

**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: \$ 400,000

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

To establish an art and culture center in the City and County of Honolulu's Chinatown Gateway Plaza. The grant will be used to renovate and build out exhibition spaces, classrooms, special events rooms and 7 creative maker spaces. This will increase the availability of arts and culture programs

Amount of Other Funds Available:

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

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

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

Private/Other: \$ 400,000

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

\$ 151,000

Unrestricted Assets:

\$ 175,000

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 Nuuanu Avenue 2nd Floor

City: State: Zip:

Honolulu HI 96817

Contact Person for Matters Involving this Application

Name: Sandra Pohl	Title: Executive Director
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Email: executivedirector@downtownarthi.org	Phone: 808 226-4787
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Federal Tax ID#:

██████████

State Tax ID#

██████████

  
\_\_\_\_\_  
Authorized Signature


Sandra Pohl, Executive Director  
\_\_\_\_\_  
Name and Title

1-18-2023  
\_\_\_\_\_  
Date Signed

## 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



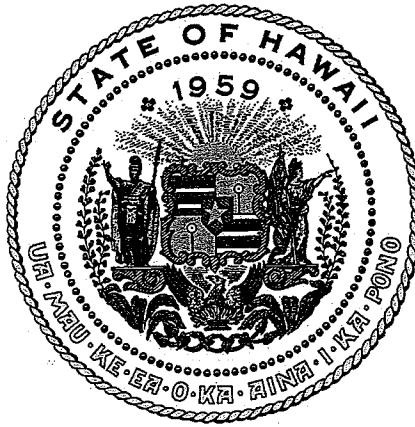
SANDRA POHL, EXECUTIVE DIRECTOR

01/18/2023

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

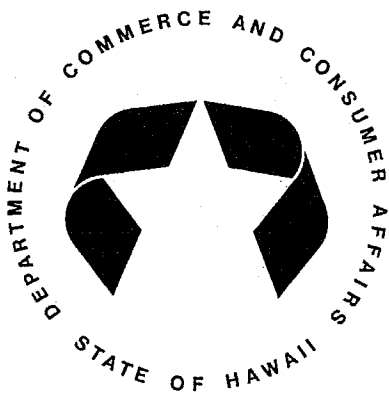
DOWNTOWN ART CENTER

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 04, 2023

Director of Commerce and Consumer Affairs



# THE ARTS bring people TOGETHER

September 5, 2022

## Resolution

This is a signed certification indicating the Board of Directors of the Downtown Art Center has approved the polices and are currently in effect at their meeting May 22, 2022.

## **Conflict of Interest Policy and Downtown Art Center submits additional documentation to verify that we meet the "Standards for the Award of Grants" in accordance with HRS §42F-103.**

The Downtown Art Center will comply 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

The Downtown Art Center will keep all files related to the GIA for minimum of 3 years. The DAC will allow 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

The Downtown Art Center the governing board members have no material conflict of interest and serve without compensation.

Sincerely,



Sandra Pohl  
Executive Director

# THE ARTS bring people **TOGETHER**

Date: July 27, 2022

## **Corporate Resolution**

RE: Agreement not to use State Funds for Entertainment or Lobbying Activities  
Providing State access to full corporate records, reports, files

The Downtown Art Center will not use any state funds from the FY 2023 State GIA grant for entertainment or lobbying activities.

In addition the Downtown Art Center will allow the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to our records, reports, files and other related documents and information for purposes of monitoring measuring the effectiveness and ensuring the proper expenditure of the grant.

Sincerely,



Sandra Pohl  
Executive Director

# THE ARTS bring people TOGETHER

August 29, 2022

## Corporate Resolution

### State GIA

**Downtown Art Center submits additional documentation to verify that we meet the "Standards for the Award of Grants" in accordance with HRS §42F-103.**

Item 2.

The Downtown Art Center will comply 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

Item 4.

The Downtown Art Center will keep all files related to the GIA for minimum of 3 years. The DAC will allow 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

Item 7b.

The Downtown Art Center the governing board members have no material conflict of interest and serve without compensation.



Sandra Pohl  
Executive Director

Approved by the Downtown Art Center's Board of Directors May 22, 2022

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

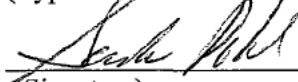
The undersigned authorized representative of the applicant certifies the following:

- 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.

Downtown Art Center  
(Typed Name of Individual or Organization)

  
(Signature)

1-18-2023  
(Date)

Sandra Pohl Executive Director  
(Typed Name) (Title)

**§42F-102 Applications for grants.** Requests for grants shall be submitted to the appropriate standing committees of the legislature at the start of each regular session of the legislature. Each request shall state:

**(1) Downtown Art Center (DAC)**

**(2) The public purpose for the grant**

Build a community arts and culture center in the arts district Chinatown, Honolulu as the destination location for the arts and culture community. This is organized by the Downtown Art Center, supported by 6 nonprofit agencies as a shared space concept. The collaboration provides the nonprofits affordable room user fees for office and storage space, plus exhibition rooms to display their members artwork and have space for classrooms/workshops and special events.

The center 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 Hawaii's visual arts and culture. The DAC 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. This would be a place where the art community 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.

**(3) The services to be supported by the grant**

The grant will secure 5 spaces which covers over 18,000 square feet in the Chinatown Gateway Plaza. Plan for their optimal shared space use, provide volunteer sweat equity and funding for the renovations. By participating in this project, they will be able to expand their respective art programs to attract more members and 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 2023-2024 and look forward to expanded programs to share their art with the community. The grant will support the center by increasing the number of programs and activities available to the community.



#### **(4) The target group**

Six DAC charter arts organizations represent over 1,200 artist members and their families patrons and followers. Together with DAC, their leadership is ready to collaborate to support the DAC.

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.

The DAC provide inclusive arts and culture opportunities for everyone, improvements in learning and enrichment for all ages from keiki to kupuna, for all skill levels from dabblers to skilled artists and all economic incomes. Residents and tourists of all ages can actively participate in activities that keep them socially engaged, healthy and active. The programs will bring opportunities to see, hear, learn, and explore a variety of art forms, including painting, drawing, music, and theater. 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.

#### **(5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]**

**\$400,000 Capital Improvement Project**

# 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;**

Over the past 3 years, Downtown Art Center (DAC) has been a leading voice in Chinatown for the arts community. DAC, with our six collaborating founding nonprofits, has renovated vacant unused City & County office spaces and created a stunning exhibition hall and arts facility. From the first exhibition by Hawai'i Craftsmen in October 2019 to the December 2022 Invitational of 30 renowned Hawai'i Artists, we have grown and established DAC as an essential part of the O'ahu Arts landscape. DAC and Chinatown Gateway Plaza have become uniquely intertwined creating a beacon of hope during the pandemic downturn of the neighborhood.

Downtown Art Center believes the arts bring people together and improves the quality of life for all. DAC's future is to expand access to arts experiences through connection, conversation, classes, events and exhibitions.

### **Our Mission**

Downtown Art Center (DAC) was established to build a thriving and vibrant Downtown/Chinatown through the power of creativity and the arts. The DAC in the Chinatown Gateway Plaza provides creative arts experience to all incomes, ages, skill levels.

We provide the 6 collaborating arts and culture nonprofits (Creative Arts Experience, Glass Fusion of Hawaii, Hawaii Craftsmen, Hawaii Handweavers Hui, Hawaii Watercolor Society and the Pastel Association of Hawaii) affordable spaces for offices, storage, creative maker spaces, art exhibitions, classes and special events. DAC also supports Hawaii's Art communities by providing opportunities to exhibit and sell their work to the greater community.

DAC's Impact in the Community has been significant with weekly classes, workshops, and continuous exhibitions. We have been an income generator for local artists via fine art exhibitions and our DAC Arts & Gifts shop. DAC Arts & Gifts provides entrepreneurial training for local artists as well as a place to sell their work.

### **The goals and objectives related to the request;**

#### **a. To establish an art and culture center in the City's Chinatown Gateway Plaza**

1. Sign contract for long term lease 10 years with 2 five-year options
2. Submit building permits for lighting, electricity, plumbing, concrete work and build out of glass blowing and pottery kilns
3. Renovate 3 of the exhibition spaces
4. Develop 7 creative maker spaces
5. Buildout 3 new multipurpose rooms

#### **b. To increase the DAC's earned income streams by increased programming**

1. Increase number of art exhibitions
2. Increase the number of art classes and special events
3. Increase the number of nonprofits and art community groups working in the DAC

### **2. The public purpose and need to be served;**

The renovation of Linekona, the Honolulu Museum of Art-School of Arts as a community art center, has created a vacuum for creative makers workspaces; especially 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 arts community.

The DAC will send in a proposed sealed bid in response to the City and county of Honolulu's sealed bid scheduled to be released in March 2023. The contract will be executed after June 2023. The lease is for 10 years with two five-year options

The 5 units (approximate total is 18000 square feet of space) need to be renovated and updated to meet the specific needs of the art groups and meet building codes. The six visual arts nonprofits and community groups are collaborators represent 1200 members bring decades of expertise and experience as well as hundreds of community members who will participate in and support their maker space endeavor as this space will accommodate more students and encourage new membership. The Glass Fusion Collective, currently offering only one class and four open studio times at Temple Emanuel, will be able to expand their schedule and offer new classes. The photography and glass blowing community have no community studio to call home. These nonprofits 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.

The creation of a creative makers workspace in the DAC will foster recognition of Honolulu as a regional and international hub for the arts. This would benefit not only arts organizations but the many Chinatown businesses including restaurants, nightclubs, apparel and gift shops, fresh markets, etc. Local artists will also be provided with greater access to audiences and collectors.

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.

The DAC as the visual arts-based community center proposes the unification of 6 disparate nonprofit organizations, which in the past had to struggle with the challenges of and compete for limited exhibition space; affordable office, meeting, and 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, the joint efforts of the various unified non-profit organizations operating within a 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 umbrella organization (in this case DAC) to seek more ambitious funding that could be supported not just by Hawaii state and Hawaii-based foundation grants but also to high profile 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. Under the umbrella of DAC, there is strength to be found in numbers, with multiple arts organizations now capable of jointly applying for and mutually benefitting both state and national granting opportunities. Furthermore, through increased professionalism, these organization should be able to improve their

effectiveness in meeting their goals and in raising their profiles for more successful national grant applications and programs.

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 five combined community exhibitions, 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.

### **3. Describe the target population to be served; and**

#### **• The arts and culture nonprofit community and artists**

Six DAC charter arts nonprofit organizations represent over 1200 artist members and three unorganized art community groups (photography, metalsmithing and pottery representing another 500 artists), plus their patrons and followers. Their leadership is ready to collaborate to support the DAC and secure the five spaces in the Chinatown Gateway Plaza, plan for their optimal shared space use, provide volunteer sweat equity and funding for the renovations. By participating in this project, they will be able to expand their respective art programs to attract more members and 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. DAC has held invitational art and collaborative exhibitions to artists groups. 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—improvements in learning and enrichment for all ages from keiki to kupuna, for all skill levels from dabblers to skilled artists and all economic 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. 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 needs experienced seniors to help establish the DAC. Seniors will be recruited as volunteers, mentors, consultants and artists to teach and share their knowledge of the visual arts, music and performing arts. They will be paid for their services. The DAC will bring opportunities for seniors to see, hear, learn, and explore a variety of art forms, including painting, drawing, music, and theater, all at no or little cost. The DAC is a place for seniors to gather, make friends and contribute in meaningful ways, doing activities that contribute to their wellbeing and quality of life.

• 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.

**4. Describe the geographic coverage.**

The DAC is located in the heart of Chinatown and the Arts District on Oahu. The area has ranked as having one of the poorest income residential areas. The area has many low income housing, low-to moderate income housing and social services agencies to care for the houseless as well as to serve the low income residents

Senate District 13  
House District 28

### **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 will lease 5 separate units (approximate total of 18000 square feet space) in the Chinatown Gateway Plaza. Two of the five spaces are vacant and need major renovated and update to meet the specific needs of the art groups and current building codes. The other 3 spaces need an overall floor resurfacing, paint, repair of dry walls, and installation of new rooms and entry ways that meet the purposes of the rooms.

The DAC will do the following in the 5 spaces

1. Plan and buildout 7 creative maker spaces

Pottery

Glass Blowing

Glass Fusion

Handweaving

Matting and Framing

Metalsmithing and metal casting

Photography darkroom and photo studio

2. Buildout or renovate a minimum of 3 exhibition spaces

3. Buildout a minimum of 3 multipurpose rooms

4. Renovate the 1<sup>st</sup> floor DAC shop (first floor 1B)

Collaborating nonprofits and community groups shall

1. Purchase or have donated, stored equipment and will install equipment for their respective maker spaces.
  2. Organize and implement the programs classes, workshops and special events for their media in their designated spaces.
2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service;**
- Pre- grant year State GIA FY 24**
- Negotiate and Sign contract with City and County of Honolulu
  - Develop the architecture plans for lighting, electrical, plumbing, buildout of rooms
  - Submit to the City for authorization to make changes before sending to City Department of Planning and Permitting
  - Start fundraising to match requested funds and resources for the buildout
  - Negotiate and sign memorandums of agreement with the arts nonprofits and community groups

**1<sup>st</sup> quarter (tentative July-September 2023)**

**Creative Maker Spaces**

1. Submit building plans to the City Department of Planning and Permitting (DPP)
2. Renovate exhibition, classrooms and office spaces in existing spaces
3. Renovate 1<sup>st</sup> floor DAC Shop
4. Clear out junk and abandoned furniture from all spaces
5. Buildout shade for outdoor classroom/workshop area

**Programs**

1. Provide a minimum of 3 exhibitions/quarter
2. Provide a minimum of 20 classes/workshops/quarter
3. Provide a minimum of 9 special events/quarter

**2<sup>nd</sup> quarter (October-December 2023)**

**Creative Maker Spaces**

1. Install track lights and fluorescent lights
2. Make plumbing and electrical changes
3. Buildout 2<sup>nd</sup> Floor maker spaces (Room 2C)  
(Handweavers, photography, metalsmithing, matting and framing)
4. Buildout/renovate 2 office spaces



## **Programs**

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 30 classes/workshops/quarter
3. Provide a minimum of 15 special events/quarter

### **3<sup>rd</sup> quarter (January-March 2024)**

#### **Creative Maker Spaces**

1. Install black wrought iron gate fronting Nuuanu Avenue
2. Pour concrete to level off the outdoor pottery, glass blowing creative maker space

#### **Programs**

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 50 classes/workshops/quarter
3. Provide a minimum of 25 special events/quarter

### **4<sup>th</sup> quarter (April-June 24)**

#### **Creative Maker Spaces**

1. Build out housing for pottery, casting and glass blowing kilns
2. Install equipment for the pottery, casting and glass blowing maker spaces
3. Connect gas lines

#### **Programs**

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 50 classes/workshops/quarter
3. Provide a minimum of 25 special events/quarter

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

The DAC will have a project coordinator on staff to ensure a smooth interface with the clients (DAC and partner non-profits), design and construction teams. This individual will work closely with the design team to ensure the needs of the partner agencies are addressed, identify projects which can be completed with volunteers both prior to and during the process, and oversee these activities. Note: projects which could be completed with volunteer labor include cleaning the spaces, trash removal, removing carpet, painting, and others identified as appropriate by the project coordinator and general contractor.

The DAC project coordinator will also work with designated representatives from the design and construction teams to track progress, timelines, etc. A representative from the design team will track permitting and a DAC appointed general contractor will coordinate and oversee the day-to-day construction activities. These individuals will ensure qualified individuals perform the needed tasks.

The DAC project coordinator will ensure timelines are met or modified as needed. Close monitoring and careful communication will help ensure the project is completed as proposed.

#### 4. Measures of effectiveness

Plan usable spaces for the partner agencies

Meet timelines

Track all expenses including in-kind donations of materials and labor.

### **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)

Equipment for the creative maker space has been donated by artists, students and benefactors

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
100,000	100,000	100,000	100,000	400,000

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

City FY 24 GIA Program- Creative Arts Offer a Path Toward Wellness \$134,000  
Atherton Foundation- Capital Improvement Project \$50,000

**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.**

The DAC has not applied for or received any state or federal funds tax credits in the last 3 years. In addition, the DAC does not anticipate applying for any grants or credits pertaining to any capital projects.

**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.**

Funded: FY 2023 State Grant in Aid for \$151,000 for operations paying for part-time staff, consultants and rent.

## **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 Chinatown Gateway Plaza commercial spaces on the first floor were vacant for 10 years and second floor was vacant for 5 years. The federal department of Housing and Urban Development (HUD) threaten the City with a lawsuit demanding the return of \$9 million if the units were not rented within the year.

The DAC recognized the community need for a bricks-and-mortar art center. In 2018, the DAC approached the City Administration with a Vacant to Vibrant pilot project. The

DAC leased 1st floor space 1404 sq. ft. from the City and County of Honolulu staffed by volunteers and funded by donations and earned income. Three arts nonprofits (DAC, Creative Arts Experience and Hawaii Craftsmen) organized the gallery featuring local artists and held special events and art classes.

IN 2020, the DAC started with 6 charter nonprofits: Hawaii Craftsmen, Hawaii Potters Guild, Hawaii Handweavers Hui, Hawaii Watercolor Society, and Pastel Association of Hawaii. The agencies work together for the common purpose of promoting the visual arts.

The nonprofits 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.

The agencies work together for the common purpose of promoting the visual arts. They also use their social media platforms and mailing lists, newsletters and media contacts to promote their own shows and the DAC. 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 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.

The DAC leases 1041 B on the first floor (1404 square feet) and 1041 A and B on the second floor (10,000 square feet).

The DAC rents 3 of the 5 commercial spaces in the Chinatown Gateway Plaza on a month to month contract. Rent is waived. DAC pays approximately 65% of Common Area Maintenance (CAM). Plus, DAC pays for after hours and weekend air conditioning chiller costs (\$2500) and electricity (\$2,000).

We collaborate with 6 nonprofits that hosts their juried art exhibitions. We sublet office space to Hawaii Arts Alliance and storage room to the Hawaii Watercolor Society. We also sublet to the Hawaii Handweavers Hui, a 700 square feet as a creative maker space pilot project.

Additionally, the DAC hosts art exhibitions, produce special events and art classes and workshops. We have a gift shop and donation shop. The activities are inclusive and multidisciplinary, available to families of all income levels and artists of all skill levels.

Despite the 2019-2022, COVID surges, the mandatory restrictions and the low exhibition visitor turnouts, the DAC developed earned funding streams and donations which meet current expenses with a volunteer staff and a marketing consultant. In February 2023, the DAC will convert volunteers to paid half-time staff and paid consultants paid through a State FY-2023 Grant-in-Aid FY for 1 year.

## INCOME STREAMS

- grants from local foundations, corporations and the State of Hawaii.
- donations from artists, art patrons, community members and tourists.
- special fund raisers for specific purposes such as capital improvement.
- earned income streams are as follows:
  - room usage fees for exhibition room and special events usage fees
  - classes and workshops and special events fees
  - commission from art sales from the DAC Shop and art exhibitions
  - sales from the Hale Makana gift shop (donated art and DAC products)

## 2. Facilities

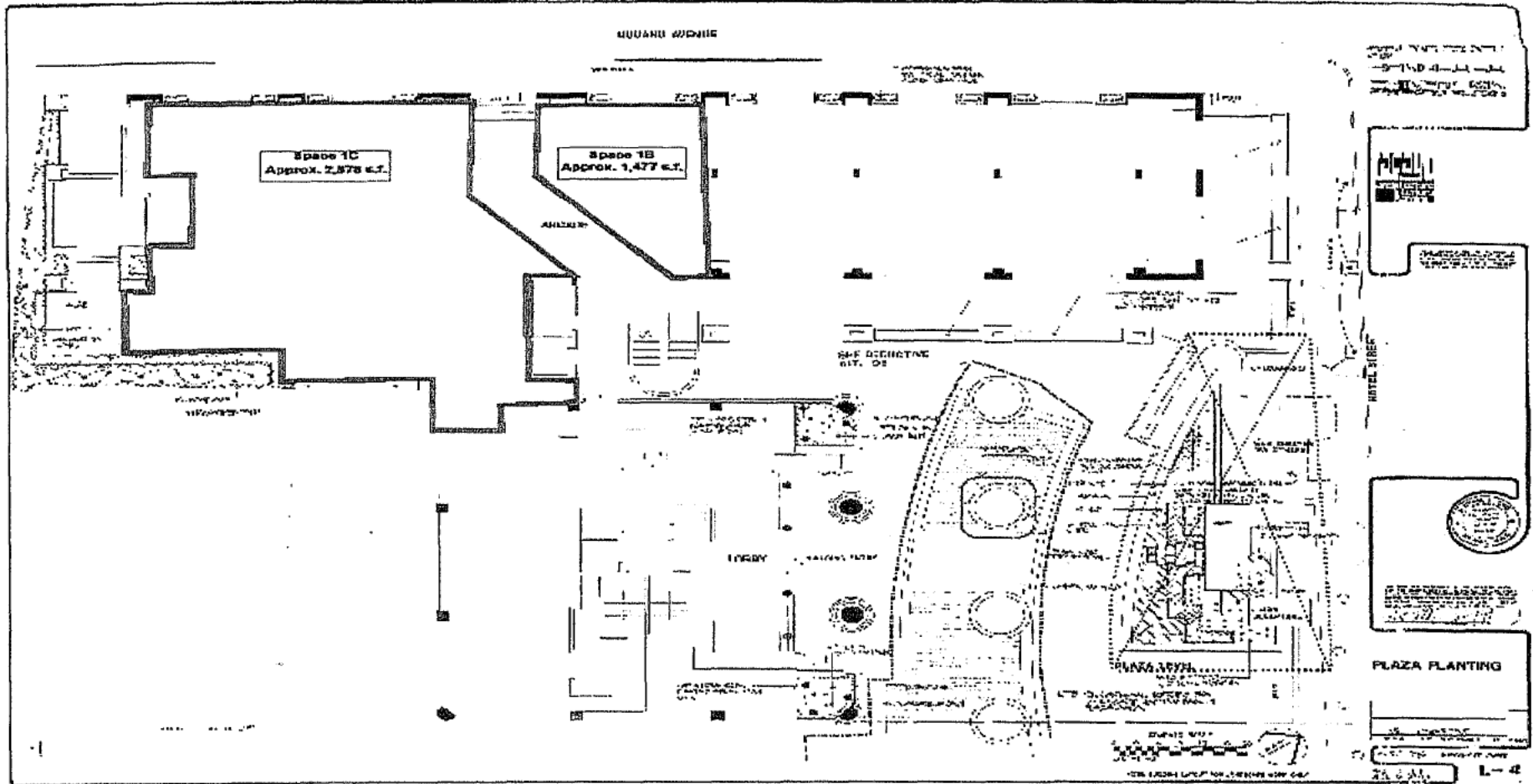
The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

Chinatown Gateway Plaza (Tax Map Key No. (1) 2-1-02; 038)

First floor:	Space 1B: 1,477 square foot interior area	
	Space 1C: 2878 square foot interior area	VACANT
	SEE exhibit A	
Second Floor	Space 2A: 4,000 square foot interior area	
	Space 2B: 6,000 square foot interior area	
	Space 2C: 4,000 square foot interior area	VACANT
	SEE exhibit B	

EXHIBIT 1: MAP

First Floor





**Downtown Arts Center  
Statement of Financial Position  
As of December 31, 2022**

	<b>TOTAL</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
10100 DAC 2nd Floor Op 4641	420.11
10200 DAC Admin 0855	69,352.36
10450 Home Street - Savings x0983	37,000.00
10600 Certificate of Deposit	175,000.00
<b>Total Bank Accounts</b>	<b>281,772.47</b>
<b>Accounts Receivable</b>	
11000 Accounts Receivable (A/R)	650.11
<b>Total Accounts Receivable</b>	<b>650.11</b>
<b>Other Current Assets</b>	
Undeposited Funds	5,623.93
<b>Total Other Current Assets</b>	<b>5,623.93</b>
<b>Total Current Assets</b>	<b>288,046.51</b>
<b>Fixed Assets</b>	
16100 Computers	5,704.80
Accumulated Depreciation	(2,172.00)
<b>Total Fixed Assets</b>	<b>3,532.80</b>
<b>Other Assets</b>	
17000 Hawaii Comm Foundation Endowment	50,000.00
<b>Total Other Assets</b>	<b>50,000.00</b>
<b>TOTAL ASSETS</b>	<b>341,579.31</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
30000 Net Assets	2,414.34
30100 Unrestricted Net Assets	87,646.29
Net Revenue	251,518.68
<b>Total Equity</b>	<b>341,579.31</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>341,579.31</b>

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**Downtown Arts Center  
Statement of Activities  
January - December 2022**

	<b>TOTAL</b>
<b>Revenue</b>	
41000 Donations	406,664.85
42000 Art Show Fees	6,015.00
42300 Commission Revenue - Exhibit Sales	90,619.46
43000 Class Fees	27,489.06
44000 Event Fees (Live Shows)	2,895.00
45000 Grant	35,035.00
46500 DAC Shop - Downstairs	36,199.72
46600 Gift Shop - Donated Item Revenue	35,502.08
47000 Rental Income	68,231.73
<b>Total Revenue</b>	<b>708,651.90</b>
<b>Gross Profit</b>	<b>708,651.90</b>
<b>Expenditures</b>	
60000 Program Expenses	113,282.31
70000 Professional Fees	119,339.18
71000 Bank Charge	5,029.86
80000 Overhead Expenses	183,718.89
80400 Dues & Subscriptions	1,160.20
81000 Taxes	27,082.34
82000 Meals	3,882.86
<b>Oahu Fringe Expenses</b>	3,637.58
<b>Total Expenditures</b>	<b>457,133.22</b>
<b>Net Operating Revenue</b>	<b>251,518.68</b>
<b>Net Revenue</b>	<b>251,518.68</b>

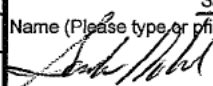
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## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

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)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. 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				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	400,000			200,000
<b>TOTAL (A+B+C+D+E)</b>	<b>400,000</b>			<b>200,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Sandra Pohl      808 226-4787		
(b) Total Federal Funds Requested		Name (Please type or print)      Phone		
(c) Total County Funds Requested		 1-18-2023		
(d) Total Private/Other Funds Requested	200,000	Signature of Authorized Official      Date		
<b>TOTAL BUDGET</b>	<b>600,000</b>	Sandra Pohl      Executive Director      44,944		
		Name and Title (Please type or print)		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Downtown Art Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
No Equipment purchased			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
No motor vehicles			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS No equipment or motor vehicles will be purchased in this CIP project				

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

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: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS		20000				
LAND ACQUISITION						
DESIGN						
CONSTRUCTION			400000	400000	0	0
EQUIPMENT						
<b>TOTAL:</b>		<b>20000</b>	<b>400,000</b>	<b>400,000</b>		
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

App:

Downtown Art Center

Contracts Total:

-

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1					
2					
3					
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27					
28					
29					
30					

**Personnel: Project Organization and Staffing**

The Project is the buildout of creative maker spaces in new spaces that the DAC will get from the City. The staff includes:

Sandra Pohl as the executive director

Tracy Chan as the communications manager

Isaiah Prakash as the project manager

My Tran as the architect