



REPRESENTATIVE NICOLE LOWEN

HAWAII STATE HOUSE OF REPRESENTATIVES

January 4, 2023

To Whom It May Concern,

I am writing in support of the West Hawai'i Dance Theatre's 2023 Grant-In Aid Proposal. Since 1993, West Hawai'i Dance Theater (WHDT), a 501(c)(3) non-profit organization, has served thousands of students, of all ages, abilities, and financial circumstances, and provides the only graded comprehensive educational dance and injury prevention program on the Big Island of Hawai'i.

With a focus on classical ballet education, WHDT's program includes daily classes in multiple dance disciplines, as well as workshops, summer and winter intensives, outreach programs, and multiple performance opportunities. It is the only organization in West Hawai'i that produces full length historical classical ballets, such as The Nutcracker and Sleeping Beauty, and supports local musicians in its productions.

WHDT has nurtured many students that have successfully completed college degrees in performance arts and have gone on to become professional dancers with prestigious dance companies. Former WHDT students often return to give back to their community by teaching, mentoring, and providing administrative assistance and support to the theatre.

West Hawai'i Dance Theatre is a vital member of the Big Island community. I urge you to support their mission of educating the next generation of artists and leaders in West Hawai'i by providing 2023 Grant-In-Aid funding.

Sincerely,

A handwritten signature in cursive script that reads "Nicole E. Lowen".

Representative Nicole Lowen
State of Hawai'i, District 7

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

Virginia Holte

AUTHORIZED SIGNATURE

Virginia Holte, Artistic Director

PRINT NAME AND TITLE

4/16/23

DATE

**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:

West Hawaii Dance Theatre

Amount of State Funds Requested: \$ 80,000

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

West Hawaii Dance Theatre (WHDT) respectfully requests Grant-In-Aid in support of its year round comprehensive educational dance and injury prevention program for all ages, abilities and financial circumstances on Hawaii Island. WHDT's exceptionally diverse and family-friendly program with a focus on graded classical ballet includes daily classes in multiple dance disciplines & performance opportunities with professional guest artist and live musical accompaniment. Students participate in projects that open doors to career paths they did not know existed. WHDT fosters creativity, self-esteem, courage, and discipline though individual attention and mentoring resulting in enriched human spirits and responsible community citizens. Grant-In-Aid financial assistance will ensure all goals will be met and our program will flourish.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ _____

Private/Other: \$ _____

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

\$ 46,424

Unrestricted Assets:

\$ 39,672.38

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:

74-5626 Alapa Street Bay 15

City: State: Zip:

Kailua-Kona HI 96740

Contact Person for Matters Involving this Application

Name:
Virginia Holte

Title:
Artistic Director

Email:
virginia@whdt.org

Phone:
(808) 937-6070

Federal Tax ID#:

██████████

State Tax ID#

██████████

Virginia Holte

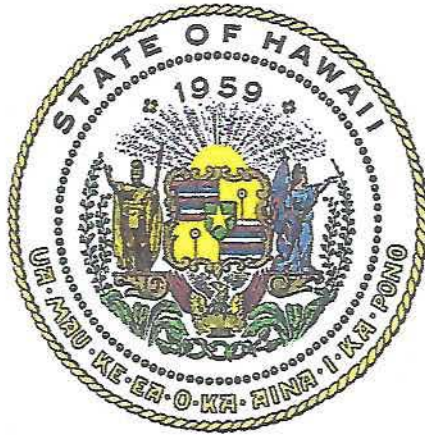
Authorized Signature

Virginia Holte, Artistic Director

Name and Title

1/16/23

Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

WEST HAWAII DANCE THEATRE

was incorporated under the laws of Hawaii on 03/04/1993 ; 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 07, 2023

Director of Commerce and Consumer Affairs



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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i 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, Hawai'i 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, Hawai'i 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, Hawai'i 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.

West Hawaii Dance Theatre
(Typed Name of Individual or Organization)

Virginia Holte
(Signature)

4/16/23
(Date)

Virginia Holte
(Typed Name)

Artistic Director
(Title)



WEST HAWAII DANCE
THEATRE & ACADEMY

Declaration Statement

West Hawaii Dance Theatre, a 501 (3) c Non-Profit Organization

EIN 99-0304460

affirms that it is in compliance with Section 42F-103, Hawaii Revised Statutes.

Virginie Holte
Authorized Signature

Virginie Holte Artistic Director
Print Name and Title

Date 1/14/23



WEST HAWAII DANCE
THEATRE & ACADEMY

Public Purpose Statement

West Hawaii Dance Theatre, a 501 (3) c Non-Profit Organization

EIN 99-0304460

affirms that, the State Grant-In-Aid will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

Virginia Holtz

Authorized Signature

Virginia Holtz Artistic Director

Print Name and Title

Date 1/14/23

II. Background and Summary

1. A brief description of the applicant's background

West Hawaii Dance Theatre (WHDT) transforms individuals and builds community by providing a comprehensive educational dance and injury prevention program on the Big Island of Hawaii.

A 501(c)(3) non-profit organization in continuous service since 1993, thousands of students ages three through adult of all ages, abilities and financial circumstances have participated in our program.

With a focus classical ballet education, WHDT's program includes daily classes in multiple dance disciplines, workshops, summer and winter intensives, outreach programs, performance opportunities, and mentorships with visiting guest artist and returning local professionals.

As a culmination of WHDT's educational program, two full length theatre performances are offered yearly. These include full length Nutcracker in December and a repertoire program with a story ballet in the spring. Many of our performances are accompanied with live music. Outreach performances are traveled to assisted living homes, hospitals, schools, shopping centers, hotels, and in support of other non-profit organizations, such as the Make-A-Wish Foundation. In-studio performances are held to build self-esteem. Students have the opportunity to earn certification in the **GYROTONIC®** and **GYROKINESIS®** Exercise Methods right here in Kailua-Kona, Hawaii.

Offering the only comprehensive technique-based graded dance and injury prevention program on rural Hawaii Island, WHDT is proud of its many students who have successfully gone on to received college degrees in their chosen field, contracts with professional dance companies, Miss Kona Coffee and Miss Hawaii titles, and elected leadership roles in state government, the community and beyond. Several students have returned home to share their knowledge with the future generation by teaching dance and/or supplying administrative support.

2. **The Goals and Objectives related to the request**

West Hawaii Dance Theatre aspires to build capacity in order to fulfill and expand its mission. WHDT transforms individuals and builds community by providing a comprehensive educational dance and injury prevention program on the Big Island of Hawaii for all ages and abilities.

As a 501 c 3 non-profit organization, West Hawaii Dance Theatre is a multi-faceted organization.

- ~West Hawaii Dance Theatre, the performing component, offering educational outreach school shows and theatre performances.
- ~West Hawaii Dance Academy, the educational dance component, offers daily dance classes in multiple disciplines with a focus on graded classical ballet.
- ~West Hawaii Island GYROTONIC® the injury prevention component, offers client sessions, group classes and Teacher trainings.

WHDT had applied for the Hawaii State Foundation on Culture and the Arts (SFCA) Coronavirus State Fiscal Recovery Relief Funds (CSFRF) in August 2022. Due to Governor Ige's line veto of the item on July 6, 2022, the SFCA was no longer able to move forward with the Creative Workforce Grant. As of January 5, 2023, SFCA cancelled the CSFRF as their re- request for use of 2022 Coronavirus State Fiscal Recovery Funds was not honored.

Due to the above veto and rejection, WHDT lost the opportunity to apply for this Grant. Receiving financial assistance is essential for continuing our operations especially after the mandatory Covid shut downs and restrictions of 2020-2022.

If successful in receiving the 2023 Grant-In-Aid, WHDT's goal to build capacity will be fulfilled with four parts listed below. As a commitment to our community, we provide the essential service of continuous, year round excellence in comprehensive graded dance and injury prevention education.

1) **Goal:** Increase enrollment in WHDT's Academy Classes.

Our student body is comprised of youth and adults of all ages and abilities of diverse backgrounds and financial circumstances throughout the North and South Kona districts.

Objective: Seek funding to supplement our Operations Manager position and support a contracted Enrollment & Program Coordinator. This position will oversee the expansion of its current educational program and will interface with parents and students to determine interest in additional class offerings. Still in recovery mode from the 2020 Covid-19 shut downs, and now with inflation on the rise, our student body continues to be 65% of pre-pandemic levels. As enrollment increases - a direct result of the Enrollment & Program Coordinator efforts - we would provide substantial tuition waivers and assistance for families in need.

2) **Goal:** Provide Base pay for WHDT instructors

Current pay for WHDT contracted instructors is determined by amount of students enrolled in class.

Objective: Instructors would be guaranteed a minimum base fee in addition to their per student rate. Grant-In-Aid would allow us to keep tuitions low, raise instructor pay, and assist all of our families who find tuition a hardship.

3) **Goal:** Build capacity to support Theatrical, Outreach & Film projects.

WHDT is unique in its ability to mount full-length historical classical ballets, many to include live music, full orchestra and guest professionals. Full length classical ballets such as *The Nutcracker*, *Coppelia*, *Cinderella*, *Snow White*, *Wizard of Oz*, *Alice in Wonderland* and *Sleeping Beauty* are just a few of the ballets that have been produced over the years and seen at the Kahilu & Aloha Theatres. *The Enchanted Liliquoi Forest* and *Adventures of Kai* are original Hawaii specific ballets. Supported in part by the NEA Challenge America Grant, *Adventures of Kai* evolved from the classroom studio mini-performance to theatre and then into a short film that was part of a two year mentorship for youth project during the pandemic. Once completed this film will be entered into short film festivals.

Mini-Performances with narration are offered at no charge to assisted living homes, hospitals, shopping centers, schools and in support of other non-profit organizations. WHDT's theatrical performances include Professional Guest Artists and choreographers that mentor and inspire our students. Guest Artists are from American Ballet Theatre, New York City Ballet, Cleveland Ballet, and Bolshoi Ballet to name a few.

As a rural outlying island, it is important to invite guest artists as mentors so students will have a personal experience and understanding of the professional world. Many of WHDT's students have gone on to careers in the arts and would not have been able to do so without these personal interactions and theatre experiences. We are the only outer island organization that offers these types of opportunities to our students and community.

Objective: Seek funding to supplement our Operations Manager position and support a contracted Performance & Outreach Coordinator who will handle all aspects of theatre & outreach programming.

In addition, a contracted Development Director would build relationships with people and organizations and securing philanthropic support including grass roots fundraising efforts that would help fuel theatrical, outreach and film projects.

4) **GOAL:** Increase Public Interest and raise Brand Awareness.

Objective: Seek funding to supplement our Operations Manager position and support a contracted Media Manager who would handle all aspects of marketing and publicity for our organization in order to strengthen our brand in the community and beyond. By strengthening our brand we increase our ability to generate income which in turn supports our ability to create excellence in programing.

3. The public purpose and need to be served;

WHDT has identified that there is a lack of quality classical ballet training on Hawaii Island. To address this issue, WHDT offers the only comprehensive technique-based graded dance and injury prevention program on Hawaii Island similar to the best international conservatories and academies. Students pass written and verbal examinations in order to advance to the next level. Students from Hawaii Island who wish to attend mainland summer programs, college or institutions of higher learning and who have gone through WHDT's program are accepted and placed in the higher levels. Curriculum and performance opportunities offered by WHDT's program prepare students for their future.

Community members take WHDT classes for a range of reasons:

Pre-school and young children for the fun of movement, coordination and play.

Elementary through high school students explore serious training in the pre-professional ballet program in a safe supportive environment. Youth through adults take classes for health and wellness while senior citizens participate for maintaining and strengthening physical capacity. Many community members – youth through senior citizens – work on mobility, balance, strength, and spinal and joint fluidity through specialized **GYROKINESIS® / GYROTONIC®** training.

Being an underserved rural area, youth participants are exposed to careers paths that are not addressed in traditional classroom settings. Students are empowered and build confidence through active participation in classes and performances. They learn to work together as a team. The combination of disciplines dance training and performances opportunity provides the underpinnings for students to become active community citizens. We encourage, foster, and educate our students to deepen their engagement with arts. As the only graded, curriculum-based educational organization with an injury prevention component in our area, we are providing our community with essential tools that offer dance as both a healthy and artistic outlet.

WHDT is also unique in its capacity to mount full-length historical ballets with full orchestra such as *The Nutcracker*, *Coppelia*, *Cinderella*, and *Sleeping Beauty* in a theater setting with live music.

We are the only outer island organization that offers these services to the community.

4. Describe the target population to be served; and

WHDT's target population and direct participants include Pacific Islanders and Hawaii Island resident students of all ages, abilities and financial circumstances. WHDT teaching artists, returning WHDT alumni, resident choreographer and guest professionals mentor our local students in all aspects of dance that include classical ballet technique, pointe, tap, contemporary, choreography, music appreciation, story creation, character and folk dance , partnering technique, strengthening and injury prevention classes, costume design, make-up, as well as behind-the- scenes: costuming, administration, and theatre technicians.

5. Describe the geographic coverage.

West Hawaii Dance Theatre (WHDT) provides its services on Hawaii Island, a rural community population approximately 55,000, with a wide ethnic and cultural diversity.

Its 1800 square foot Alapa Street studio in Kailua- Kona Old Industrial Area serves approximately 250 students per week, including low-income and at-risk youth. We provide a safe, family-friendly environment where everyone is welcome. Students travel from the outlying communities of Waikoloa, Waimea, Kohala, Honokaa, Hilo, Oceanview, Naalehu, Milolii, Volcano, Hilo, outer island Maui and as far away as the mainland to participate in classes, performances and workshops,

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 requested funds would provide resources to expand capacity. WHDT Board of Directors, Operations Manager, Artistic Director & Assistant Director oversee the grant activity. The period covered by GIA will be utilized for the 2023/2024 season by the contracted personnel listed below.

~Operation Manager is responsible to oversee all of WHDT's business activities . The Operations Manager position handles everything related to IT technical support, including building out classes in our Dance Studio -Pro On-line scheduler, communicating with parents, adjusting accounts, schedule private lessons, collecting tuitions, interface with book keeper and CPA, pays bills, pays contractors, program budgeting, on boarding new instructors, create and review contracts, IT security and more. Our Operations Manager also strategizes process improvements to ensure everyone completes their tasks on schedule.

~Enrollment and Program Coordinator oversees the expansion of its current educational program by interface with parents and helps our community to enroll in our Dance Studio Pro- On-Line scheduler. With the assistance of the instructors, they recommends class placement. Through direct communication, they determine interest in additional class offerings. They work closely with Operations Manager.

~Performance & Community Outreach Coordinator handle all aspects of theatre & outreach programs, including contacting theatre and outreach locations to schedule performances, communicates rehearsal and performance information to families, and assist with visiting guest artist travel and accommodations.

~ Development Director builds relationships with people and organizations and securing philanthropic support including grass roots fundraising efforts that fuels all WHDT's projects. They recruit volunteers for backstage and other help such as silent auctions.

~Media Manager handles all aspects of marketing and publicity for our organization in order to strengthen our brand in the community and beyond.

~Artistic Director develops, articulates and executes a clear artistic vision in alignment with WHDT's mission. Our Artistic Director fully embraces the organizations commitment to inclusion, diversity equity and access, oversees all aspects of the artistic production of the organization, such as assessing and selecting the repertoire that will be shown, recruits guest artists & instructors to augment and inspire our community dancers, create rehearsal schedules and tech Q sheets for the productions as well as rehearsing the dancers and managing budgets.

~Assistant Artistic Director role is to assist and work closely along side the Artistic Director. AAD tasks include teaching classes, rehearsing and choreographing works . AAD creates works specifically for ages 3-11. They step in for upper level students who must miss rehearsals, help choose appropriate costumes and are essential for interfacing with parents, scheduling and class placement.

~Resident Guest Choreography works closely with the Artistic Director to determine repertoire for the season. They create new works and choreograph for the level of dancers that are available.

~Teaching Artists are an integral and essential part of our organization. They provide the training necessary to progress the students. They show students how to warm up and move safely, and learn specific dance vocabulary that is used worldwide. They demonstrate how to perform dance moves, design dance pieces and performances, keep records of students' performance and progress, provide feedback to students, assess students for class placement, prepare them for exams, plus maintain and expand their own dance skills and techniques tasty current.

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

June 2023

Artistic Director, Assistant Director, Resident Choreographer, Instructors, Operations Manager, and newly onboard Program & Outreach Coordinator, Development Director, Media Manager meet for Fall class and Nutcracker Planning.

Teacher Training scheduled for GYROTONIC® & GYROKINESIS® (year round)

July 2023

Summer Program of classes

August 2023

Secure Theatre Contract, Schedule Outreach performances for December Nutcracker Nutcracker casting, & class placements

September 2023

Fall Classes and Nutcracker rehearsals begin

Secure Guest Dancers, musicians

Program ad & silent on-line auction, in-kind contributions from sponsors

Nutcracker promotions

Class placement for new pointe students, give syllabus to study.

October -December 2023

Fall semester of classes

Nutcracker Rehearsals, costume fittings

Secure Guest Dancers, musicians

Program ad & silent on-line auction, in-kind contributions from sponsors

Nutcracker promotions

November 2023

Artistic Director, Assistant Director, Resident Choreographer, Instructors, Operations Manager, Program & Outreach Coordinator, Development Director, Media Manager Winter Class schedule and Spring Performance planning

December 2023

Hoku Concert Fundraiser-

Nutcracker

Outreach performances December 2,9

Kahilu Theatre Rehearsal December 22

Performances- December 23

Winter Workshop

January 2024

Winter Semester of classes
Casting for Spring Performance
Secure Guest Dancers, musicians
Program ad & silent on-line auction, in-kind contributions from sponsors
Spring performance promotions
New Pointe students exam

February 2024

Winter Semester of classes
Spring Performance Rehearsals
Costume fittings

March 2024

Artistic Director, Assistant Director, Resident Choreographer, Instructors, Operations Manager, Program & Outreach Coordinator, Development Director, Media Manager
Summer schedule and workshop planning

April 2024

Winter Semester of classes
Spring Performance Rehearsals
Spring Fundraiser

May 2024

Outreach Performances
Spring Theater Performance
Survey families for feedback and review year with instructors & staff

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

WHDT is committed to providing excellence in its programming. We carefully evaluate our impact through quantitative measures- how many students in the program, how many are repeating participants; attendance at events. Participants are encouraged to fill out evaluation forms, which yield insight as to how the programs are received.

Our Artistic & Assistant Director observes each teaching artist and fosters communication between the artist and the students so that our classes and instruction can best meet the needs of the students.

We also utilize written evaluations: did the program genuinely address the need? Were the students engaged?

Evaluation are measured by collecting data through Dance Studio Pro, phone calls, and mailings, and Social Media interactions. These will be measured by previous collected data.

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.**

- ~Number of students registered for each session
- ~Number of new students entering the program
- ~Number of students participating in the Theatre performances
- ~Number of students participating in the Outreach performances
- ~Number of audience members who attend the Theatre performances
- ~Number of audience members we reach via the Outreach performances
- ~How many people view the live-streamed performances
- ~ Number of "click throughs" to our website
- ~Number of visits to our social media accounts
- ~Teaching Artists and audience feedback

With all data aside, the actual most effective way we know our programs are a success and needed to uplift our community is the "buzz" we hear through word of mouth.

In addition to teaching self-expression, the performing arts help society as a whole in self-knowledge and understanding.

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 (Attached)
 - b. Personnel salaries and wages (Attached)
 - c. Equipment and motor vehicles *-Not Applicable*
 - d. Capital project details- *Not Applicable*
 - e. Government contracts, grants, and grants in aid (Attached)

- 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
\$20,000	\$20,000	\$20,000	\$20,000	\$80,000

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

Other Sources include:

- ~Individual Donations
- ~In-Kind Donations
- ~Foundations
Hawaii Community Foundation, Atherton Family & Cooke Foundation,
Bank of Hawaii, Kohanaiki Foundation, Kukio Fund, AARP Foundation
- ~Corporate Doners: Ironman Foundation, Wal-Mart, Costco, Target
- ~Private Fundraiser: Hoku Concert Fundraiser
- ~Government: Hawaii State Foundation on Culture & the Arts

- 4. List of all state and federal tax credits-(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.**

SFCA Coronavirus Aid, Relief Economic Security(CARES) Act Relief Fund Award
September 1-30, 2020
State
\$8424

SFCA Biennium Grant Fiscal Year 2021
General Operating Support
March 15, 2021- June 30, 2021
State
\$8000

SBA Supplemental Target Advance
June 11, 2021
Federal
\$5000

SFCA American Recovery Plan
10/01/21-11/30/21
SFCA
State
15,000

NEA Challenge America Grant
1/1/22-8/21/22
Federal
\$10,000

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022. \$39,672.38**

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: West Hawaii Dance Theatre

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. CONTRACTED PERSONNEL COST				
1. Administrative (Operations, Development & Outreach)	58,000			30,000
2. Artistic Teaching Artists	12,000			30,000
TOTAL PERSONNEL COST	70,000			60,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island, Mainland				5,000
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				5,000
7. Telecommunication				
8. Utilities				
9. Program Expenses	10,000			20,000
10. Guest Artist Housing				5,000
11				
12				
13				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	80,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	80,000	Virginia Holte 808-9376070 Name (Please type or print) Phone		
(b) Total Federal Funds Requested		Virginia Holte 11/12/23 Signature of Authorized Official Date		
(c) Total County Funds Requested		Artistic Director Name and Title (Please type or print)		
(d) Total Private/Other Funds Requested	95,000			
TOTAL BUDGET	175,000			

Budget Justification-Equipment & Motor Vehicles

Period: July 1, 2023-June 30, 2024 Applicant: West Hawaii Dance Theatre

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

Period: July 1, 2023 to June 30, 2024

Budget Justification-Capital Project Details

Applicant: West Hawaii Dance Theatre

FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2021-2022	FY: 2022-2023	FY:2023-2024	FY:2023-2024	FY:2024-2025	FY:2025-2026
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:	N/A					

JUSTIFICATION/COMMENTS:

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: West Hawaii Dance Theatre

Contracts Total: 46,424

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/ Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	SFCA Coronavirus Aid, Relief Economic	9/1-30/2020	SFCA	State/HI	8,424
2	Security(CARES) Act Relief Fund Award				
3					
4	SFCA Biennium Grant Fiscal Year 2021	3/15/21-6/30/21	SFCA	State/HI	8,000
5	General Operating Support				
6					
7	SBA Supplemental Target Advance	6/11/21	SBA	U.S.A.	5,000
8					
9	SFCA American Recovery Plan	10/01/21-11/30/21	SFCA	State/HI	15,000
10					
11	NEA Challenge America Grant	1/1/22-8/21/22	NEA	U.S.A.	10,000
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

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.

West Hawaii Dance Theatre has continuously served Hawaii Island with its exceptional diverse family-friendly program since 1989. After relocating to the Big Island in 1986, and determining that there was a lack of dance education on the Big Island, founder and visionary Virginia Holte gathered six other recently relocated dancers together and started the first island wide school tour entitled *Adventures in Dance*. These professionals traveled to schools and introduced and entertained children all across the island to the dance forms of Classical Ballet, Tap, Contemporary, African Dance and musical theatre. With the perseverance of WHDT's Founder, Virginia Holte, WHDT received its full 501 c 3 Non-profit Organization status in 1993. Since that time it has grown to a multi-faceted organization that has served thousands of community members and launched many careers. Currently, WHDT's governing board consists of three local business individuals with both dance and professional backgrounds and seven advisory board members who use their financial, professional, and personal resources to benefit the organization, bringing years of arts management to the table.

For the past three challenging COVID years, WHDT remained available for our students, families and Big Island community, regardless of their financial situation through the pandemic. We never closed our doors. With the shutdown, we immediately pivoted our dance education program through online Zoom classes & connecting via email or phone. Once gathering restriction lifted, we began offering small in-person classes blended with zoom. Students unable to attend in-person, in-studio classes were given sections of our portable Marley floor for their homes so they could safely participate in zoom classes. Students with no internet access were given xeroxed handouts of educational materials pertaining to the performances we were preparing. We pivoted our performances to videotaped showings of *Nutcracker* excerpts in studio and *Don Quixote Ballet* videotaped the Aloha Theatre. Both performances were accompanied by our studio pianist with no audience in attendance. Outreach facilities were given DVD's of our videotaped performances. In December 2021, WHDT took the plunge and rented the Kahilu Theatre for their beloved Annual *Nutcracker*. With a small cast, three guest artists and reinvented social distanced choreography, the show went on with very few audience members. In Spring, 2022, we went forward with our newly choreographed ballet, *The Adventures of Kai*, providing in-studio mentored classes, Kahilu Theatre in-person performance (with very small audience and cast) and on-location filming as a preview to producing our first short film.

Most recently, December 2022, we were able to add back more scenes to the *Nutcracker*. Inviting five guest artists to join our cast of 45 students (Pre-pandemic 2019, our cast was 120) we performed two sold-out performances at the Kahilu Theatre and visited both the Regency Hualalai and Kona Life Care Center with our live performance, the first time since 2019.

Having survived and thrived through the most trying times of the pandemic with a skeleton administrative and artistic crew, we feel well positioned to pursue our next stage of development with the addition of key personnel to propel us into the future years.

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.

West Hawaii Dance Theatre's main studio is located in the B & K Commercial Park, 74-5626 Alapa Street, Bay 15, Kailua-Kona, HI 96740 in Kona Old Industrial Area. It's 1800 square foot facility includes a 1200 square foot state-of-the-art dance studio on the second floor fully ventilated with open air windows and a 180 degree view from North to South Kona for inspiration. Secured on the wall are oak and brass ballet barres, full length mirrors, sprung dance floor with a special marley floor covering for safety of the dancers. Parents can view their dancers from the lanai through floor to ceiling windows. An in-studio Mac computer provides zoom option for all classes. The additional 600 sq feet includes the administrative offices, reception, and boutique area. The B & K Commercial Park Building is ADA compliant. Other community groups utilize our studio for classes such as Hula, Tahitian, African and social dancing.

WHDT rents the Kahilu & Aloha Theatre for their theatre productions and visits Kona Life Care Center, Kona Adult Day Care Center, Regency Hualalai Assisted Living Home, and various shopping centers and schools for their outreach performance programs.

WHDT's costumes and sets are stored at a private residence which saves on additional rent.

WHDT also hosts an outreach program (Maui Ballet) in Makawao, Maui. Since 2020, we rent 825 square feet at the Makawao Business Center. This studio was introduced during the pandemic to fill a need for professional classical ballet training. It has a sprung marley floor, barres, mirrors, Mac computer for zoom and excellent cross ventilation.

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.

Administrative

Julie Leydelmeyer-Operations Manager

A Kona girl, Julie received her education from the University of Providence, Master of Science Organizational Management, and University of Puget Sound Bachelor of Arts, Communications. Her specialities are Corporate Communication, Public Relations , Internal Communication, and Intranet/Internet Development. Work experience includes Director, Marketing and Public Affairs Director for Capital Medical Center, Senior Manager, Corporate Communications for Dendreon, Communication Manager for Providence Health & Services and Senior Writer, Editor and Public Relations Specialist for Intermountain Healthcare. Julie joined West Hawaii Dance Theatre in May 2021, and has become an integral part of our team. Julie will be the main point of contact to onboard the new administrative personnel, Enrollment & Program Coordinator, Performance & Community Outreach, and Development Director

Enrollment & Program Coordinator (Proposed Position)

Oversee the expansion of its current educational program and to interface with parents and students to determine interest in additional class offerings.

Performance & Community Outreach Coordinator (Proposed Position)

Will handle all aspects of theatre & outreach programs.

Development Director (Proposed Position)

Build relationships with people and organizations and securing philanthropic support including grass roots fundraising efforts that would help fuel projects.

Alana Heuer-Salazar- Instructor, Media Manager

Alana Heuer-Salazar began dancing at the age of 11 with West Hawaii Dance Theatre under the instruction of Virginia Holte. At 15, she started teaching ballet and hip hop to young children and adults and choreographed small pieces for WHDT. She performed in WHDT productions Sleeping Beauty, Swan Lake, Alice in Wonderland, Nutcracker, Cinderella, Peter and the Wolf, and Don Quixote r name a few, Exploring dance further as a young adult, Alana began modern ballet and dance improvisation with Miho Morinoue and Lynn Barre, former company dancers from Complexions Ballet.

Alana continued to study dance at University of Hawaii at Manoa under Eve Walstrum & moved to Colorado as a college sophomore. There she studied modern dance with Monte Black at the University of Northern Colorado and performed many original, choreographed productions and worked with innovative guest artists including, Jacob Mora and Christy O'Connell-Black.

In 2013, Alana received her Master's in Speech-Language Pathology from the University of Northern Colorado and started work as a Speech Pathologist with children ages birth to three years with disabilities and language difficulties. Moving back to Hawaii, Alana went first to Kauai and taught for Kauai Ballet Center under Jennifer Bell-Grey. Alana returned home to Kailua-Kona in 2018 to "give back" to her community. She currently teaches for WHDT and creates beautiful postings on WHDT's Social Media sites.

Stephanie Aquino-Holomua Accounting

Accounting & Book Keeping services through Quickbooks, and preparation of accounts for CPA for yearly taxes.

Thomas Ravelle-CPA and Tax Preparation

Professional Business Services

Thomas W. Revelle, MBA, CPA received his Bachelor of Arts degree (cum laude) in Accounting and Business Administration from Saint Ambrose University in Davenport, Iowa. He received his Master of Business Administration from the University of Hawaii at Manoa. He is a registered representative of H.D. Vest Investment Securities, Inc. of Irving, Texas. He was formerly employed by Touche Ross and Company's (now Deloitte and Touche, LLP) Chicago office in the audit section. His clients included a variety of companies in many different industries.

Current Artistic Personnel

Virginia Holte- *Founder, Artistic Director West Hawaii Dance Theatre*

.A Graduate of the Academy of the Washington Ballet, Ms. Holte career was with Indianapolis Ballet Theatre, Chicago Ballet, Washington Ballet, Ballet Internationale, New Jersey Ballet, and Indiana Ballet Theatre N.W. Ms Holte relocated to Hawaii Island in 1986 to share her love of dance with the community. Since that time, WHDT has grown into a multi-faceted organization where hundreds island students have been exposed to dance. A Specialized Master Trainer for the **GYROTONIC® & GYROKINESIS®** Methods Ms. Holte offers offers injury prevention classes for dancers and was integral in pivoting WHDT through the COVID crisis.

Midori Satoh- *Assistant Artistic Director , Instructor and Youth Coordinator*

A Choreographer, teacher and dancer, Midori Satoh was born and raised in Tokyo, Japan. She holds a Bachelor of Fine Arts in Dance from New York University, Tisch School of the Arts, toured extensively with Shapiro & Smith Dance Company, and co-founded New Wind Dance Project. She has choreographed ballet, contemporary, musical theatre, and competition pieces which were performed in New York City, Tokyo, and Hawaii. Midori has been teaching at West Hawaii Dance Academy since 2000.

Timour Bourtasenkov - Guest Professional Dancer and Resident Choreographer

Timour Bourtasenkov is an International Danseur and Choreographer formerly of Bolshoi Ballet, Carolina Ballet, Philadelphia Ballet and New Jersey Ballet. A choreographer for New York Choreographic Institute, Mr. Bourtasenkov works include *Rag House*, *Elements*, and the independent film *Looking for Nick*. A Bronze Medal winner for VII Massako Ohyo World Ballet Competition and Varna Competition in Paris, France he is currently the Ballet Master for Cleveland Ballet. Timour has traveled yearly for over 25 years to perform, choreograph, mentor & educate Hawaii Island's youth. In 2021 he choreographed *The Adventures of Kai* performance and short film and 2022 his new work *Rikki Tikki Tavi* all be seen.

Jenna Ojeda, Instructor, Boutique Manager

Jenna grew up studying ballet and jazz at West Hawaii Dance Theatre. Along with intensive workshops each summer, she also studied at Ballet Hawaii and 24/7 Dance Studio on Oahu. After graduating high school, Jenna moved to San Diego where she received a degree in dance. After college, she studied at The Academy of Performing Arts in San Diego as well as EDGE studio in Los Angeles. Jenna is now a Certified Progressing Ballet Technique® instructor and has returned full circle to teach at the studio where she was taught. With her interest in fashion and costumes, and her detailed approach, Jenna recently took on the position of Boutique Manager.

Megan Joy Chapman, Instructor

Megan Chapman has been teaching dance since 1987 and began her journey with West Hawaii Dance Theatre and Academy in 1999 where she has works as a teacher, choreographer, director, and mentor. Originally from Boston, she studied classical ballet, jazz, and modern with The Franklin School for the Performing Arts, and ballet with Walnut Hill, The Boston Ballet School and theatre at New York's Ithaca College. She then transferred to The School of Fashion Design in Boston. To complement her dance experience, she holds an extensive Pilates Mat certification and attended Central Pennsylvania Youth Ballet Teachers Workshop, led by Darla Hoover.

Rayna Morphis, ~ Instructor

Rayna began studying at WHDT when she was 10 years old, Through that time, Rayna has grown into a beautiful dancer with impeccable technique and musicality. She has appeared in many WHDT productions in leading roles including *Clara*, *Dew Drop* and *Arabian Lead* in *The Nutcracker* to name a few. In 2021, Rayna became an American Ballet Theatre Certified Instructor for Primary through Level III. She plans to pursue further college dance education at North Carolina School of the Arts.

Megumi Kopp- Class Accompanist

Megumi Kopp began her piano studies under Yoko Ogusu in Tokyo, continuing under Gates Wray, a student of Isabella Vaganova and Vladimir Horowitz. She holds a B.S. degree from Creighton University and has accompanied ballet class for WHDT since 2005. She arranges and performs for ballets such as *Nutcracker*, *Les Sylphide* & *Don Quixote*. In addition, Megumi instructs piano to all ages. Megumi's CD's, including Ballet Class: Music from Hawaii, Alice in Wonderland Ballet, & The Little Mermaid.

Production Team

Joey Marshall- *Graphic Design*

Joey Ann Marshall is a freelance Graphic Designer based on the Big Island of Hawaii. Over the past decade providing print, logo and website design services, Joey knows that a well-designed visual experience achieved through collaboration between designer, client and user results in a lasting impact.

Joey has enjoyed partnerships with a range of local businesses and nonprofits, including West Hawaii Dance Theatre & Academy, Kahilu Theatre, Kona Historical Society, Big Island Chocolate Festival and Kumukahi Health & Wellness, and thrives in using her creativity to highlight these community-specific organizations.

Having worked in the design industry for over 25 years, Joey holds a Bachelor of Architecture from Illinois Institute of Technology.

Susan Krall- *Sewing and Costume Instructor*

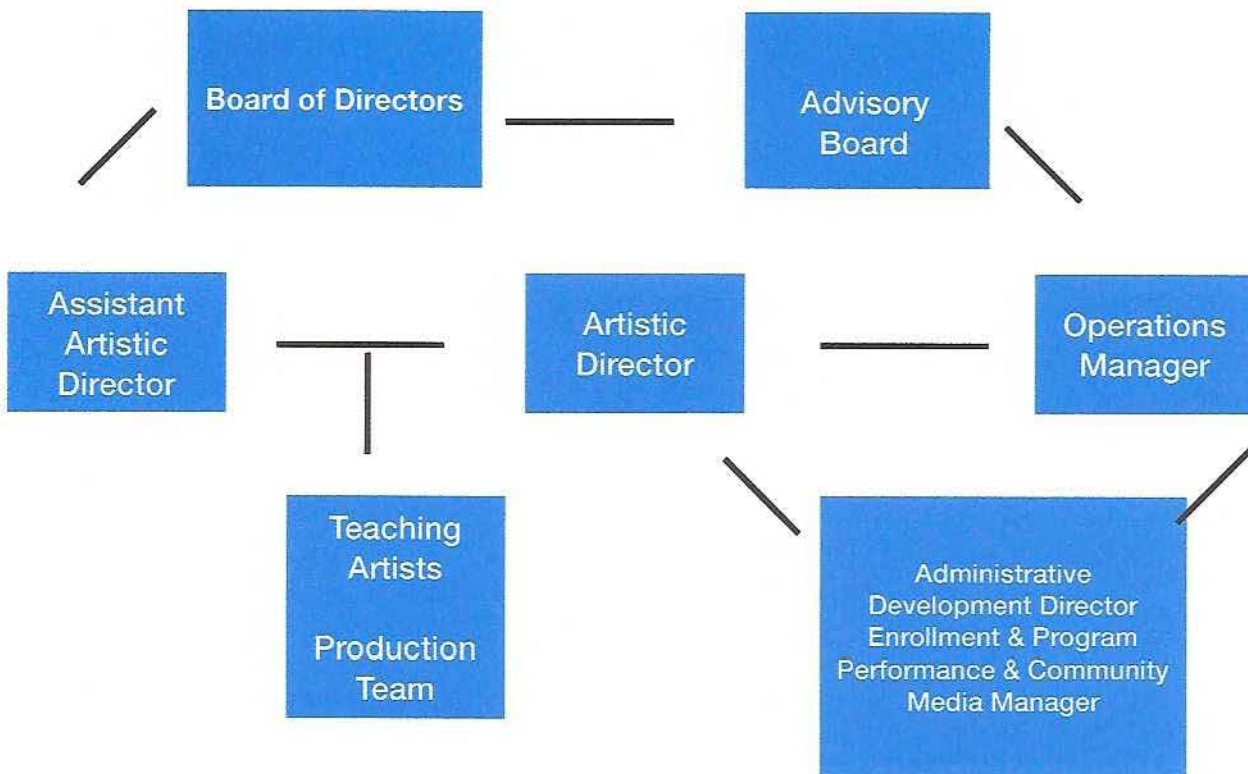
During the 2010 West Hawaii Dance Theatre Spring recital, lead by Virginia Holte, I lovingly made some hairpieces for my daughter and other dancers in her group, since they had none to go with their costumes. I handed them out just before the performance and what a hit! They were so excited to wear them on stage. Immediately, I realized my sewing and crafting skills were needed. Since then, I have volunteered my time to fit, design, create, and refurbish costumes, as well as create hair accessories for all students and guest dancers. Sewing is a dying art. I thank my mother for teaching me these skills. I'm blessed to share them with other students and parents and happy to make the dancers of WHDT feel proud about how they look on stage

Gary Morphis-*Theatre Light & Sound Technician*

Working with West Hawaii Dance Theatre for one 25 years, Gary coordinates everything for the theatre, studio and outreach performances. He designs lighting and assists with background slide decisions. Marley floor, backdrops, lights, sound, projectors are just a few of his many talents. He met his wife, Namaste, (one of WHDT's alumni) during WHDT's Nutcracker in the 1990's. Coming full circle as a family affair, his daughter Rayna is both a dancer and instructor for WHDT.

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.



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.

Operations Manager:	\$45,000-\$50,000
Development Director:	\$32,000-\$36,000
Enrollment & Program Coordinator.	\$16,000-\$23,000

VII. Other

1. Litigation - 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.

WHDT's Instructors and choreographer are certified by several accredited Classical Ballet Movement modalities including American Ballet Theatre Certified Instructor Primary-Grade 3, Cecchetti Methods Grades I-IV, Vaganova Syllabus Grades I-IV, Bolshoi Ballet Institute, New York City Ballet Choreographic Institute of Higher Education and Injury Prevention movement modalities including Progressive Ballet Technique, BodyCode System®, and the GYROKINESIS® & GYROKINESIS® Methods. All instructors and administrative are CPR and First Aid Certified.

3. Private Educational Institutions -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.*

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

A sustainable arts organization advances its artistic and organizational mission while thriving economically, serving society, and preserving a healthy natural environment for future generations. These considerations are mutually reinforcing and deeply interdependent.

With the infusion of Grant-In-Aid Funding, our Operations Manager will spearhead and engage her newly formed team of experts to increase efficiency at WHDT. Utmost of importance is upgrade of Information Technology, which will generate significant savings.

Cost savings has been one of the driving reasons behind the adoption of efficient practices for businesses, municipalities, and nonprofits. Some examples we will implement include utilizing Quickbooks to streamline bill payments and payroll, closing and combining charge cards and using only those with zero or low interest rates for necessary purchasing. Operational efficiencies such as paper use reduction, and power management strategies will delivering bottom-line savings immediately.

These savings allow more money to be directed toward program goals, staff support, and institutional capitalization that will sustain the organizations growth beyond 2024.

With the addition of a Development Director, we will build new and expand existing relationships with people, businesses and other organizations to secure philanthropic support. Grass roots fundraising efforts by fully engaging parents will help fuel sustainable projects that will continue into future years. The Enrollment and Program and Performance & Community Outreach Coordinators and Media Manager will increase capacity by being the boots on the ground face of our organization, providing personal attention to our communities needs.

Another avenue we plan to explore to creatively develop new pathways to sustain our organization is to create strategic alliances with name brand for-profit organizations that will have appeal to audiences we serve.

Arts organizations are an integral part of any thriving community. Along with producing art, they have regularly responded to the educational, economic, and social concerns of the communities they serve.

Implementing these practices internally with efficiency upgrades and update operational behaviors will result in increased revenue so that we will be able to keep our tuitions affordable for families.

As our team builds capacity, the results will be increased enrollment, more funders and patrons, more interest in Theatre & Outreach performances, resulting in increased income to support WHDT's programs into the future.

Arts organizations and their funders have a responsibility to arts practitioners, to the people they serve, and to the global community to understand and address sustainability as a key component to success. With success of this business model, we do not anticipate a future need for Grant-In-Aid support.

