

**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 a:

East Hawaii Cultural Council

East Hawai'i Cultural Center

Amount of State Funds Requested: \$ 128,926

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

East Hawai'i Cultural Center will launch Phase 1 of a badly needed capital improvement plan whose goal is to address badly needed repairs and improve the safety and comfort of visitors and staff, especially with regard to ADA compliance. Phase 1 has three components: (1) A general condition assessment of our deteriorating main building (built in 1932) so that we can prioritize repairs and avoid cost overruns; (2) upgrades to our music studio to protect instruments and offer players a more sanitary environment; and (3) completing designs to bring our parking lot into ADA compliance.

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 25,000

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

\$ 40,000

Unrestricted Assets:

\$ 298,303.14

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:

141 Kalakaua Street

City:

Hilo

State:

HI

Zip:

96720

Contact Person for Matters Involving this Application

Name:
Carol Walker

Title:
Executive Director

Email:
cwalker@ehcc.org

Phone:
808 961 5711

Federal Tax ID#:
[REDACTED]

State Tax ID#:
[REDACTED]

Carol Walker

Authorized Signature

Carol Walker, Executive Director

Name and Title

18 January 2023

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 (DCCA).

Vendor Name: EAST HAWAII CULTURAL COUNCIL

DBA/Trade Name: East Hawaii Cultural Center

Issue Date: 12/19/2022

Status: **Compliant**

Hawaii Tax#: 40411624-01
New Hawaii Tax#: GE-0882919424-01
FEIN/SSN#: XX-XXX2768
UI#: No record
DCCA FILE#: 14953

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

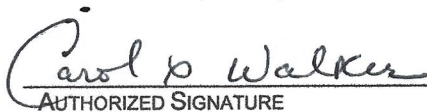
Status Legend:

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

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

CAROL S WALKER
PRINT NAME AND TITLE

JANUARY 18, 2023

DATE

**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.

East Hawaii Cultural Council

(Typed Name of Individual or Organization)

Carol S Walker

(Signature)

January 18, 2023

(Date)

Carol S Walker

(Typed Name)

Executive Director

(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.

Certificate enclosed dated December 19, 2022

2. Declaration Statement

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

attached

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

The funds that EHCC is requesting will be used for a public purpose, as detailed in this application.

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;



Interior of old police station as it looked when EHCC leased it from the County.

In 1967, a loose coalition of community art and drama groups formed the East Hawaii Cultural Council (now using the trade name East Hawai'i Cultural Center) to share resources. Over time, EHCC became a distinct institution, gaining 501c3 status in 1979 and transforming from an informal group to an established organization in its own right.

Starting in the late 1970s, EHCC begged Hawai'i County to let them take over Hilo's old courthouse and police station. The facilities had been abandoned when the police and court outgrew the space and they were slated for demolition. The request was denied, but EHCC persisted and in 1980 was given a lease for the property, including an annex that had served as the jailhouse and a shed that was the police chief's garage.

Despite limited funds (the lease makes EHCC fully responsible for repair and maintenance costs; the County does not contribute), EHCC did its best to restore the dilapidated facilities to useability. The main building is now on the National Register of Historic Places; facilities include a gallery and black box theatre, with art classrooms and a ceramics studio in the annex.

The old police chief's garage now houses a full Javanese gamelan (bronze gong orchestra), and EHCC is one of very few places in the United States offering a community (rather than university-based) gamelan program. Classes are free and the gamelan program is thriving, with exotic gongs ringing out across Kalākau Park during rehearsals. Passersby often stop in amazement and come closer to listen; we encourage them to try playing with us, and several have joined the group as a result.



EHCC opened the front of the shed to allow open-air music performances.

In July 2022, EHCC updated its mission statement to declare that its mission is, “To be an inclusive platform for culture and the arts. Through visual and performing arts and education, we give voice to our diverse communities and provide a forum for inquiry into their experiences and histories.” Today EHCC fosters about 10,000 audience engagements annually, through gallery exhibitions, artist talks and expert lectures, art and ceramics classes for keiki and adults, our yearly island-wide youth art exhibit, theatre and outdoor mobile stage performances, and music classes in gamelan and koto.

2. The goals and objectives related to the request;

The overarching goal of EHCC's request is to address urgent repair and renovation needs that have long been deferred due to lack of funds. For the fiscal year ending in 2024, EHCC intends to accomplish three objectives that comprise Phase I of what will ultimately be a multi-year, multi-phase improvement project.

Objective 1 is to engage forensic engineering specialists to conduct a general condition assessment (including civil, mechanical, plumbing, electrical, structural engineering and general building repair) survey of the main building and annex. This is an essential first step in planning and executing the comprehensive set of needed repairs that will follow in later phases. The report produced will include findings, recommendations for maintenance and upgrades, and rough cost estimates for carrying out the recommendations.

Objective 2 is to upgrade the old police chief's garage, now in use as a music studio. We propose to install a washable floor (the current floor is Masonite that would warp if we used liquid cleaners); upgrade the plywood walls, line the roof insulation on the ceiling, add a door between the playing area and the storage area behind it, plug gaps throughout the structure that stray cats use to enter, install a ceiling fan, replace the roof, and turn the rear of the shed into useable storage space (which will also improve the structure's acoustical properties).

Objective 3 is to create an engineering design to make our parking lot ADA compliant that can be used by a contractor to make our parking lot ADA compliant in Phase II.

3. The public purpose and need to be served;



Damage in the main building, from left: termite-damaged banister; holes in ceiling of archive room; termite frass behind the gallery wall; water damage on the ceiling of the dressing room.

The purpose of the Phase 1 improvement project is to begin making EHCC a safer, more inviting venue for the public we serve.

Unsurprisingly given the age of our buildings, we are aware of various leaks, holes, and other damage, as well as desirable remodels that would improve our ADA accessibility. When we consulted experts in the County Planning Department and several forensic engineering firms, we were advised that it would be unwise to address these on an ad hoc basis, and that we first need to determine overall structural issues such as unseen termite damage, possible powder post beetle infestation, and other problems. To proceed without this step risks incorrectly prioritizing repairs and leaving ourselves open to considerable cost overruns on specific contracts.

Instead, we were advised to create a phased, multi-year plan, with Phase I including a survey of the buildings' condition. Only then can we judiciously and efficiently identify, prioritize, and budget for subsequent repairs in the years following.

Because the garage (now our music studio) is a simple shed of corrugated tin it does not need to be surveyed. What it badly needs is repairs and upgrades that will better protect the valuable musical instruments stored there and make the class experience more inviting for community members.

Currently, stink maile (*Paederia foetida*) and other vines creep in behind the plywood interior walls, stray cats frequently urinate throughout the space, and chickens even nest among the instruments, rendering the space odiferous and impossible to keep clean and sanitary. Because the bespoke covers of the instruments must constantly be removed for cleaning due to soiling by cats, the instruments are left exposed to vog and gecko excrement, which are damaging the bronze. The proposed repairs will mitigate these problems and address other concerns such as the acoustical properties of the space (one gong is difficult to hear throughout the room, which is a significant problem because the gong marks the end of each musical cycle and is crucial to helping beginning students orient themselves to the music).



The old police chief's garage, just before EHCC moved its gamelan into the space.



Left: vines grow in behind the plywood installed in front of the corrugated tin walls. Right: bronze gongs tarnish and corrode when protective covers are being laundered due to constant soiling by stray cats.

A charming fact about our property is that it was the first public place in Hilo to be built to accommodate automobiles. But the original designers did not foresee how essential motor vehicles would become. The space is a bit cramped by current standards and definitely not created with accessibility in mind. Before we can engage a contractor to bring the lot up to current standards, we require a design that meets with the approval of our landlord and obtains Disability and Communication Access Board approval.

4. Describe the target population to be served; and

The most important population we serve is residents of Hilo and East Hawai'i. More than half our gallery visitors and close to 100% of those who enjoy our educational and performing arts offerings are local residents. Hilo is one of the largest cities in Hawai'i. Its sense of community pride is strong; however, it struggles with a poverty rate of 19%, one of the highest in the state. Further, children and adolescents in Hilo from 6 to 17 – the individuals that participate in most of our art classes – have an even higher poverty rate of 22%. Thus, EHCC is committed to offering our programs for free or at minimal cost, so that everyone can participate.

In the long term, all visitors, volunteers, and staff of EHCC will benefit from the capital improvements that we will make based on recommendations in the general condition assessment. Participants in the gamelan group, who are primarily senior citizens, will experience the most immediate benefit in Phase I.

5. Describe the geographic coverage.

EHCC welcomes visitors from all over the world. Prior to the pandemic, our data suggest that many of our gallery visitors were from the continental US (over 21%), international (close to 8%), and the State of Hawai'i outside of East Hawai'i (around 17%) – a visitor base that is gradually rebuilding as pandemic impacts subside.

However, our strongest focus is the eastern part of Hawai'i Island, followed by the rest of the island (our annual Young at Art exhibition attracts participation by hundreds of students across every district).

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;

Engineering Partners (www.epinc.pro), working under contract to EHCC, will be responsible for fulfilling objective 1, conducting a general condition assessment. The scope of work is the main building and annex, and particular attention will be paid to reviewing the repair needs that EHCC staff have identified (roof replacement, repairing ceiling holes, remodeling a second-floor bathroom for ADA compliance, and fixing flooring holes). The tasks to be completed are:

- Provide initial field investigation to verify as-built conditions of the building's structure, mechanical systems, electrical systems, general building repairs necessary, including research on record Building Permits and date of construction.
- Civil assessment shall review and report findings on existing wastewater disposal systems, parking lot pavement and sidewalk conditions, drainage, and water system.
- Topographic survey of existing site in order to evaluate sidewalks and accessibility.
- Architectural assessment shall review and report finding on existing floors, windows/doors, ceilings, wall finishes, and non-structural interior partition walls and ceiling framing.
- Structural assessment shall review and report findings on existing structural steel corrossions, concrete cracks, and other signs of distress.
- Mechanical assessment shall review and report findings on existing systems and shall incorporate recommendations for upgrade, potential maintenance, or change.
- Electrical assessment shall review and report findings on existing electrical and lighting systems and shall incorporate recommendations for upgrade or change.
- Prepare an assessment report including findings, recommendations and rough cost estimates for repairs.

Community Builders (www.hilocbuild.com), working under contract to EHCC, will be responsible for fulfilling objective 2, upgrading the old garage that we use as a music studio. The scope of work is to improve the condition of the garage to provide a more comfortable and sanitary environment for players, better acoustics, and storage that will slow the deterioration of the musical instruments kept there. Specific tasks to be completed are installation of a washable floor, ceiling fans, drywall, ceiling covering, an interior door, and an additional light; and roof replacement.

Engineering Partners (EPI), which is contributing \$10,000 worth of services to EHCC as matching funds, is primarily responsible for fulfilling objective 3, designing a plan for parking lot improvements so that the lot meets ADA standards. The scope of work is to produce a design that is approved by our landlord, the Hawai'i County Department of Parks and Recreation, and which meets Disability and Communication Access Board (DCAB) guidelines. EPI has already produced a draft design and during the project period will finalize it with input from Parks & Rec. Tasks outstanding under objective 3 are:

- Integrate any changes needed as a result of Parks & Rec review (responsibility of Engineering Partners)
- Obtain final approval from Parks & Rec (EHCC)
- Solicit bids for improving the lot according to the design, in preparation for Phase II funding requests (EHCC)

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

Because the exact date on which funds will be made available cannot be predicted with complete accuracy and the contractors who will be engaged may need to complete prior commitments before starting EHCC's work, timelines for each objective are characterized in terms of "month 1, month 2, etc." rather than as fixed dates. Funds will be obligated through contract signing within one month of receipt of the first tranche, with work to begin in "month 1" as soon as possible thereafter.

Timeline for objective 1, conducting a general condition assessment:

Month 1: Notice to Proceed
Month 3: Draft report issued
Month 5: Final report issued

Timeline for objective 2, upgrade the old police chief's garage in use as a music studio:

Month 1: Notice to Proceed
Months 2-3: All repairs and improvements completed

Timeline for objective 3, create an engineering design to make our parking lot ADA compliant:

Month 1: Incorporate feedback provided by Parks & Recreation into draft plan
Month 2: Submit plan to Parks and Recreation for approval
Months 3-5: Follow-up iterations if needed until final approval is obtained from Parks & Rec

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

The work being proposed involves expertise in mechanical, electrical, and structural engineering; as well as plumbing; architecture, and construction. All of these fall outside the skill sets of the individuals who manage EHCC's arts and cultural programming, so our primary means of quality assurance has occurred up front, in the selection of firms/individuals to complete the work.

Starting even before the application was issued, EHCC staff, board members and volunteers began contacting knowledgeable individuals to collect information, recommendations, and relevant historical documents. We consulted the County Planning Department and reached out to the Department of Parks & Recreation (our landlord), four engineering firms, two roofing specialists, and six contractors. We sought out and reviewed an ADA plan for EHCC that the County commissioned in 2006, and an undated hazardous waste materials assessment. Our proposal is based on this research, from which we conclude that we are availing ourselves of the best resources available on the Big Island.

We will evaluate the success of the project against the specifications in the written contracts that will be signed with Engineering Partners (for objective 1, the general condition survey) and Community Builders (for objective 2, upgrades to garage/music studio). Objective 3, creation of a design to make our parking lot ADA compliant, will be considered a success upon Parks and Recreation approval of the proposed design.

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.

We will ask different questions to measure effectiveness for each objective:

Objective 1, general condition assessment

- Does the report make clear what EHCC's next steps should be to repair and upgrade the main building and annex?
- Does the report offer practical guidance that will allow EHCC to approach potential contractors with understanding of our requirements?
- Does the report offer sufficient details on the condition of our facilities so that we can minimize the chances of cost overruns on subsequent contracts?
- Does the report give a clear estimate of the overall costs we will need to plan for?

Objective 2, upgrades to the garage/music studio

- Are cats and chickens now blocked from entering the interior?
- Is the floor washable?
- Is the smell of cat urine gone?
- Are the acoustics improved?
- Is the rear of the garage now an acceptable space for storing instruments?
- Is the space now more comfortable during hot summer months?
- Does the interior remain free of encroachment by vines?

Objective 3, create an engineering design to make our parking lot ADA compliant

- Does the design receive approval from the Department of Parks & Recreation?
- Does the design provide the information needed to produce reliable bids from contractors?

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)

Applicable forms (a, d, and e; forms b and c) are attached. Forms b and c are not applicable as EHCC is not requesting funds for personnel, equipment or motor vehicle costs.

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
\$17,885	\$111,041			\$128,926

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

As of January 20, 2023, EHCC has submitted or is preparing submissions to the following funders for FY2024 grants. Additional requests to grantors will be made as the opportunity arises.

- Atherton Family Foundation
- First Hawaiian Bank
- Hawai'i County Grants in Aid (Waiwai)
- Healy Foundation
- Henry Luce Foundation
- State Foundation on Culture and the Arts

Other sources of income include:

- Private donations, individual and corporate
- Class and workshop fees
- Facility usage fees
- Membership dues
- Gallery and book sales

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2024 for program funding.

Below are the grants/contracts awarded to EHCC from January 1, 2020 through December 31, 2022, in chronological order from most recent to oldest.

Hawai'i Council for the Humanities, \$10,000
 Geraldine P Dodge Foundation, \$5000
 Hawai'i Electric, \$7000
 Hawai'i County Grants in Aid (Waiwai), \$40,000
 Anderson Beck Fund (A Donor-Advised Fund of the Hawai'i Community Foundation), \$10,000
 National Endowment for the Arts, \$75,000
 Geraldine P Dodge Foundation, \$5000
 Atherton Family Foundation, \$5000
 Anderson Beck Fund, \$2000

Hawai'i Council for the Humanities, \$20,000
State Foundation for Culture and the Arts, \$10,000
County Contingency Relief funds, \$5000
AARP, \$15,100
Hawai'i County GIA, \$2700
Anderson Beck Fund, \$2000
Serendipity II Fund (A Donor-Advised Fund of the Hawai'i Community Foundation), \$2300
Historic Hawai'i Foundation, \$23,000
Serendipity II Fund, \$500
Anderson Beck Fund, \$2000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

As of December 31, 2022, EHCC's unrestricted current assets totaled \$298,303.14.

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.

EHCC personnel have overseen a number of capital improvement projects/repairs over the last decade-plus. Most recently, in 2021 EHCC arranged for and supervised repairs to our rotting eaves, stopgap roof repairs, termite treatment of all structures, treatment for an aggressive bee infestation in the main building, installation of new signage, and repairs to the crumbling asphalt in our parking lot. We also engaged a local firm to design and install a security fence.

In 2020-21, we secured extensive plumbing repairs and replaced sinks/toilets in the gallery and annex bathrooms to improve ADA accessibility. Prior to that, in the summer of 2019, relying almost entirely on EHCC volunteers to complete the work, we improved the old police chief's garage by partially replacing the roof; adding interior walls and a floor; installing light fixtures; and installing sliding doors so that the structure can serve as a performance space with an open-air audience.

Earlier efforts to maintain the property included restoration of windows and leaded glass panels in the main building and installation of a new roof for the annex.

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.

EHCC is located at 141 Kalākaua Street in a historically resonant neighborhood where ruling chiefs governed in the pre-contact era. Nearby is the former site of the monarchy's summer residence. Across the street is gracious Kalākaua Park, created by King David Kalakaua circa 1877.

The facility, originally the District Court House and Police Station, was built in 1932, including the main building (on the National Register), a jailhouse, and a garage for the police chief. Court staff left in 1969 and the police took over the entire space. They outgrew it and moved to new quarters in 1975. The property then languished until the East Hawai'i Cultural Council began renovations circa 1983.

While repairs are urgently needed, the old police station remains physically beautiful. It possesses a 4500 square foot interior, a generous lanai on both floors, a cream-colored concrete shell with an adobe finish, and a hipped roof that shows the influence of Charles W. Dickey, known for his efforts to create a Hawaiian style of architecture. The property makes an invaluable contribution to the historic feel of downtown Hilo.

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.

EHCC has several staff and board members who have held high-level management positions that equip them to provide the necessary operational and financial oversight of this capital improvement project:

Executive director **Carol Walker**'s former roles include executive director of the American Chamber of Commerce in Indonesia; chief of the copyediting department of IBA Media in Cairo, Egypt; and head of the communications division for a multi-million-dollar infrastructure finance project in Jakarta. Since she first became affiliated with EHCC in 2018, as treasurer of the board, she has led efforts to upgrade and systematize internal operating procedures, revitalize a moribund grant-seeking and development component, and build the organization from \$61,000 in revenue in FY 2018 to over \$200,000 in FY 2022. This growth has enabled program staff to increase both the quality and quantity of programming EHCC offers.

Prior to assuming the position of Assistant Executive Director at EHCC, **Miriam Rafiq Braden**'s most recent experience was as president and general manager of the San Francisco firm Arbor MD Tree Care Inc, where she headed all finance, human resource, marketing and compliance activities, as well as serving as project manager for municipal projects. She also served as Executive Director of the non-profit Child Family Health International, which she managed through a leadership transition process. Her other experience includes overseeing training, education and research efforts at the Center for Global Health at UC Berkeley and directing communications for the Sustainable Science Institute.

Before moving to Hilo in 2022, Board member **Laurie Rich** spent seven years as the executive director of the David Brower Center in Berkeley, CA, a platinum-rated LEED (Leadership in Energy and Environmental Design) 55,000sq ft multi-use building encompassing exhibitions and public programming, leased space, a restaurant, and a conference center. She managed a \$1.7 million budget, led

a strategic planning effort to unite the art and educational programming, oversaw all facility maintenance improvements, and ensured financial stability for the Center. She is currently the Director for Events & External Relations for the Children & Nature Network, and has prior experience in venue management, sales and trade show operations.

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 organization chart attached following this narrative.

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.

Executive Director: \$24,000

Gallery Director: \$24,000

Assistant Executive Director (part-time) \$14,400

VII. Other

1. Litigation

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

Not applicable.

2. Licensure or Accreditation

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

Not applicable.

3. Private Educational Institutions

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

Not applicable.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 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.

When the objectives laid out in this application are met, future funding will be needed to carry out the parking lot improvements and undertake the repairs and renovations recommended by the general condition assessment report. This will be challenging. Even without the report in hand, we know from previously conducted research that roof repairs are likely to cost \$150,000 to \$250,00 and the parking lot improvements will most likely be in excess of \$150,000 – not to mention the other repairs/remodeling needs we do not yet have ballpark costs for.

While EHCC is currently focused on increasing the funds we receive from private and corporate donors, realistically we do not expect to raise the \$400,000 to \$500,000 we'll need for repairs/improvements from local residents and businesses. While they should prove a valuable source of matching funds, we will focus on securing grants for the bulk of the necessary money.

Shortly before the pandemic struck, EHCC consulted with the Historic Hawai'i Foundation to identify possible funding sources for the extensive capital improvements our facilities need. With HHH help, we completed a preliminary analysis of potential grantors, ranging from the Alexander and Baldwin Corporate Giving Program to Lowe's Charitable and Education Foundation to the Sam and Mary Cooke Preservation Fund and a dozen more. When we have an approved parking lot design and recommendations/cost estimates in hand at the conclusion of the activities proposed in this application, we will update that analysis and decide how best to move forward.

- Operations** (led by Executive Director)
- Financial oversight & bookkeeping
 - Office management & partnership administration
 - Human resources
 - Development & donor relations
 - Local government relations
 - Grant writing & management
 - Volunteer coordination
 - Membership coordination
 - Monitoring & evaluation
 - Access & inclusivity
 - Child protection
 - Facilities management & security
 - Communications (traditional & social media)
 - Event coordination

EHCC Board of Directors

Advisory Council

Volunteers

PILLAR: Gallery
(led by Gallery Director)

- Exhibitions
- Lecture Series & Artist Talks
- SPACE (if/when funded: "Police & People" permanent exhibition & tours)

PILLAR: Art Education
(led by Education Director)

- Youth Arts Series
- Fall & summer day camps
 - YAS?
 - Art Lab (open studio)
 - After-school classes
 - Pop-up workshops
 - You-tube videos, take home art kits
 - Art Forward
 - Young at Art annual exhibition collaborations
 - Youth Art Month
 - Full Steam Ahead (under construction)
- Ceramics
- Adult & youth classes
- Print Studio
- Adult & youth classes (under construction)

PILLAR: Performing Arts
(led by Resident Theatre Director)

- Kahua 'Elua
- In-house productions
 - Partner & independent productions
 - Singing & acting classes
- EHCC Out of Doors
- On-site productions
 - Traveling productions
- World Music:
- Gameian of the Molten Blossom
 - Koto Classes
 - Angklung

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

App

East Hawai'i Cultural 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				
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	128,926	0	0	25,000
TOTAL (A+B+C+D+E)	128,926	0	0	25,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	128,926	Carol S Walker	808-961-5711	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested		<i>Carol S Walker</i>	1/18/23	
(d) Total Private/Other Funds Requested	25,000	Signature of Authorized Official	Date	
TOTAL BUDGET	153,926	Carol S Walker Executive Director		
		Name and Title (Please type or print)		

Applicant: East Hawai'i Cultural 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 (general condition survey)			22513			
LAND ACQUISITION						
DESIGN				10000		
CONSTRUCTION			106413	15000	TBD	TBD
EQUIPMENT						
TOTAL:			128,926			
JUSTIFICATION/COMMENTS:						
The EHCC Board has approved up to \$15,000 of its revenue to be used for contingency/cost overruns.						

App

East Hawai'i Cultural Center

Contracts Total:

162,700

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Community Policing project	2023	Hawai'i Council for the Humanities	State	10,000
2	Outdoor theatre, translations, lecture series, youth art	2022	Hawai'i County Grants in Aid (Waiwai)	Hawai'i County	40,000
3	Community art recycling	2022	National Endowment for the Arts	U.S.	75,000
4	Operating support	2022	Hawai'i Council for the Humanities	State	20,000
5	Young at Art 2022	2022	State Foundation for Culture and the Arts	State	10,000
6	New fence, mobile theatre, Art Forward	2021	County Contingency Relief funds	Hawai'i County	5,000
7	Gallery programming	2021	Hawai'i County GIA	Hawai'i County	2,700