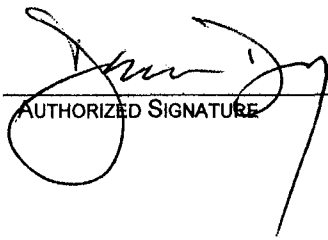
Diamond Head Theatre Organizational Chart: 2023



Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

DEENA DRAY, EXECUTIVE DIRECTOR
PRINT NAME AND TITLE

1/13/23
DATE