

## 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



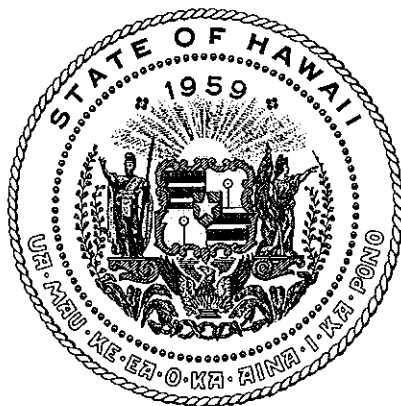
AUTHORIZED SIGNATURE

Paula Akana Guanzon, Exec. Dir.

PRINT NAME AND TITLE

Jan. 20, 2023

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

THE FRIENDS OF IOLANI PALACE

was incorporated under the laws of Hawaii on 06/08/1966 ; 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 20, 2023

Director of Commerce and Consumer Affairs

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

The undersigned authorized representative of the applicant certifies the following:

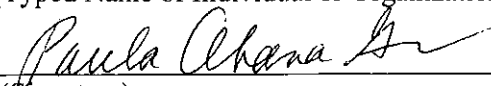
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

The Friends of Iolani Palace

\_\_\_\_\_  
(Typed Name of Individual or Organization)

  
(Signature)

Paula Akana Guanzon

*January 20, 2023*

\_\_\_\_\_  
(Date)

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;  
The Friends of Iolani Palace ("The Friends") was founded in 1966 for the purpose of supporting and guiding the State of Hawaii in the restoration of Iolani Palace. The State subsequently, turned over the "The Friends" the restoration project and eventual management of the historic site as a museum.  
For two decades, beginning in 1978, the State provided funding for all operating expenses for the museum under contract with The Friends of Iolani Palace. That funding ceased on July 1, 1998. The applicant then began funding operations entirely from earned revenues, donations, and grants (both private and government). In FY21, "The Friends" received ARPA funding through the State Foundation on Culture and the Arts that assisted with operations. This funding was critical due to the negative effects of the pandemic on museum operations. In FY22, the legislature appropriated 2 million dollars in State funding for the applicant, again through the State Foundation on Culture and the Arts.

The Friends of Iolani Palace currently has a long-term lease with the Department of Land and Natural Resources for Iolani Palace, Hale Koa Barracks, Coronation Pavilion and Kanaina building. The lease runs through June 30, 2035.

2. The goals and objectives related to the request;

This grant will allow the applicant to have critical maintenance and repair work done on Iolani Palace. The objectives include preventing further deterioration of the Palace due to elements and visitors to the site, as well as to protect the interior and Palace collections.

3. The public purpose and need to be served;

The Friends of Iolani Place fulfills major rolls in our community. It serves as an important part of the curriculum for Hawaii students; Each year thousands of students, from both public and private schools come to Iolani Palace on field trips. The organization also provides educational experiences for the general public, who either in person or on line learn about the Hawaiian monarchy, its history on culture.

4. Describe the target population to be served; and

The target population include students from both lower and higher education institutions. We are preparing in March 2023 for the return of our monthly Kamaaina Sundays, in which Hawaii residents can tour the palace at no cost. The Friends of Iolani Palace also serves a significant number of visitors, who come here to hear Hawaii's story. They include tourists, exchange students, as well as government dignitaries and media from all around the world.

5. Describe the geographic coverage.

Iolani Palace Complex in Downtown, Honolulu, HI.

### **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;

This work will encompass the Palace itself. Much of the woodwork, including many of the windows and exterior doors have deteriorated due to the constant exposure to the elements. The level of work will vary from door to door and window to window. There are several windows in which the glass is damaged. This specialized glass will be

purchased, shipped to Hawaii and reinstalled. The bulk of the work will include sanding, replacing deteriorated wood with glazing putty. The windows and doors will be primed and painted. They will also be tinted with varnish and a specialized technique will be used to resemble the existing grained finishes in other parts of the Palace.

As this work involves a significant historic structure, we will be required to including planning/design and project management fees by a historic architect. This will ensure that the scope of the work is approved by the necessary government agencies.

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

The projected timeline is July 1, 2023, through June 30, 2024

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 Friends of Iolani Palace is seeking direct financial assistance for capital improvement projects to the Iolani Palace Complex. For these projects, work performed by outside contractors is supervised by a historic preservation architect after plans are reviewed and approved by State Historic Preservation Division and other government agencies as required.

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.

-Full accounting of all state funds expended, including copies of invoices paid

-Final narrative on all expenses paid, state purpose for each expenditure and the results achieved

-Photographs (before and after) taken to document the work performed and to guide future preservation work on the structure.

## **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

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.  
None

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.  
None

IMLS (federal) Grant \$85,000  
 NEH (federal) grant \$199,000  
 Council for Humanities \$10,000  
 State Foundation for Culture and the Arts \$15,000  
 2019 State CIP GIA (released late 2022) \$350,000

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.  
\$1,601,549

**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 Friends of Iolani Palace was founded for the purpose of supporting and guiding the restoration of Iolani Palace as a historic site and museum. Once the palace



reopened to the public in 1978, the organization has dedicated itself to perpetuating the history of the Hawaiian monarchy and government through tours and programs.

The Session Laws of Hawaii of 2007, as contained in Act 291 Statutorily designated The Friends of Iolani Palace as the State of Hawaii Museum of Monarchy History. In passing that legislation, the Legislature found The Friends provides an important public service in helping to maintain this significant building.

In February 2014, the applicant received accreditation by the American Alliance of Museums. This mark of distinction is a peer-based evaluation on how well the Palace achieved its stated mission and goals as well as rating its performance on meeting standards and best practices for the museum field.

## **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.

Iolani Palace is arguably one of the most significant historical buildings in Hawaii. It represents the Hawaiian Kingdom, an internationally recognized nation, as both modern and progressive. It also stands as a powerful, emotional reminder of the illegal overthrow of Queen Liliuokalani as the rightful head of state.

## **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.

Given the specialized nature of doing work at a historic site, the applicant contracts with Mason Architects, a historic preservation architectural firm based in Honolulu. The firm reviews all contractors, conducts requests for proposals and provides project management services for The Friends. Glenn Mason, who heads the firm, was one of the architects involved in the restoration of Iolani Palace in the 1970s and the Barracks in the 1960's.

### **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.

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.

Year 2022

Executive Director: at least \$75,000 but not more than \$120,000

Director of Facilities and Security: at least \$50,000 but not more than \$75,000

Administrative Manager: at least \$40,000 but not more than \$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.

No pending litigation.

### **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.

The Friends of Iolani Palace received accreditation by the American Alliance of Museums in February 2014.

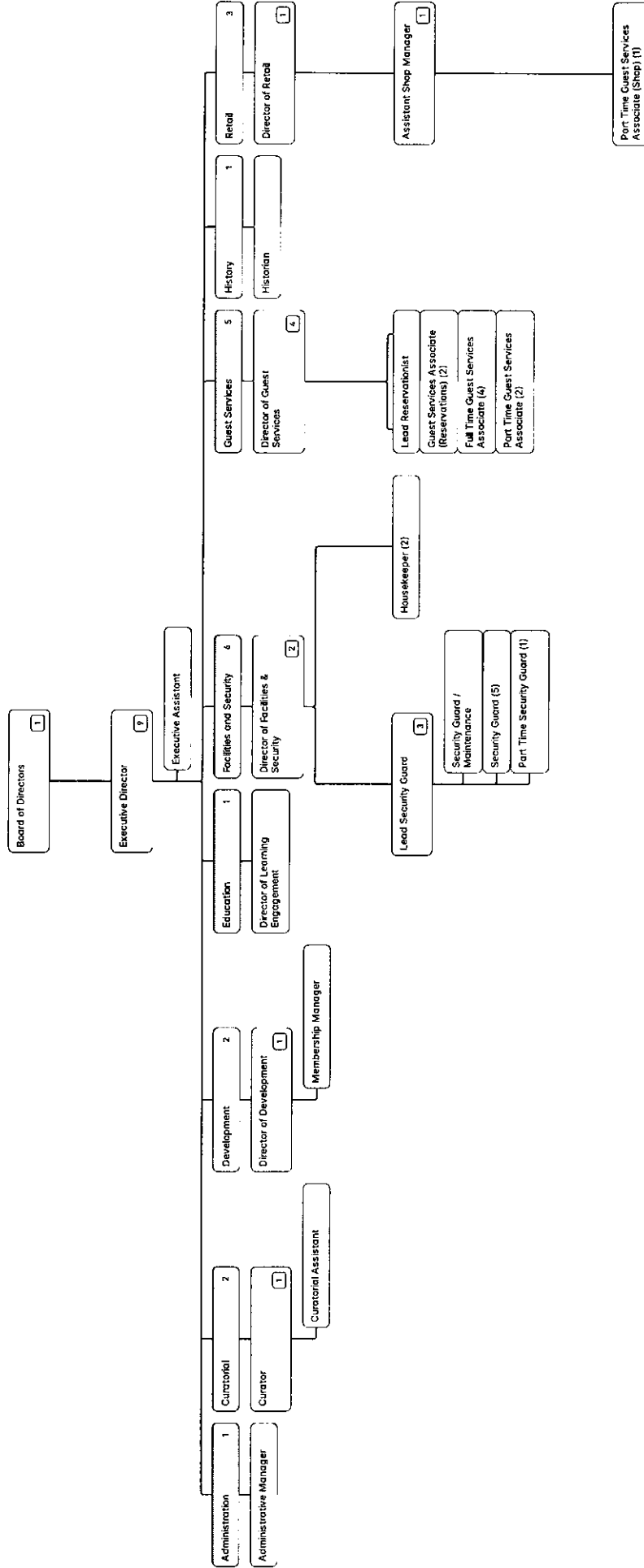
### **3. Private Educational Institutions**

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.

### **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



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: The Friends of Iolani Palace

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>	150,000			
<b>TOTAL (A+B+C+D+E)</b>	<b>150,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	150,000	Paula Akana Guanzon <span style="float: right;">808-522-0822 ext 122</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		<i>Paula Akana Guanzon</i> <span style="float: right;">Jan 20, 2023</span>		
(d) Total Private/Other Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
<b>TOTAL BUDGET</b>	<b>150,000</b>	Psula Akana Guanzon, Executive Director Name and Title (Please type or print)		



# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

APPLICANT: THE FRIENDS OF IOLANI PALACE

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2023 to June 30, 2024

Applicant: THE FRIENDS OF IOLANI PALACE

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			5000			
LAND ACQUISITION						
DESIGN			5000			
CONSTRUCTION			140000			
EQUIPMENT						
<b>TOTAL:</b>			<b>150,000</b>			
JUSTIFICATION/COMMENTS:						