

**THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Dba:

Downtown Art Center

Amount of State Funds Requested: \$ 390,625

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

In 2024, DAC is taking a long term lease from the City, doubling the spaces (total 20,000 square feet) to establish the Honolulu's arts and culture Center. This will require 10 FTE support staff of which DAC is asking the State for 50% of essential staff costs. The build-up of staff and support will dovetail with the remodeling and space completion, DAC will implement the plans for increasing art and culture activities. The positions are essential to sustain the expansion of services. State funds will be matched \$1 to \$3 from donations, grants and earned income.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 200,000

Private/Other: \$ 1,000,000

Total amount of State Grants Received in the Past 5

Fiscal Years:

\$ 401,000

Unrestricted Assets:

\$ 75,000

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
- Other Non Profit
- Other

Mailing Address:

1041 Nuuanu Avenue 2nd floor

City: Honolulu State: HI Zip: 96817

Contact Person for Matters Involving this Application

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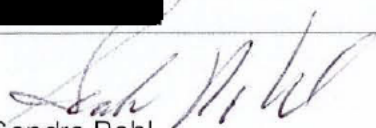
Email: executivedirector@downtownarthi.org	Phone: 808 226-4787
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Federal Tax ID#:

██████████

State Tax ID#

██████████


Sandra Pohl

Sandra Pohl

1-16-2024

Authorized Signature

Name and Title

Date Signed

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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

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](#).

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



SANDRA POHL, EXECUTIVE DIRECTOR

1-15-2024

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

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

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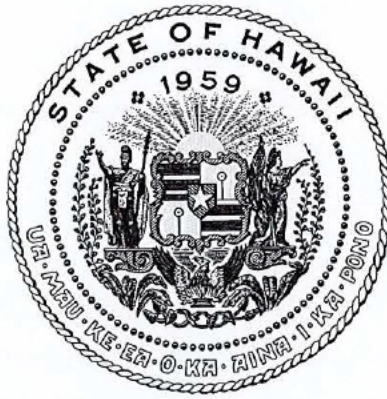
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Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

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

DOWNTOWN ART CENTER

was incorporated under the laws of Hawaii on 02/16/2001 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

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

Dated: December 30, 2023

Director of Commerce and Consumer Affairs



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

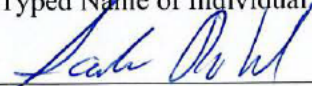
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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

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

Downtown Art Center _____
(Typed Name of Individual or Organization)

 _____
(Signature) 1-12-2024 _____
Sandra Pohl Executive Director _____
(Typed Name) (Title)

Verify that grant shall be used for a public purpose§42F102 Each Applications shall state:

(1) Downtown Art Center (DAC)

(2) The public purpose for the grant

Expand and staff a community arts and culture center in the arts district Chinatown, Honolulu as the destination location for the arts and culture community. This is organized by the Downtown Art Center. DAC umbrellas and supports 9 nonprofit agencies using a shared space concept. The collaboration provides the nonprofits affordable room user fees for office and storage space, plus exhibition rooms to display their members artwork and have space for classrooms/workshops and special events. The collaboration reduces duplication of resources and expenses overall expenses of each agency.

The center significantly raises the profile of the state’s visual arts community to a national level, which in turn would generate and attract more national interest in and support of Hawaii’s visual arts and culture. The DAC combined community exhibition, creative maker spaces and class/event rooms benefits the larger community by offering a more diverse range of classes, exhibitions and events. This would be a place where the art community come to appreciate and participate in the relationships and cross-overs between media. Such a communal center fosters also more collaboration between artists—whether in their own medium or across media, which in turn would improve the overall quality of visual arts in Hawaii.

Art and culture are economic engines that diversifies Hawaii’s economic development and creative tourism.

(3) The services to be supported by the grant

The DAC is expanding in 2024, by securing 5 spaces which covers over 18,000 square feet indoors and 2,000 square feet outdoors in the City’s Chinatown Gateway Plaza. The results of this new master lease establishes the DAC as the art and culture destination in the Chinatown Gateway Plaza.

The new lease doubles the space and triples the arts and culture programs. The expansion provides opportunity to optimize the existing shared space and convert 2 vacant spaces into to include building out new creative maker spaces for photography, metalsmithing, pottery, glass blowing. It will also provide more multipurpose rooms for classrooms, exhibition spaces, storage and office spaces.

DAC will need funds to pay additional staff and consultants to grow the center that meets the needs of the arts and culture nonprofits, artists, community at large.

(4) The target group

Nine DAC charter arts organizations represent over 1,200 artist members and their families, patrons and followers.

Additionally, other arts and culture nonprofits are encouraged to use the facilities and pay affordable room usage fees to hold their exhibition spaces and workshop spaces. DAC reaches out to encourage music, performing arts, literary arts, dance nonprofits and artists to hold their events at the DAC.

The DAC provide inclusive arts and culture opportunities for everyone. improvements in learning and enrichment for all ages from keiki to kupuna, for all skill levels from dabblers to skilled artists and all economic incomes. Residents and tourists of all ages can actively participate in activities that keep them socially engaged, healthy and active. The programs will bring opportunities to see, hear, learn, and explore a variety of art forms, including painting, drawing, music, and theater. The art may be more formal and established, such as drawing, painting, or playing an instrument, or more casual such as doodling, karaoke, origami, slam poetry or performance art. This shared experience with participants and volunteers of all ages provides an opportunity for community engagement where people can share and learn from each other.

(5) The cost of the grant and the budget.

\$390,625 Grant for Operating funds

Total budget for the operations expansion is \$1,817.125

For every state \$1 awarded, DAC sources will match \$3

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;

A group of local leaders, headed by Robert Midkiff, wanted to revitalize historic Chinatown by employing the power of creativity—the arts. They organized the entire community to rejuvenate a deteriorating Chinatown. Everyone from arts and culture nonprofits, bars and restaurants, retail stores, galleries, landowners, artists, and volunteers united to stem the decline by collaborating on positive activities. The HCAD organized quarterly street festivals, neighborhood cleanups, quarterly meetings to brand the neighborhood as The Arts District. It started the Arts District Merchants Association.

These activities brought positive media coverage, changing the area to a cleaner and more vibrant image, which helped with economic development. But funding activities without a location was difficult. After a 10-year hiatus, HCAD changed its name to Downtown Art Center (DAC) and started a community center for collaborative activities on Nuuanu Ave, in the Chinatown Gateway Plaza.

Since 2020, DAC has rebranded the neighborhood as the HEART of Honolulu, where we find our heritage, entertainment, arts and culture, restaurants, and theatres. We have organized successful collaborative art street and park festivals with area stakeholders.

DAC provides support and space for 9 arts organizations: Creative Arts Experience, Glass Fusion of Hawaii, Hawaii Craftsmen, Hawaii Handweavers Hui, Hawaii Potters Guild, Hawaii Watercolor Society, Honolulu Printmakers, Pacific News Media, and Pastel Association of Hawaii. All these nonprofits struggle to face challenges of finding limited exhibition space, affordable office, meeting, classroom locations and studio spaces. These organizations receive funding from members, local foundations, and limited support from the State.

DAC opens a new path by collaborating with these arts groups to jointly take on more ambitious projects. For example, DAC provides flexible exhibition space to benefit multiple arts entities versus just individual organizations. Under the DAC umbrella, all 9 nonprofits avoid duplicate expenses and efforts as they grow programs and exhibits to meet the needs of their membership.

Right in the heart of Honolulu’s Chinatown lies a thriving inclusive community center. DAC provides facilities such as multipurpose rooms for events, classes, workshops, and exhibition spaces for the entire local community, not simply the umbrella groups. DAC offers a diverse range of classes, exhibitions and events open to all. Participants, regardless of skills, age, ethnicity, or orientation, learn and appreciate cultural relationships and artistic media. Such an inclusive approach to arts and culture fosters more collaboration between artists—whether in their own medium or across media, which in turn would improve the overall quality of visual arts in Hawaii.

The backbone of any nonprofit is community volunteer support. In 2023, DAC counted at least 70 volunteers, who logged in more than 9,000 hours to run classes, staff the galleries and exhibits, host music and performances. The State just raised the minimum wage to \$14 an hour, which would have translated to \$126,000 for those hours. Instead, unpaid volunteers and three part-time administrative staff keep DAC running.

Over the past three years, DAC took over a vacant space in the Chinatown Gateway Center. For minimal expenditure, the sweat equity of community volunteers transformed a neglected, vermin-filled space left unoccupied for almost 10 years into a vibrant gallery and art space—the Downtown Art Center.

To fill the space, DAC focused on programs that encourage connection to wellness and improved quality of life. The nonprofits in DAC's coalition provided creative arts and wellness activities in the form of art classes and workshops, music and performing arts, unique events, and First Friday festivities.

All this economic activity goes unrewarded except for the goodwill of the neighborhood and the response of participants from all levels of society. They are eager to admire the art, listen to music and lectures, see the performances, and learn to create art from the wide variety of classes open to anyone willing to try.

2. The goals and objectives related to the request;

DAC plans to build an arts nonprofit coalition for the arts and culture network in the 5 spaces totaling 20,000 square feet in Chinatown Gateway Plaza

Goal 1: to establish DAC as the destination location for arts and culture in Chinatown

Objectives

- organize coalition of arts and culture nonprofits to include artists, volunteers and donors to grow and economically sustain the DAC for 25 years.
- develop creative programs based on our mission statement and values.
- increase and maintain the creative maker spacez for art classes, arts workshops, special events and exhibition programs
 - Increase number of art exhibitions from 2 to 4 per month
 - Increase the number of art classes from 20 to 30 per month
 - Increase the number of special events minimum of 3 to 5 per month

Goal 2: to develop competencies, strategies, systems, and structures in order to improve organizational effectiveness. DAC needs to establish a structure that will sustain its future.

Objectives

- Develop measuring inputs that will help achieve output measures that guide DAC on how to increase impact and achieve its mission.
- Institute a system to guide fundraising and outreach to existing and potential members.
- Structure capacity building training for Board, staff and volunteers.
- Provide Board of Directors guidance on strategic management of nonprofits

Goal 3: to rebrand Chinatown, arts district and downtown as the HEART (Heritage, Entertainment, Art and Culture, Restaurants, Theatres) of Honolulu

Objectives

- Initiate projects that brand the area as the HEART of Honolulu
- Build a network of community stakeholders
- Organize community events in public places such as the parks and streets

3. The public purpose and need to be served;

The purpose of this proposal is to establish a thriving arts and culture community center as a destination in the HEART of Honolulu through collaboration and coalition building.

Art brings people together physically and culturally, through its capacity to tell a community's shared story. Having art and culture accessible to everyone inspires personal and community engagement. This means people will gain a strong stake in their communities and commitment to making things better.

The Downtown-Chinatown community has a critical need for places where art groups can display, show, and present ambitious exhibitions and projects. Prior to the opening of DAC, each of the individual organizations competed for scarce resources, expensive exhibition space, costly office and storage facilities, meeting and classroom facilities, and limited studio spaces. Now, all nine nonprofits collaborate to schedule exhibitions, classes, and events at DAC. The result is improved effectiveness, enabling them to meet their goals, to raise their profiles, and grow their mission and their offerings. These agencies, run by volunteers, become financially viable and sustainable.

Emerging from the devastation of the Covid-19 economic crisis, Chinatown has the potential to become a recognized arts and culture destination. But, before people want to come, the area needs to be safer and cleaner. Currently, the City and County of Honolulu invests in programs to spruce up the neighborhood, by repaving streets, fixing sidewalks, and repairing open markets. It promotes safety with programs such as the HPD's community policing and the Prosecutor Office's Weed and Seed initiative. Area stakeholders such as the State Foundation on Culture and the Arts, real estate agencies, landowners, business community and others work independently to change the negative image. DAC wants to encourage collaboration of all these efforts to rebuild Chinatown.

Growing interest in the neighborhood is evident. Witness the announcement of new hotels opening, conversions of office buildings to multi-family buildings, and scheduled cultural events at Hawaii Theater and Capitol Modern (former HISAM). Visionary people recognize that pursuing arts and cultural investments is economically sound. According to a 2023 national study of arts: "In 2022, nonprofit arts and culture organizations and their audiences generated \$151.7 billion in economic activity—\$73.3 billion in spending by the organizations, which *leveraged* an additional \$78.4 billion in event-related spending by their audiences. The impact of this economic activity is far reaching, supporting 2.6 million jobs, generating \$29.1 billion in tax revenue, and providing \$101 billion in personal income to residents.ⁱ

DAC'S FY2025 strategic marketing strategy will brand both DAC and the HEART District. The positive activities in the neighborhood will attract greater media attention. The art center and the HEART District will grow organically and develop a unique sense of place.

Branding the 16-blocks from Beretania to Merchant and Fort St. Mall to Smith Streets as the place to find Honolulu's (HEART) Heritage, Entertainment, Art and Culture, Restaurants and Theatre is integral to any strategic marketing plan for economic sustainability and the revitalization of Chinatown.

Creative placemaking strategies guide DAC in accomplishing its goals. First, a place must have at least 10 things to do and/or 10 reasons to be there. Second, DAC plans low-cost collaborative activities to build trust among stakeholders. Finally, DAC will brand the HEART District as a walkable welcoming place where people can discover and enjoy our local culture.

Over the past three years, DAC has proven instrumental in First Friday events and produced the annual HEART of Honolulu Street Festivals. These free-to-the public events require dozens of hands to stage, staff and run. DAC harnesses the support of a wide swath of volunteers, from the arts groups under the DAC umbrella, to local art lovers and interested community members.

Another report, based on statistics from the Bureau of Labor Statistics, puts the latest value of a volunteer hour to be \$31.80.ⁱⁱ Diving deeper, the cost estimate for volunteer hours in Hawaii is higher, pegged at \$33.48 an hour. In 2023, documented volunteers for DAC numbered at least 70, putting in a total of 9,000 hours, or about \$301,320 in wages. The value of community support is clear and growing. This grant will raise that support to the next level.

¹ AEP6 <https://aep6.americansforthearts.org/>

¹ Value of Volunteer Time report, Independent Sector, with the Do Good Institute, April 19, 2023; <https://dogood.umd.edu/>

4. Describe the target population to be served;

Target Audiences

- All members of the arts communities in Hawai'i.
- Local artists in all mediums.
- Local and visiting supporters of the arts.
- Friends, family, and beneficiaries of the arts industry.
- Hawai'i residents interested in local art projects, shows and events.
- Donors with a desire to support the arts.
- Other nonprofit organizations, community, and advocacy groups with similar goals, who could benefit from collaboration.
- Official entities — City & County of Honolulu, State of Hawai'i — who already support the arts.
- Visitors to the islands who are interested in the arts and culture of Hawai'i.

a) The arts and culture nonprofit community and artists

Nine (9) DAC charter arts nonprofit organizations represent over 1200 artist members and three unorganized art community groups (photography, metalsmithing and pottery representing another 500 artists), plus their patrons, families, and followers. Their leadership is ready to collaborate to support the DAC and secure the five spaces in the Chinatown Gateway Plaza, plan for their optimal shared space use, provide volunteer sweat equity and funding for the renovations. By participating in DAC's future growth, they hope to expand their respective art programs to fulfill demand, attract members, and to connect with other art communities. These DAC charter groups have exhibits scheduled in the existing large exhibition space in 2024 and look forward to expanded programs. But they are not the only ones to take advantage of the space. DAC offers the use of facilities at affordable room usage fees to other arts and culture agencies. Artists or nonprofit groups are welcome to hold their exhibitions and utilize workshop spaces. DAC encourages music, performing arts, literary arts, dance nonprofits and artists to hold their events at the DAC. In 2023, DAC held more than 70 exhibitions in its spaces.

b) General public

The DAC provides inclusive arts and culture opportunities for everyone--improvements in learning and enrichment for all ages from keiki to kupuna, for all skill levels from amateurs to serious artists and all economic incomes. Residents and tourists alike can actively participate in activities that keep them socially engaged, healthy and active. Participants can choose a musical or theatrical performance and demonstration, learn about lei making or Ikebana, see dances from the Pacific, try their hand at bookmaking, or learn how to turn trash into treasures. Artists, craftsmen, musicians and performing artists will be on hand to guide their explorations. At minimal cost, these programs will bring opportunities to see, hear, learn, and explore a variety of art forms, including painting, drawing, music, and theater. The art may be more formal and established, such as drawing, painting, weaving, and playing an instrument, or more experimental such as doodling, karaoke, origami, slam poetry or performance art. Having shared experiences provides people of all ages an opportunity for community engagement—a chance to share and learn from each other.

c) Seniors

State Chief Economist Eugene Tian said that “We are the sixth-oldest state in the nation.” Residents 65 years and older represent 25.1% of the total state population. DAC recruits seniors as volunteers, mentors, consultants, and talent to teach and share their knowledge of the visual arts, music and performing arts. DAC will pay honorariums for their services as artists and performers, teachers, and musicians.

Seniors will find that DAC brings opportunities for them to see, hear, learn, and explore a variety of art forms, including painting, drawing, music, and theater, all at no or little cost. Creative placemaking means seniors will be able to gather, make friends and contribute in meaningful ways, practicing activities that contribute to their well-being and quality of life.

d) HEART District Business Community

The rise of remote work makes office space less valuable, causes companies to move away and lowers revenue from real estate taxes, subsequently leading to a reduction in public service investment and provision¹. People working from home also leads to lower urban foot traffic and less retail spending, resulting in a relative increase in urban homelessness and crime, which makes people feel unsafe, damaging the city's revenue stream and perpetuating a vicious cycle of doom. However, plans are in the works to convert offices into living spaces that will combat this "doom loop."

In 2022, Columbia professor Stijn Van Nieuwerburgh argued that the rise of remote work has created an "urban doom loop" in major American cities.

Further, innovative ideas on the future of tourism include transformational experiences for guests, so they return inspired by their experiences. A UH study calls for *regenerative tourism* that will allow destinations to heal, while counterbalancing the social, economic, and environmental impacts of tourism.

A regenerative approach encourages visitation that gives back more than it takes, that protects and limits environmental damage, and delivers positive benefits to nature, habitats, community, and places. A regenerative approach is based on partnership and collaboration, which DAC intends to offer artistic and cultural activities in the HEART of Honolulu.

Chinatown and downtown have the elements for post-pandemic success. It includes restaurants, arts venues, hotels and gathering places. DAC already attracts pedestrian foot traffic. Who benefits when more activities return? New retail galleries, nonprofits, bars, and restaurants will return to vacant spaces. And future residents of the converted offices and new hotels will find exciting things to do.

Richard Florida, a professor at the University of Toronto who studies urban development, told The New York Times, "When a place gets boring, even rich people leave." DAC believes creative placemaking will help make downtown a place to enjoy.

5. Describe the geographic coverage.

DAC occupies the lower floors of the Chinatown Gateway Center, an affordable HUD residence, which is in the heart of Chinatown and the Arts District on Oahu. The area ranks as one of the poorest income areas, with residential buildings for low-income, low-to moderate income residents. There are social services agencies to care for the houseless as well as to serve the low-income residents. Vacancies and empty stores line the former heart of downtown.

It also fronts the Harbor, which includes the Aloha Tower Marketplace and the docks where cruise ships and hundreds of passengers disembarked to walk the district.

Senate District 13; House District 28

III. Service Summary and Outcomes

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

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

DAC plans to build an arts nonprofit coalition for the arts and culture in 5 spaces totaling 20,000 square feet in Chinatown Gateway. This establishes DAC as the destination for community arts and cultural activities in Chinatown.

DAC and its nine collaborating nonprofits will increase the number of exhibitions, classes, special events and more. Expansion plans to fill an additional 20,000 square feet will require hiring support staff and tools to implement the build out. The build-up of staff and support will dovetail with the remodeling of space. As the improvements reach a stage of completion, DAC will implement the plans for increasing activities.

Currently, volunteers and part-time employees operate DAC.

To build the capacity to expand and meet its goals, DAC needs to expand the 3 part-time staff to full time and hire additional full-time staff for the positions listed below.

1. Finance Director: Financial stability is necessary to monitor all expenditure and income. The managers and board members need regular reporting in the form of profit and loss statements, balance sheet analysis and reporting to maintain non-profit status with funding agencies and government regulations.
2. Development Director: Development of funding is vital to maintain growth. The coordination of efforts by staff, board and volunteers will avoid duplication and mixed messages to donors and potential funding organizations. A good understanding of customer relation management will assist in fundraising by maintaining contact with all current supporters and identifying future donors.
3. Program Coordinator: Management is key to excellence in all activities. The selection and coordination of events, artists, instructors, exhibits, events, classes, and workshops, while increasing these activities, must satisfy the expectations of the audiences and participants.

Additionally, the goals set by DAC will require facilities management, volunteer coordination and public relations management.

1. Facilities manager: As the capacity to hold more programs increases, the upkeep and maintenance of our facilities will take considerable effort. All electrical, mechanical, physical plant needs require an initiative-taking and diligent individual to insure that programs run without a hitch. A person with experience in such operations is vital.
2. Volunteer Coordinator: DAC will always rely on community volunteers to sustain itself. These volunteers need training, instruction in everything from running the cash register in a store, following up on membership, to hanging art on the walls, or answering visitor questions and a multitude of other tasks. This requires serious management by a sympathetic individual.

3. Communication/PR Director: Attendance has come from people telling others about the positive experiences they had at DAC. But to solicit support from donors, volunteers, and non-artists, DAC needs to raise awareness and build a marketing strategy to reach a wider audience. The tools now require more than someone who can use the phone or write a press release. This individual must employ a full range of social media and other non-traditional methods of outreach.
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Pre-grant year (State GIA FY 25)

- implement the architecture plans for lighting, electrical, plumbing, buildout of rooms for future classes in metalworking, pottery, photography as well as visual arts.
- Negotiate and sign memorandums of agreement with visual arts nonprofit collaborators. (name all nine?)
- Recruit and organize programs for other arts and culture nonprofit affinity groups: Bamboo Ridge literary program, Monthly Music 1st Sunday Sessions coordinated by Terry Oyama, Jazz coordinated by Red Nova, Shakespeare Birthday celebration coordinated by Shakespeare Festival nonprofit.

1st quarter (tentative October-December 2024)

Arts and culture DAC Programs

1. Provide a minimum of 4 exhibitions/quarter
2. Provide a minimum of 60 classes/workshops/quarter
3. Provide a minimum of 3 special events/quarter

HEART District event (First Friday, seasonal event, etc.)

2nd quarter (tentative January-March 2025)

Arts and culture DAC Programs

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

HEART District events (First Friday, seasonal event, etc.)

3rd quarter (tentative April-June 2025)

Arts and culture DAC Programs

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 50 classes/workshops/quarter
3. Provide a minimum of 12 special events/quarter

HEART District events (First Friday, seasonal event, etc.)

Arts and culture DAC Programs

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 50 classes/workshops/quarter
3. Provide a minimum of 24 special events/quarter

4th quarter (tentative July-October 24)

Arts and culture DAC Programs

1. Provide a minimum of 8 exhibitions/quarter
2. Provide a minimum of 60 classes/workshops/quarter
3. Provide a minimum of 30 special events/quarter

HEART District events (First Friday, seasonal, etc.)

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

From now until fiscal year 2025, the pre-grant period, DAC will have a project coordinator on staff to ensure a smooth interface with the clients (DAC and partner non-profits), design and construction teams. This individual will work closely with the design team to address the needs of the partner agencies, identify projects that volunteers can accomplish, both prior to and during the process. The coordinator will oversee all activities. Note: volunteer labor can include cleaning the spaces, trash removal, removing carpet, painting, and other tasks identified as appropriate by the project coordinator and general contractor.

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

The DAC project coordinator is responsible for meeting or modifying timelines, as necessary. Close monitoring and careful communication will help ensure completion of the project.

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.

Measures of effectiveness will be reported as follows reported quarterly:

- Number of exhibitions per quarter
- Number of classes and workshops
- Number of onsite events
- Number of community collaboration events
- Number of grants submitted (State, City, Federal, local private foundations, and corporate foundations and sponsorships)
- Number of donors from \$50-\$300,000

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](#))

- The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$100,000	\$90,625	\$390,625

- The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

*City GIA FY 2025	\$200,000
*NEA “Our Town Grant”	\$100,000
*Donation	\$200,000
*Local Foundations and Corporations	\$300,000
*Earned Income	\$300,000

- 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

- 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 2025 for program funding.

State GIA FY 2024	Capital Improvement Project	\$250,000
City GIA FY 2024		\$134,000

- The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

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.

DAC started the visual arts center 3 years ago in the Chinatown Gateway Plaza. Volunteers converted 3 vacant spaces totaling 11,500 square feet into a vibrant art center with a \$5,000

donation and a \$75,000 grant. DAC umbrellas 9 volunteer arts nonprofits providing them with affordable room usage rates for exhibition space, class and special events rooms. DAC produces art exhibitions, classes.

At the present time, DAC operates with a) 3 half-time (0.5 FTE) staff to include: Executive Director, Communications/PR Director and Program Director; b) volunteer (0.5 FTE) Office Manager; c) consultant Creative Director, Classes Coordinator, Volunteer Coordinator, grant writer as needed; and d) 70 volunteers. DAC has earned income streams from room usage fees, class fees and special events ticket fees, art sales commission, artists exhibition fees and more. DAC is also funded by grants and donations ranging from \$5-\$300,000.

In 2024, DAC is signing a long-term master lease (10 years plus 3 5-year options) with the City and County of Honolulu. This includes 5 unique spaces to include 18,000 square feet indoors and 1,500 square feet outdoor. The Capital Improvement Project (CIP) fundraising has raised \$500,000 for phase 1 projected need to renovate and build out the 5 spaces for full function.

In the last 22 years, DAC develop the community relationships with stakeholders in the area to include: City government, landowners, businesses, storefronts, arts nonprofits and community nonprofits. DAC continues to organize events in public spaces like streets and parks to include HEART festivals, community cleanups and more.

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.

The FY 2025 plan is to have the 5 spaces (total 20,000 square feet) renovated and functional by the first quarter of the grant years. The renovation will reconfigure the spaces and build out more exhibition spaces, multipurpose rooms for classroom and events, storage and office spaces.

SEE Attached space description and drawings.

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.

Sandra Pohl, Executive Director

Ms. Pohl is the former owner of the Louis Pohl Gallery with 25-years of experience in marketing the visual arts in Hawaii. She is a social worker and public health/health education specialist by training. Earlier in her career, Ms. Pohl has worked as a program planner for the State of Hawaii. As a board member of several arts nonprofits in Chinatown, she has collaborated with the City & County of Honolulu, arts nonprofits, galleries, retail stores, bars, and restaurants. She was the founder of First Fridays, which has flourished for more than 20-years. Sandra Pohl has decades of extensive experience and background in social work, health and wellness. She wanted to give back to the community and share her expertise to demonstrate how arts can build a healthy community through engagement, creative energy, and healing practices. This approach is proven, as Ms. Pohl led DAC's substantial growth and development contributing to significant community growth over the past 3 years.

Tracy Chan, Communications/PR Director

Tracy Chan graduated with a bachelor's degree in journalism from the University of Hawaii at Manoa and has been working with cutting-edge digital media, print journalism, and the arts and culture communities in Hawaii for the last 14 years. She is an Associate Editor and founding member of features and entertainment websites Metromix Honolulu at The Honolulu Advertiser, independent features website Nonstop Honolulu, and Frolic Hawaii, the official online food publication of HONOLULU Magazine. She is also the former Digital Media Manager for HAWAII Magazine, the largest circulation-based subscriber magazine in the state of Hawaii. In the art sector, she is the former Gallery Manager at Mauna Kea Galleries (Manu Antiques and Mark Blackburn Gallery), and Communications Manager at The ARTS at Marks Garage. Since 2010, she has owned her own photography company, Nightfox Photo.

Isaiah Prakash, Special Project Manager

Isaiah Prakash has spent most of his professional career working for Don Quijote USA in various positions. Starting as a courtesy clerk, he then worked his way up to cashier. He developed his customer service skills in those positions, and then worked as an Advertising Associate in Marketing, where he became proficient in Microsoft Office and the Adobe Suite of products were valuable and he even developed those skills even further. He then worked at Pacific Transfer, a shipping and freight company, providing customer support. Using these collective work experiences and skills, he joined the Downtown Art Center (DAC) as a program manager for the retail shop. In this capacity, he helps promote local artists' work and focuses on customer satisfaction with the sales

process. His previous customer service roles have trained him well for this position.

My Tran, Program Manager

My Tran, is an alumnus of both the University of Hawaii at Manoa School of Architecture and Tongji University, holds a Master and Doctorate in Architecture. His journey from Vietnam to the United States, along with his travels for study, internships, and employment spanning various countries, has exposed him to diverse architectural styles, cultures, and lifestyles, which has significantly shaped his approach to design. While teaching as a part-time lecturer at the school of architecture at UH Manoa, My founded My Tran Studio and co-founded Studio Ki'owao, a Hawai'i-based design build architectural firm, leveraging his extensive academic and practical experiences. His academic tenure was marked by numerous design accolades and recognitions. My advocates that the role of architecture is far more than just a design tool; but rather it is a universal language that facilitates dialogue and idea exchange among people from different cultural backgrounds. She is overall supervisor of all things DAC.

Carlynn Wolfe, Operations (Office) Manager

From February 1987 until Dec 2002, Carlynn served in the United States Navy as a Career Enlisted Communications System specialist (RM/IT). She operated and managed communications systems for ship to shore, air to ground, and land-based systems. She has extensive supervisory and project management experience and retired as Chief Petty Officer (E-7). Carlynn has leadership abilities to develop systems and logistics to have operations run smoothly. The volunteer consultant, DAC Shop manager report to her.

Cathleen Gleason, Education Coordinator

Cathleen Gleason is the classes coordinator for DAC. She is highly qualified art teacher with a depth of experience teaching both adults and children. She organizes DAC classes, scheduling, recruiting appropriate teachers. She has teaching experience, knowledge of the arts and her ability to recruit qualified teachers. She knows and works with the staff at DAC in scheduling classes on the calendar and getting them to the communications director to be listed on the website and newsletter.

The Following Positions to be determined (TBD)

Development Director

Responsible for planning, implementing, tracking and evaluating DAC fundraising efforts including building relationships with people and organizations and securing philanthropic support to help fuel programs and projects

Finance Director

Responsible for managing the financial operations of the organization, ensuring the organization's financial health and sustainability. Oversees all financial reporting, budgeting, forecasting, financial analysis, and compliance requirements. She supervises the accountant assistant.

Accountant Assistant

The accountant Assistant provides administrative support by managing accounts and prepares financial records for budgeting, reporting and bookkeeping by managing accounts and prepares financial records. Does basic data entry, clerical duties, customer service.

Facility Manager

Responsible for the operations and management of the physical plant of the DAC to ensure buildings and grounds are clean and safe. The facilities manager oversees all aspects of building functions

Volunteer Coordinator

Responsible for the solicitation, training, scheduling and retention of volunteers

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.

Executive Director	0.5 FTE	\$40,000
DAC Shop	0.5 FTE	\$20,000
Communications Director	0.5 FTE	\$30,000

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.

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 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

DAC’s strategic plan starts with 1) strengthening relationships with collaborating nonprofits under the DAC umbrella, area nonprofits and stakeholders, 2) aggressively promoting the DAC through PSAs and pitching human interest stories to the media as well as promoting the neighborhood through collaborations of events in public places to brand the neighborhood and 3) increasing staff to implement the long-term economic sustainability plan for 25 years.

The reason for the increase in staff requirements are as follows

- Hire and convert the 3 (0.5 FTE) staff to fulltime employees and create additional employee positions to manage and grow earned income streams for economic sustainability
 - Creative Collaborations of 9 visual art nonprofits who pay for room usage fees for the exhibition rooms, multi-purpose rooms, storage and office spaces
 - Other room usage fees for exhibitions and event rooms
 - Commission on art sold in gift shops and exhibitions
 - Artists Fees for DAC exhibits
 - Class and workshop fees
 - Event ticket fees
 - Fundraising income
 - Interest income

 - Hire Finance Director and Accountant Assistant to drive the financial planning, analyzing its performance and risks, retaining constant awareness of the company's financial position and acting to prevent problems

 - Hire Development Director
Creating a positive, respectful reputation for the organization, Facilitating strategy meetings with fundraising staff, Finding potential donors from public and private sectors, Managing relationships with the organization's financial partners, Preparing and presenting reports on fundraising activities to senior management and board of directors. Serving as grants administrator, writing grant proposals and acknowledgments for grants received. Ensuring compliance by the organization of terms stipulated in the grant award.

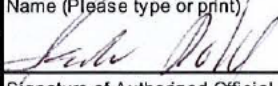
 - Hire Volunteer Coordinator to develop a program as well as recruit and manage volunteers. (each volunteer hour is valued at \$33.48) In 2023, DAC had 70 volunteers who contributed 9,000 hours.
-

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

App

Downtown Art Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	312,500		186,240	450,560
2. Payroll Taxes & Assessments	78,125		13,760	145,440
3. Fringe Benefits	0	0	0	0
TOTAL PERSONNEL COST	390,625		200,000	596,000
B. OTHER CURRENT EXPENSES				
1. Commissions on art sales				82,500
2. Insurance				15,000
3. Facility Fees				193,000
4. Instructors				120,000
5. Exhibit Specialists				20,000
6. Supplies (office and classroom)				60,000
7. Telecommunication				12,000
8. Utilities				60,000
9. Bank Fees				8,000
10. Taxes				60,000
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				630,500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	390,625		200,000	1,226,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	390,625	Sandra Pohl 808 226-4787		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	200,000			
(d) Total Private/Other Funds Requested	1,226,500	Signature of Authorized Official		
TOTAL BUDGET	1,817,125	Name and Title (Please type or print) Sandra Pohl, Executive Director		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Downtown Art Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$100,000.00	50.00%	\$ 50,000.00
Program Manager	1	\$40,000.00	50.00%	\$ 20,000.00
Special Projects Manager	1	\$40,000.00	50.00%	\$ 20,000.00
Education Coordinator	1	\$60,000.00	40.00%	\$ 24,000.00
Communication/PR Director	1	\$60,000.00	50.00%	\$ 30,000.00
Office Manager	1	\$65,000.00	50.00%	\$ 32,500.00
Development Director	1	\$90,000.00	50.00%	\$ 45,000.00
Finance Director	1	\$90,000.00	50.00%	\$ 45,000.00
Accountant	1	\$50,000.00	50.00%	\$ 25,000.00
Facility Manager	0.5	\$60,000.00	25.00%	\$ 15,000.00
Volunteer Coordinator	0.5	\$24,000.00	25.00%	\$ 6,000.00
				\$ -
				\$ -
				\$ -
TOTAL:				312,500.00

Applicant: Downtown Art Center: All of these positions are essential to the continuation and expansion of services to our constituents. All state funds will be matched by other donations and earned revenues.

27
40

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: _____ Downtown Art Center _____

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

JUSTIFICATION/COMMENTS:

42
28

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: _____ Downtown Art Center _____

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2022-2023	FY: 2023-2024	FY: 2024-2025	FY: 2024-2025	FY: 2025-2026	FY: 2026-2027
PLANS	N/A					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$100,000	\$90,625	\$390,625

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

*City GIA FY 2025	\$200,000
*NEA "Our Town Grant"	\$100,000
*Donation	\$200,000
*Local Foundations and Corporations	\$300,000
*Earned Income	\$300,000

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

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 2025 for program funding.

State GIA FY 2024	Capital Improvement Project	\$250,000
City GIA FY 2024		\$134,000

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

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.

DAC started the visual arts center 3 years ago in the Chinatown Gateway Plaza. Volunteers converted 3 vacant spaces totaling 11,500 square feet into a vibrant art center with a \$5,000

donation and a \$75,000 grant. DAC umbrellas 9 volunteer arts nonprofits providing them with affordable room usage rates for exhibition space, class and special events rooms. DAC produces art exhibitions, classes.

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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.

The FY 2025 plan is to have the 5 spaces (total 20,000 square feet) renovated and functional by the first quarter of the grant years. The renovation will reconfigure the spaces and build out more exhibition spaces, multipurpose rooms for classroom and events, storage and office spaces.

SEE Attached space description and drawings.

EXHIBIT A

PARCEL ONE:

That certain parcel of land (all of Royal Patent Grant 3810 to H. K. Dwight; Royal Patent Grant 3809 to W. Mutch; and Deed of Minister of Interior to J. W. Austin dated August 13, 1890 and recorded in the Bureau of Conveyances, State of Hawaii, in Uber 125, Page 308; and portions of Royal Patent 301, Land Commission Award 272 to Joseph Booth; Royal Patent 577, Land Commission Award 2937 to W. Harbottle; Royal Patent 579, Land Commission Award 680 to Kekuaanoa; Royal Patent 578, Land Commission Award 130 to Kekuapanio; Royal Patent 655, Land Commission Award 877 to Kaana no Poomana; Royal Patent 83, Land Commission Award 719 to Z. Sampson; and Royal Patent 861, Land Commission Award 3204 to M. Beck) situate at Honolulu, City and County of Honolulu, State of Hawai'i, being Parcel 5, and more particularly described as follows:

Beginning at the south corner of this parcel of land, being also the east corner of Lot 1 (Map 2) of Land Court Application 714 and on the northwest side of Bethel Street, the coordinates of said point of beginning referred to Government Survey Triangulation Station "PUNCHBOWL" being 718.67 feet south and 4,456.53 feet west, as shown on Division of Land Survey and Acquisition Parcel Map File No. 16-11-3-150, thence running by azimuths measured clockwise from true south:

1. 151° 00' 122.72 feet along Lot 1 (Map 2) of Land Court Application 714;
2. 241° 05' 54.98 feet along Lots 1, 2 and 3 (Map 2) of Land Court Application 963;
3. 171° 16' 44.15 feet along Lot 3 (Map 2) of Land Court Application 963;
4. 155° 30' 25.00 feet along same;
5. 58° 40' 27.13 feet along same;
6. 152° 20' 6.66 feet along same;
7. 238° 40' 112.40 feet along the southeast side of Nuuanu Avenue;

Thence along the south corner of Hotel Street and Nuuanu Avenue, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

8. 282° 34' 27.74 feet;
9. 326° 28' 153.09 feet along the southwest side of Hotel Street;

Thence along the west corner of Hotel and Bethel Streets, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

10. 12° 38' 30" 28.86 feet;
11. 58° 49' 171.41 feet along the northwest side of Bethel Street to the point of beginning and containing an area of 30,860 square feet, more or less.

Reserving unto the City and County of Honolulu, its successors or assigns, an easement for rapid transit system (Parcel E-1) and more particularly described as follows:

Beginning at the south corner of this easement, the true azimuth and distance from the initial point of the above described Parcel 5 being 238° 49' 162.22 feet and running by azimuths measured clockwise from true south:

1. 146° 28' 193.10 feet;
2. 238° 40' 10.78 feet along the southeast side of Nuuanu Avenue;

Thence along the south corner of Hotel Street and Nuuanu Avenue, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

3. 282° 34' 27.74 feet;
4. 326° 28' 153.09 feet along the southwest side of Hotel Street;

Thence along the west corner of Hotel and Bethel Streets, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

5. 12° 38' 30" 28.86 feet;
6. 58° 49' 9.19 feet along the northwest side of Bethel Street to the point of beginning and containing an area of 5,623 square feet, more or less.

Being the real property conveyed to the City and County of Honolulu, a municipal corporation, by Final Order of Condemnations:

1. Filed November 16, 1957 in the Circuit Court of the First Circuit, Civil No. 26692, recorded in the Bureau of Conveyances, State of Hawai'i, in Book 7277, Page 382.
2. Filed May 8, 1970 in the Circuit Court of the First Circuit, Civil No. 26576, recorded in said Bureau, in Book 7008, Page 271.
3. Filed November 20, 1970 in the Circuit Court of the First Circuit, Civil No. 26698, recorded in said Bureau, in Book 7285, Page 206.
4. Filed March 25, 1971 in the Circuit Court of the First Circuit, Civil No. 26575, recorded in said Bureau, in Book 7471, Page 144.

PARCEL TWO:

That certain parcel of land situate at Honolulu, City and County of Honolulu, State of Hawai'i, described as follows:

Lot 3, area 1,704 square feet, more or less, as shown on Map 2, filed in the Office of the Assistant Registrar of the Land Court, State of Hawaii with Land Court Application 963 of Bishop Trust Company, Limited.

Being the land described in Transfer Certificate of Title No. 140,946 issued to the City and County of Honolulu, a municipal corporation.

PARCEL THREE:

That certain parcel of land situate at Honolulu, City and County of Honolulu, State of Hawai'i, described as follows:

Lot 2, area 1,559 square feet, more or less, as shown on Map 2, filed in the Office of the Assistant Registrar of the Land Court, State of Hawai'i with Land Court Application 963 of Bishop Trust Company, Limited.

Being the land described in Transfer Certificate of Title No. 140,947 issued to the City and County of Honolulu, a municipal corporation.

PARCEL FOUR:

That certain parcel of land (portion of Royal Patent 2474 to F. Spencer on Land Commission Award 5528 to E. Dennis) situate at Honolulu, City and County of Honolulu, State of Hawai'i, and more particularly described as follows:

Beginning at the north corner of this parcel of land, being also the west corner of Lot 1 (Map 2) of Land Court Application 963, and on the southeast side of Nuuanu Avenue, as shown on Division of Land Survey and Acquisition Parcel Map File No. 16-11-5-38, thence running by azimuths measured clockwise from true south:

1. 332° 44' 70.00 feet along Lot 1 (Map 2) of Land Court Application 963;
2. 59° 40' 42.50 feet along Lot 1 (Map 2) of Land Court Application 714;
3. 333° 07' 1.40 feet along same;
4. 68° 50' 3.10 feet along Royal Patent 74, Land Commission Award 275 to H. Zupplein;
5. 149° 15' 18.60 feet along same;
6. 153° 55' 11.76 feet along Royal Patent 6, Land Commission Award 37 to James Austin;
7. 155° 14' 40.15 feet along same;
8. 238° 40' 44.79 feet along the southeast side of Nuuanu Avenue to the point of beginning and containing an area of 3,197 square feet, more or less.

Being the real property conveyed to the City and County of Honolulu, a municipal corporation, by Final Order of Condemnation filed April 11, 1969 in the Circuit Court of the First Circuit, Civil No. 26578, recorded in said Bureau, in Book 6481, Page 48.

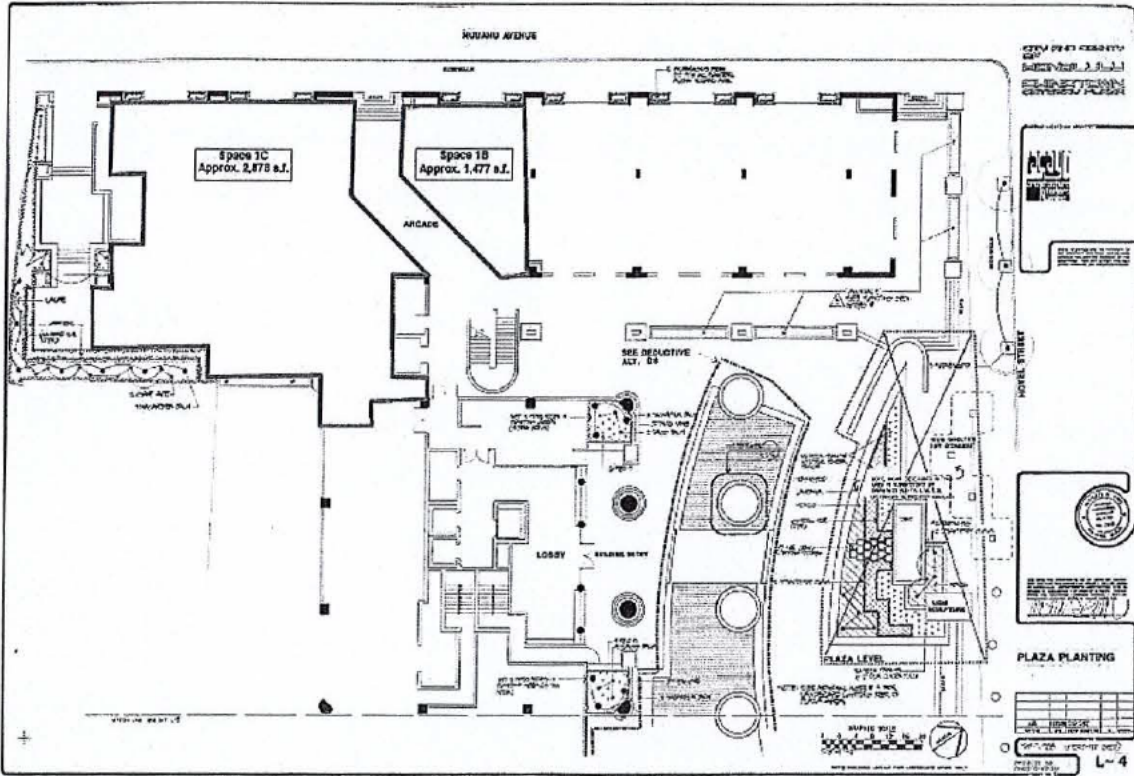
PARCEL FIVE:

That certain parcel of land situate at Honolulu, City and County of Honolulu, State of Hawai'i, described as follows:

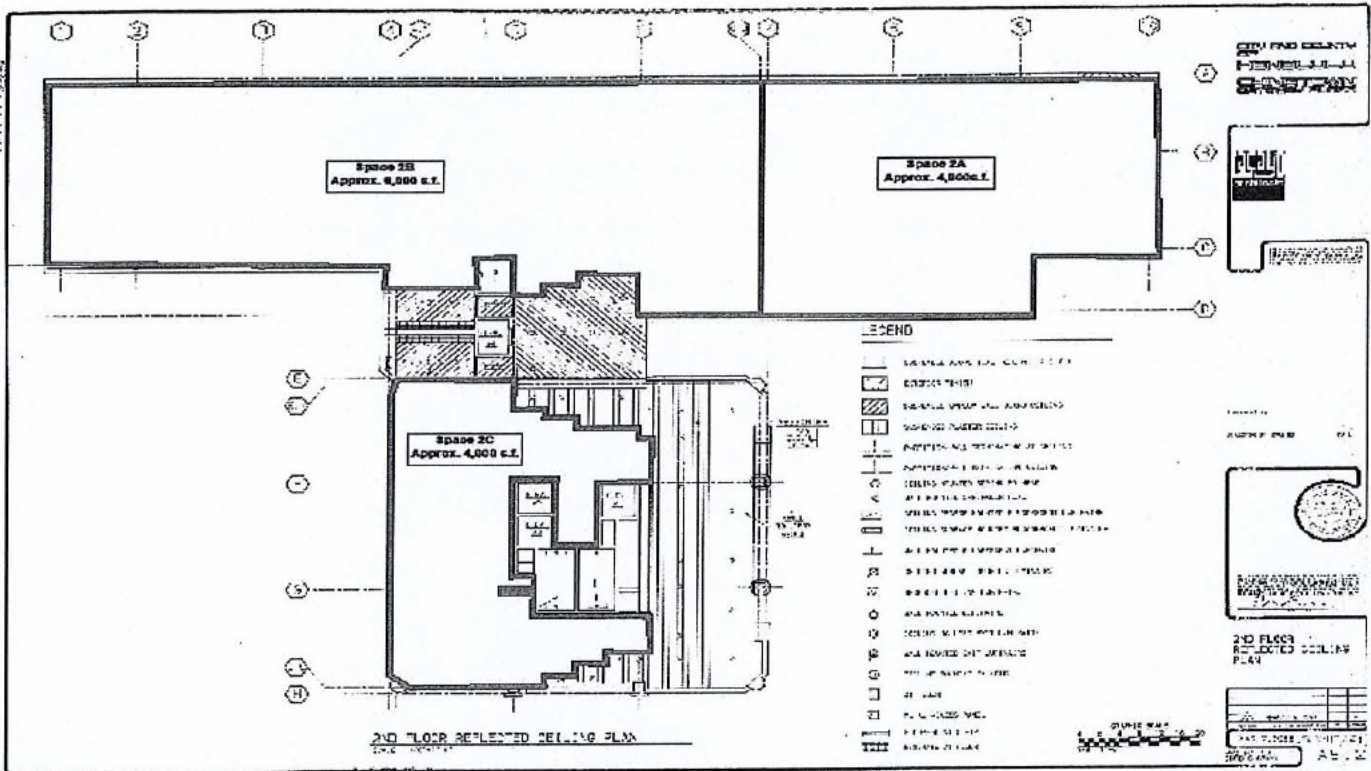
Lot 1, area 1,582 square feet, more or less, as shown on Map 2, filed in the Office of the Assistant Registrar of the Land Court, State of Hawaii with Land Court Application 963 of Bishop Trust Company, Limited.

Being the land described in Transfer Certificate of Title No. 140,946 issued to the City and County of Honolulu, a municipal corporation.

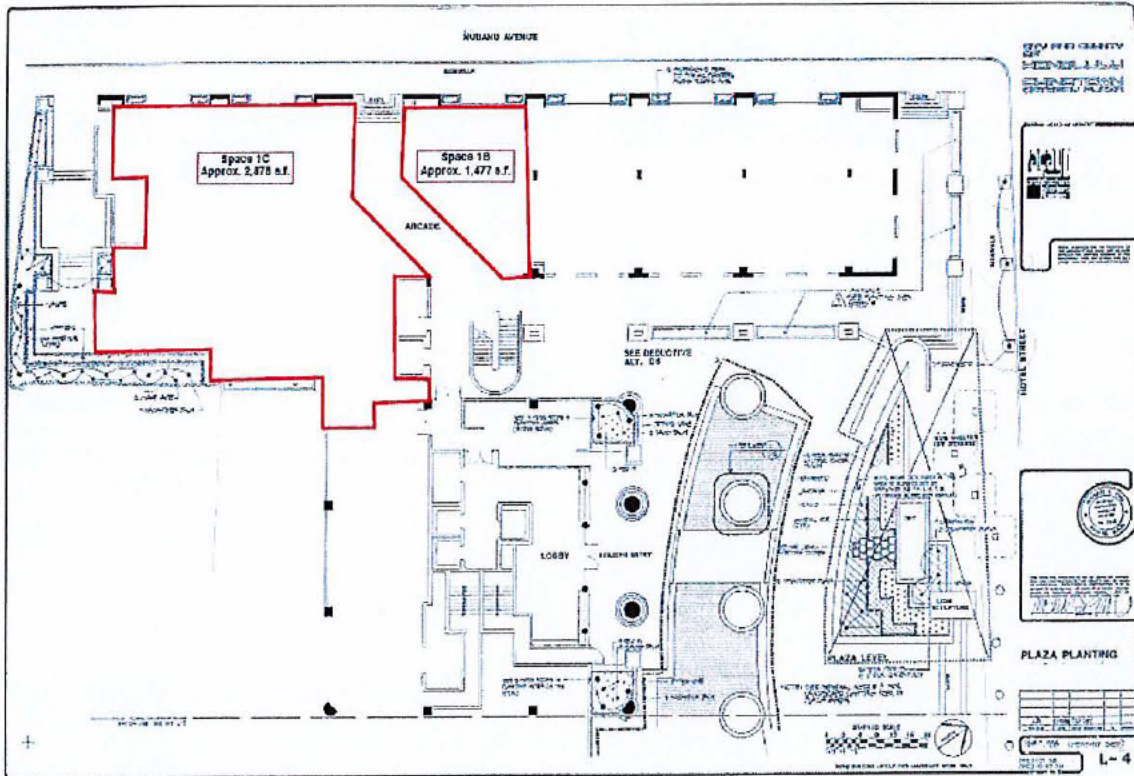
First Floor



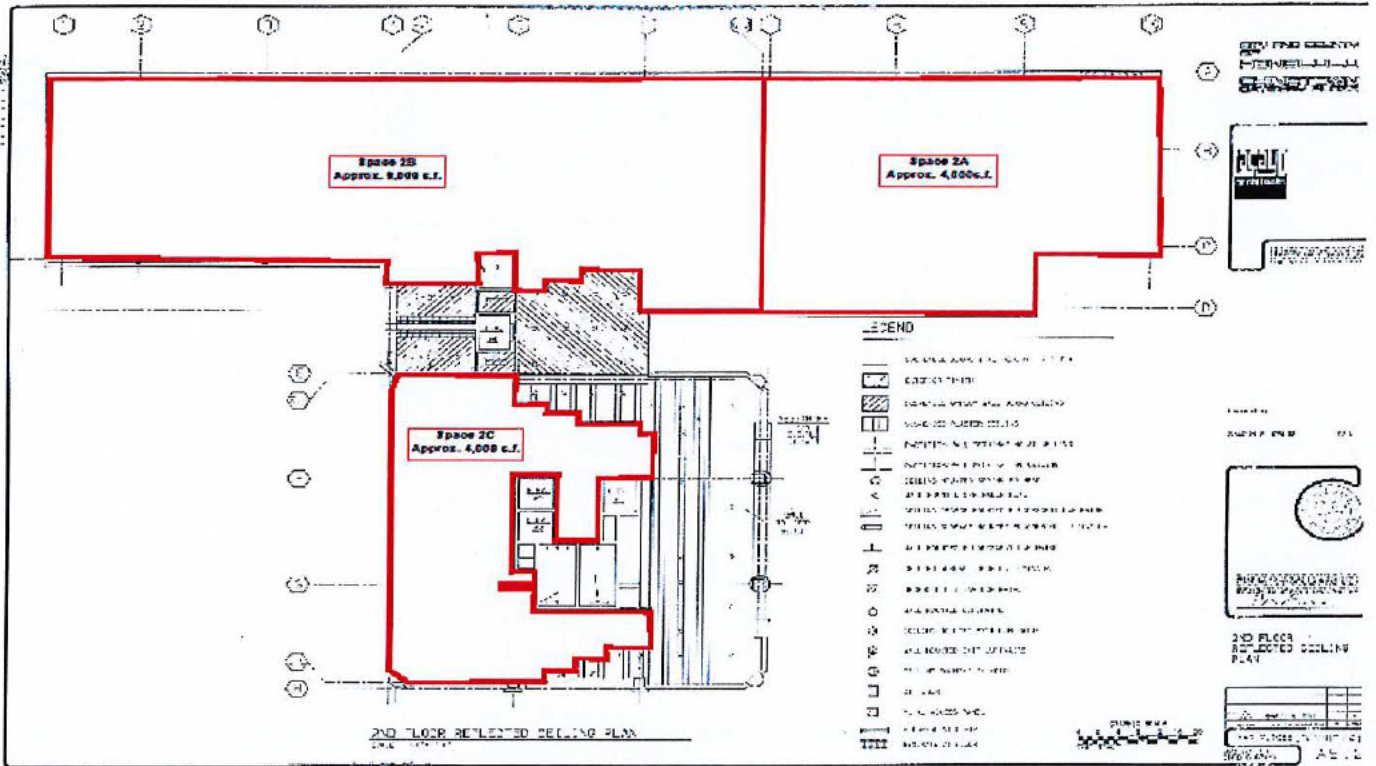
Second Floor



First Floor



Second Floor



PROPOSED USES OF SPACE | level 1

1B: PHASE 1

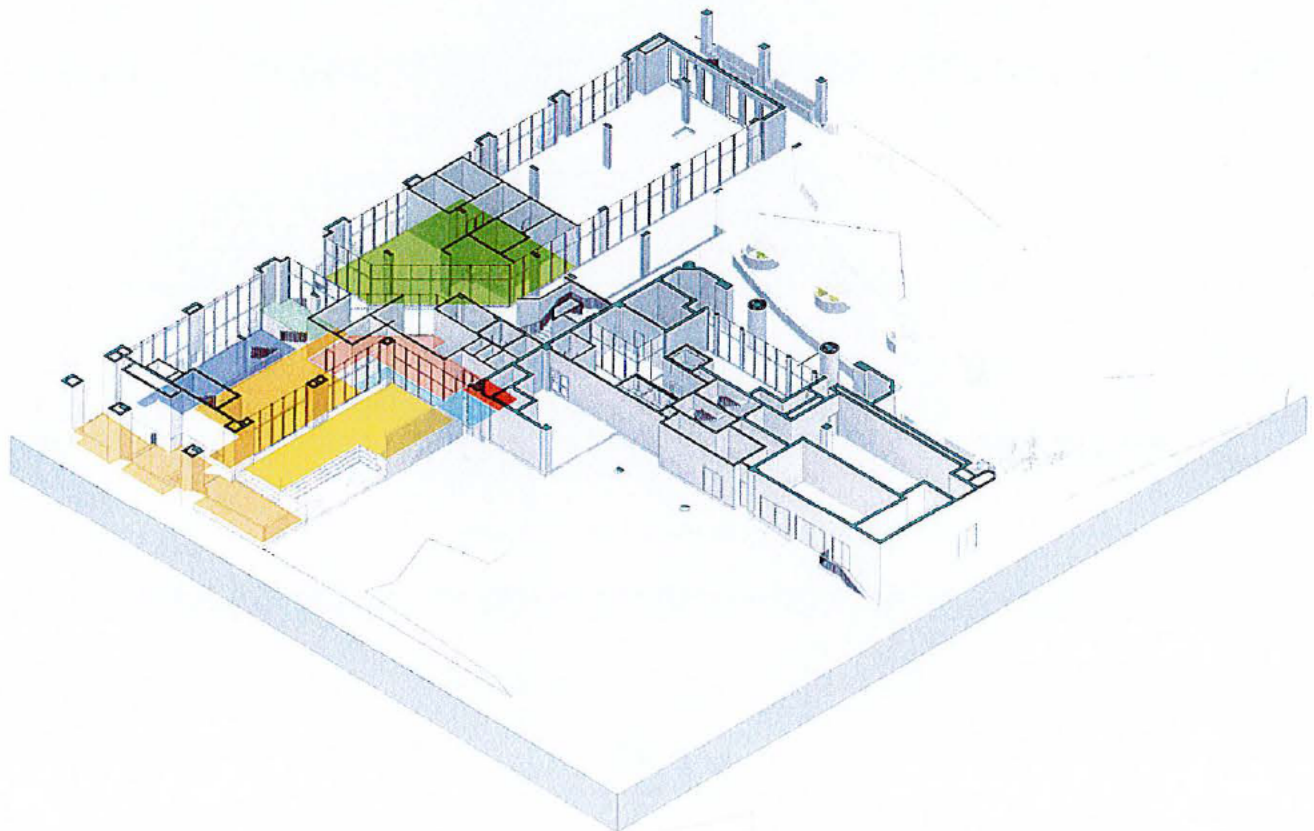
- GIFT SHOP
GALLERY

1C INTERIOR: PHASE 2

- CLASSROOMS
- POTTERY STUDIO
- CIRCULATION
- ADDITIONAL GALLERY
- COFFEE STAND
- RESTROOM

1C EXTERIOR: PHASE 2

- DAC HOT
GLASS STUDIO
- OUTDOOR
WORKSHOP



PROPOSED USES OF SPACE | level 2

2B: PHASE 1

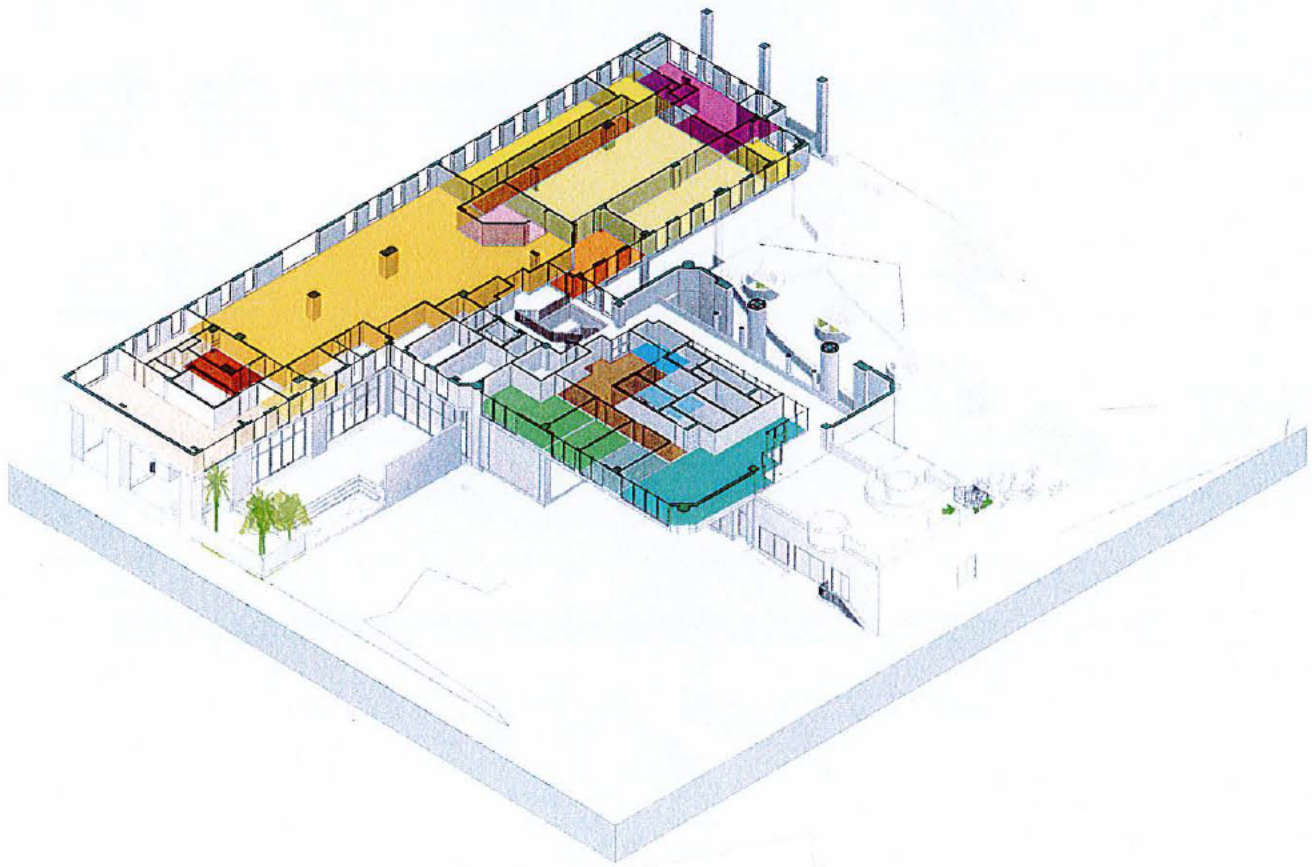
- WEAVING STUDIO
- KITCHEN
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- MAIN GALLERY
- GIFT SHOP

2A: PHASE 1

- OPERATIONAL OFFICES
- WORKSHOPS
- STORAGES
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2C: PHASE 2

- DARK ROOM
- OFFICE
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- METAL LAB
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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.

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Ms. Pohl is the former owner of the Louis Pohl Gallery with 25-years of experience in marketing the visual arts in Hawaii. She is a social worker and public health/health education specialist by training. Earlier in her career, Ms. Pohl has worked as a program planner for the State of Hawaii. As a board member of several arts nonprofits in Chinatown, she has collaborated with the City & County of Honolulu, arts nonprofits, galleries, retail stores, bars, and restaurants. She was the founder of First Fridays, which has flourished for more than 20-years. Sandra Pohl has decades of extensive experience and background in social work, health and wellness. She wanted to give back to the community and share her expertise to demonstrate how arts can build a healthy community through engagement, creative energy, and healing practices. This approach is proven, as Ms. Pohl led DAC's substantial growth and development contributing to significant community growth over the past 3 years.

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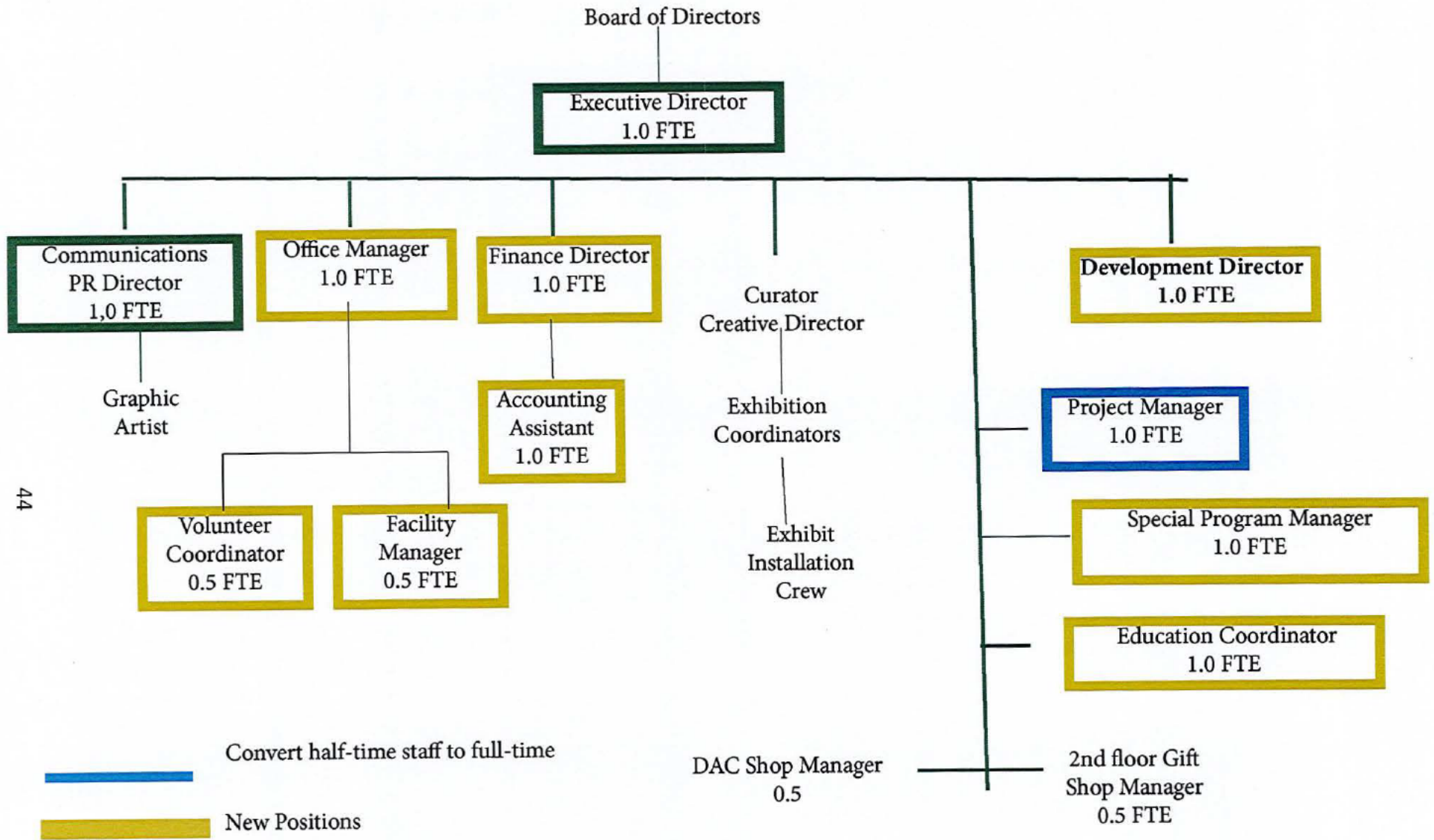
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Responsible for the solicitation, training, scheduling and retention of volunteers

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DAC's FY 2025 GIA grant request 50% of salary FY 2025 staffing identified in boxes

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donation and a \$75,000 grant. DAC umbrellas 9 volunteer arts nonprofits providing them with affordable room usage rates for exhibition space, class and special events rooms. DAC produces art exhibitions, classes.

At the present time, DAC operates with a) 3 half-time (0.5 FTE) staff to include: Executive Director, Communications/PR Director and Program Director; b) volunteer (0.5 FTE) Office Manager; c) consultant Creative Director, Classes Coordinator, Volunteer Coordinator, grant writer as needed; and d) 70 volunteers. DAC has earned income streams from room usage fees, class fees and special events ticket fees, art sales commission, artists exhibition fees and more. DAC is also funded by grants and donations ranging from \$5-\$300,000.

In 2024, DAC is signing a long-term master lease (10 years plus 3 5-year options) with the City and County of Honolulu. This includes 5 unique spaces to include 18,000 square feet indoors and 1,500 square feet outdoor. The Capital Improvement Project (CIP) fundraising has raised \$500,000 for phase 1 projected need to renovate and build out the 5 spaces for full function.

In the last 22 years, DAC develop the community relationships with stakeholders in the area to include: City government, landowners, businesses, storefronts, arts nonprofits and community nonprofits. DAC continues to organize events in public spaces like streets and parks to include HEART festivals, community cleanups and more.

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.

The FY 2025 plan is to have the 5 spaces (total 20,000 square feet) renovated and functional by the first quarter of the grant years. The renovation will reconfigure the spaces and build out more exhibition spaces, multipurpose rooms for classroom and events, storage and office spaces.

SEE Attached space description and drawings.

EXHIBIT A

PARCEL ONE:

That certain parcel of land (all of Royal Patent Grant 3810 to H. K. Dwight; Royal Patent Grant 3809 to W. Mutch; and Deed of Minister of Interior to J. W. Austin dated August 13, 1890 and recorded in the Bureau of Conveyances, State of Hawaii, in Uber 125, Page 308; and portions of Royal Patent 301, Land Commission Award 272 to Joseph Booth; Royal Patent 577, Land Commission Award 2937 to W. Harbottle; Royal Patent 579, Land Commission Award 680 to Kekuaanoa; Royal Patent 578, Land Commission Award 130 to Kekuapanio; Royal Patent 655, Land Commission Award 877 to Kaana no Poomana; Royal Patent 83, Land Commission Award 719 to Z. Sampson; and Royal Patent 861, Land Commission Award 3204 to M. Beck) situate at Honolulu, City and County of Honolulu, State of Hawai'i, being Parcel 5, and more particularly described as follows:

Beginning at the south corner of this parcel of land, being also the east corner of Lot 1 (Map 2) of Land Court Application 714 and on the northwest side of Bethel Street, the coordinates of said point of beginning referred to Government Survey Triangulation Station "PUNCHBOWL" being 718.67 feet south and 4,456.53 feet west, as shown on Division of Land Survey and Acquisition Parcel Map File No. 16-11-3-150, thence running by azimuths measured clockwise from true south:

1. 151° 00' 122.72 feet along Lot 1 (Map 2) of Land Court Application 714;
2. 241° 05' 54.98 feet along Lots 1, 2 and 3 (Map 2) of Land Court Application 963;
3. 171° 16' 44.15 feet along Lot 3 (Map 2) of Land Court Application 963;
4. 155° 30' 25.00 feet along same;
5. 58° 40' 27.13 feet along same;
6. 152° 20' 6.66 feet along same;
7. 238° 40' 112.40 feet along the southeast side of Nuuanu Avenue;

Thence along the south corner of Hotel Street and Nuuanu Avenue, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

8. 282° 34' 27.74 feet;
9. 326° 28' 153.09 feet along the southwest side of Hotel Street;

Thence along the west corner of Hotel and Bethel Streets, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

10. 12° 38' 30" 28.86 feet;
11. 58° 49' 171.41 feet along the northwest side of Bethel Street to the point of beginning and containing an area of 30,860 square feet, more or less.

Reserving unto the City and County of Honolulu, its successors or assigns, an easement for rapid transit system (Parcel E-1) and more particularly described as follows:

Beginning at the south corner of this easement, the true azimuth and distance from the initial point of the above described Parcel 5 being 238° 49' 162.22 feet and running by azimuths measured clockwise from true south:

1. 146° 28' 193.10 feet;
2. 238° 40' 10.78 feet along the southeast side of Nuuanu Avenue;

Thence along the south corner of Hotel Street and Nuuanu Avenue, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

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Thence along the west corner of Hotel and Bethel Streets, on a curve to the right with a radius of 20.00 feet, the chord azimuth and distance being:

5. 12° 38' 30" 28.86 feet;
6. 58° 49' 9.19 feet along the northwest side of Bethel Street to the point of beginning and containing an area of 5,623 square feet, more or less.

Being the real property conveyed to the City and County of Honolulu, a municipal corporation, by Final Order of Condemnations:

1. Filed November 16, 1957 in the Circuit Court of the First Circuit, Civil No. 26692, recorded in the Bureau of Conveyances, State of Hawai'i, in Book 7277, Page 382.
2. Filed May 8, 1970 in the Circuit Court of the First Circuit, Civil No. 26576, recorded in said Bureau, in Book 7008, Page 271.
3. Filed November 20, 1970 in the Circuit Court of the First Circuit, Civil No. 26698, recorded in said Bureau, in Book 7285, Page 206.
4. Filed March 25, 1971 in the Circuit Court of the First Circuit, Civil No. 26575, recorded in said Bureau, in Book 7471, Page 144.

PARCEL TWO:

That certain parcel of land situate at Honolulu, City and County of Honolulu, State of Hawai'i, described as follows:

Lot 3, area 1,704 square feet, more or less, as shown on Map 2, filed in the Office of the Assistant Registrar of the Land Court, State of Hawaii with Land Court Application 963 of Bishop Trust Company, Limited.

Being the land described in Transfer Certificate of Title No. 140,946 issued to the City and County of Honolulu, a municipal corporation.

PARCEL THREE:

That certain parcel of land situate at Honolulu, City and County of Honolulu, State of Hawai'i, described as follows:

Lot 2, area 1,559 square feet, more or less, as shown on Map 2, filed in the Office of the Assistant Registrar of the Land Court, State of Hawai'i with Land Court Application 963 of Bishop Trust Company, Limited.

Being the land described in Transfer Certificate of Title No. 140,947 issued to the City and County of Honolulu, a municipal corporation.

PARCEL FOUR:

That certain parcel of land (portion of Royal Patent 2474 to F. Spencer on Land Commission Award 5528 to E. Dennis) situate at Honolulu, City and County of Honolulu, State of Hawai'i, and more particularly described as follows:

Beginning at the north corner of this parcel of land, being also the west corner of Lot 1 (Map 2) of Land Court Application 963, and on the southeast side of Nuuanu Avenue, as shown on Division of Land Survey and Acquisition Parcel Map File No. 16-11-5-38, thence running by azimuths measured clockwise from true south:

1. 332° 44' 70.00 feet along Lot 1 (Map 2) of Land Court Application 963;
2. 59° 40' 42.50 feet along Lot 1 (Map 2) of Land Court Application 714;
3. 333° 07' 1.40 feet along same;
4. 68° 50' 3.10 feet along Royal Patent 74, Land Commission Award 275 to H. Zupplein;
5. 149° 15' 18.60 feet along same;
6. 153° 55' 11.76 feet along Royal Patent 6, Land Commission Award 37 to James Austin;
7. 155° 14' 40.15 feet along same;
8. 238° 40' 44.79 feet along the southeast side of Nuuanu Avenue to the point of beginning and containing an area of 3,197 square feet, more or less.

Being the real property conveyed to the City and County of Honolulu, a municipal corporation, by Final Order of Condemnation filed April 11, 1969 in the Circuit Court of the First Circuit, Civil No. 26578, recorded in said Bureau, in Book 6481, Page 48.

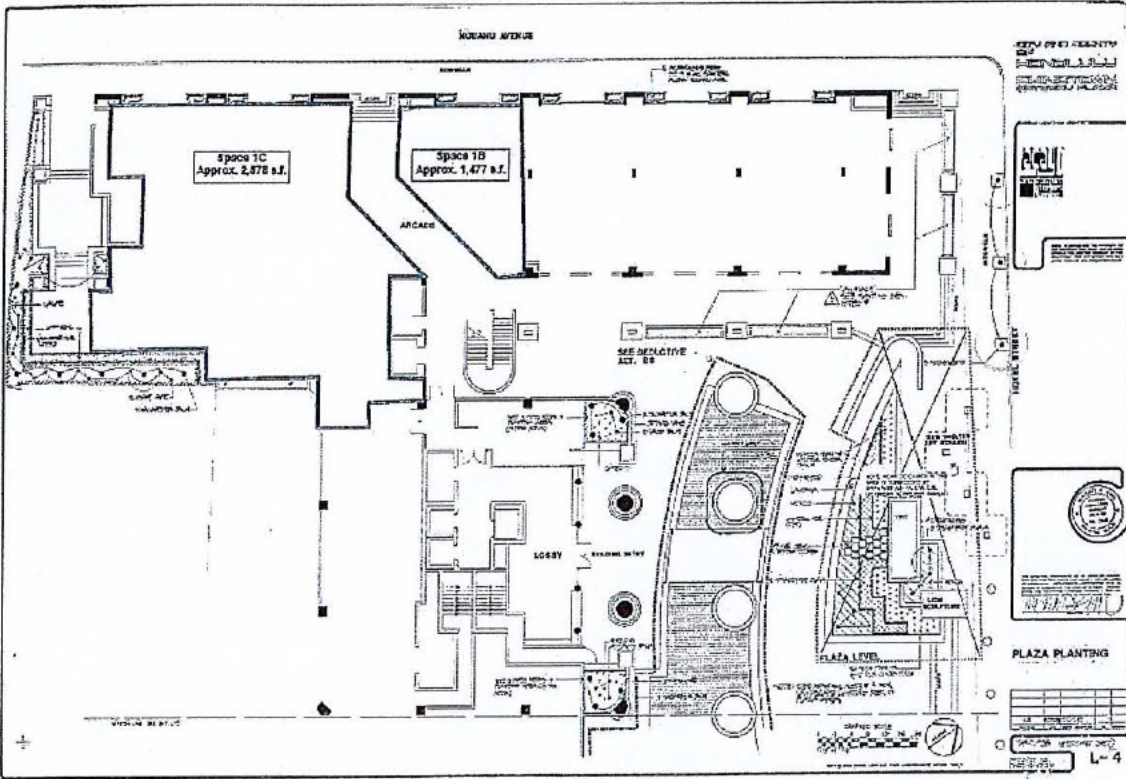
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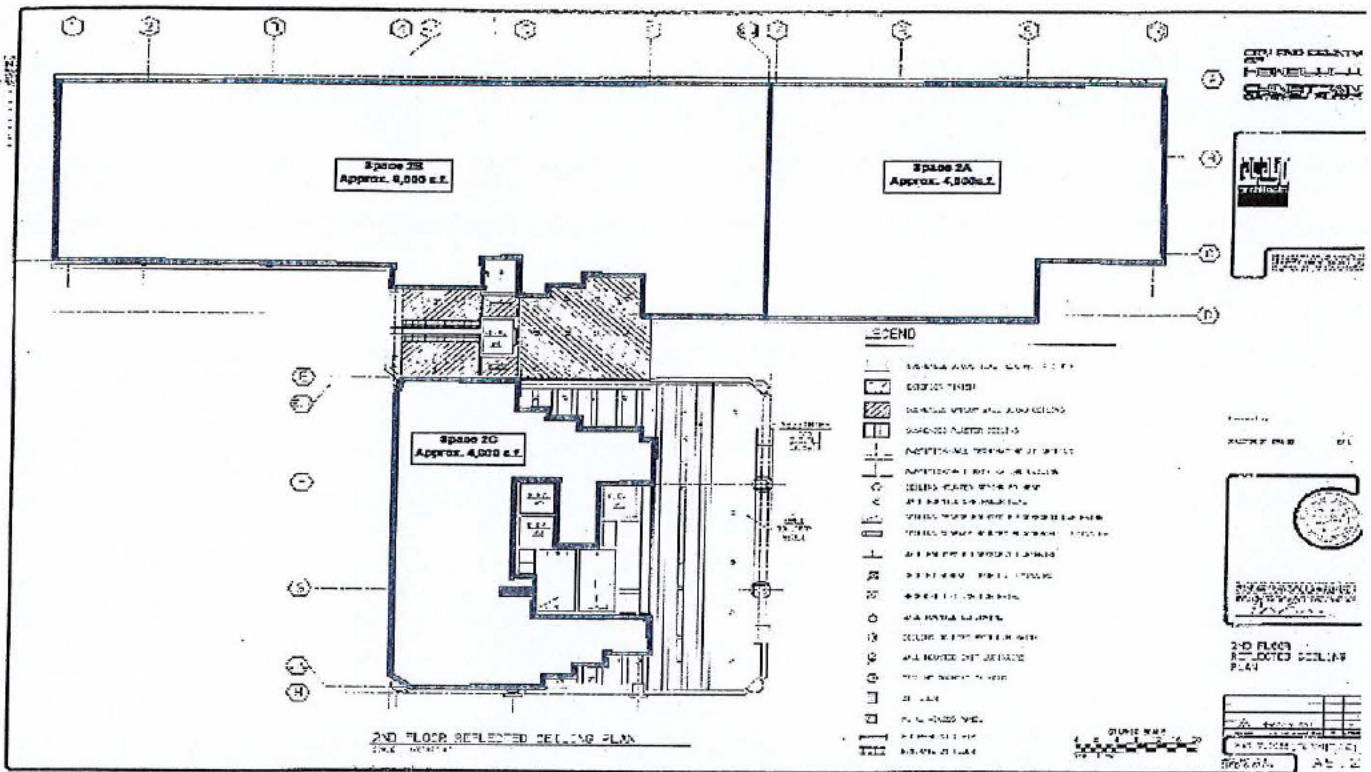
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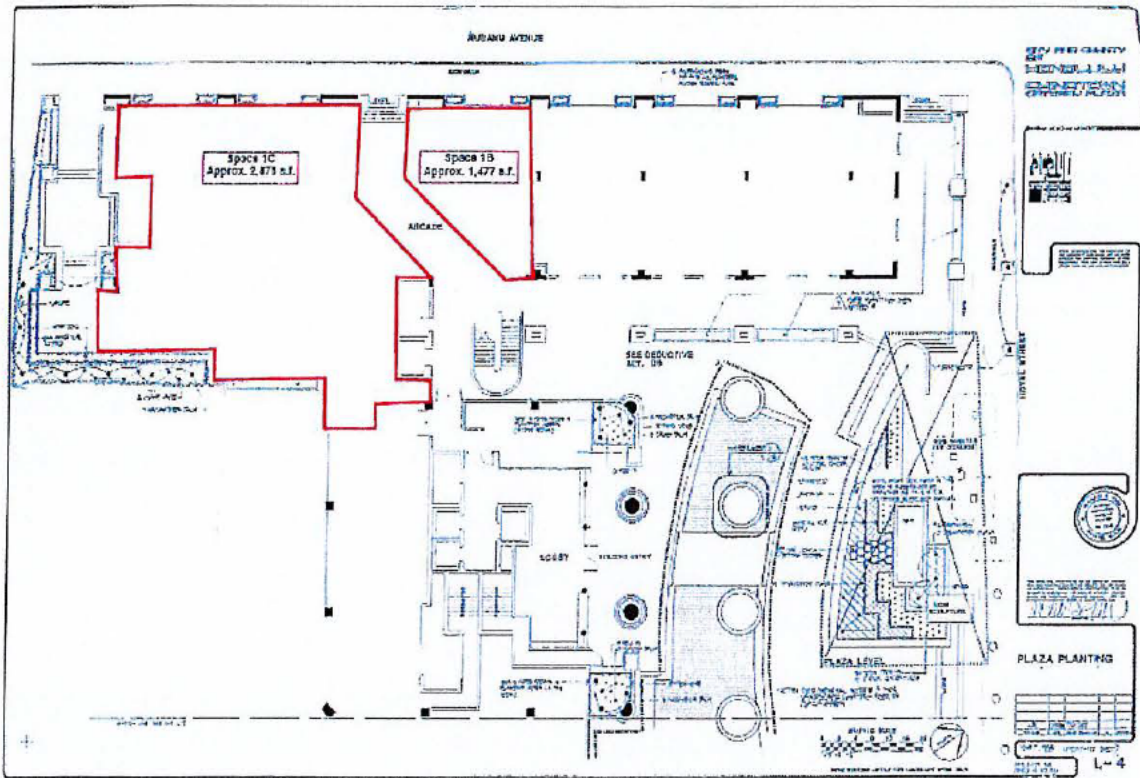
First Floor



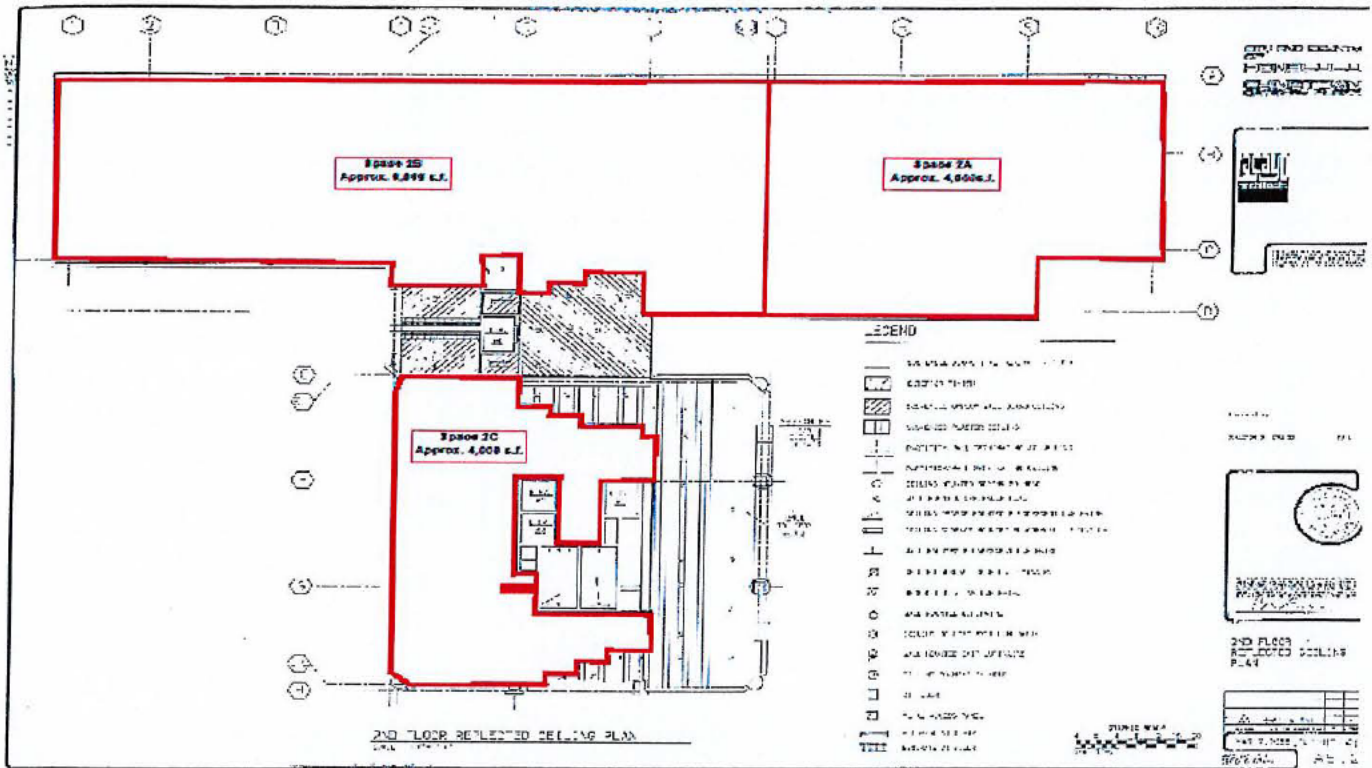
Second Floor



First Floor



Second Floor



PROPOSED USES OF SPACE | level 1

1B: PHASE 1

 GIFT SHOP
GALLERY

1C INTERIOR: PHASE 2

 CLASSROOMS

 POTTERY
STUDIO

 CIRCULATION

 ADDITIONAL
GALLERY

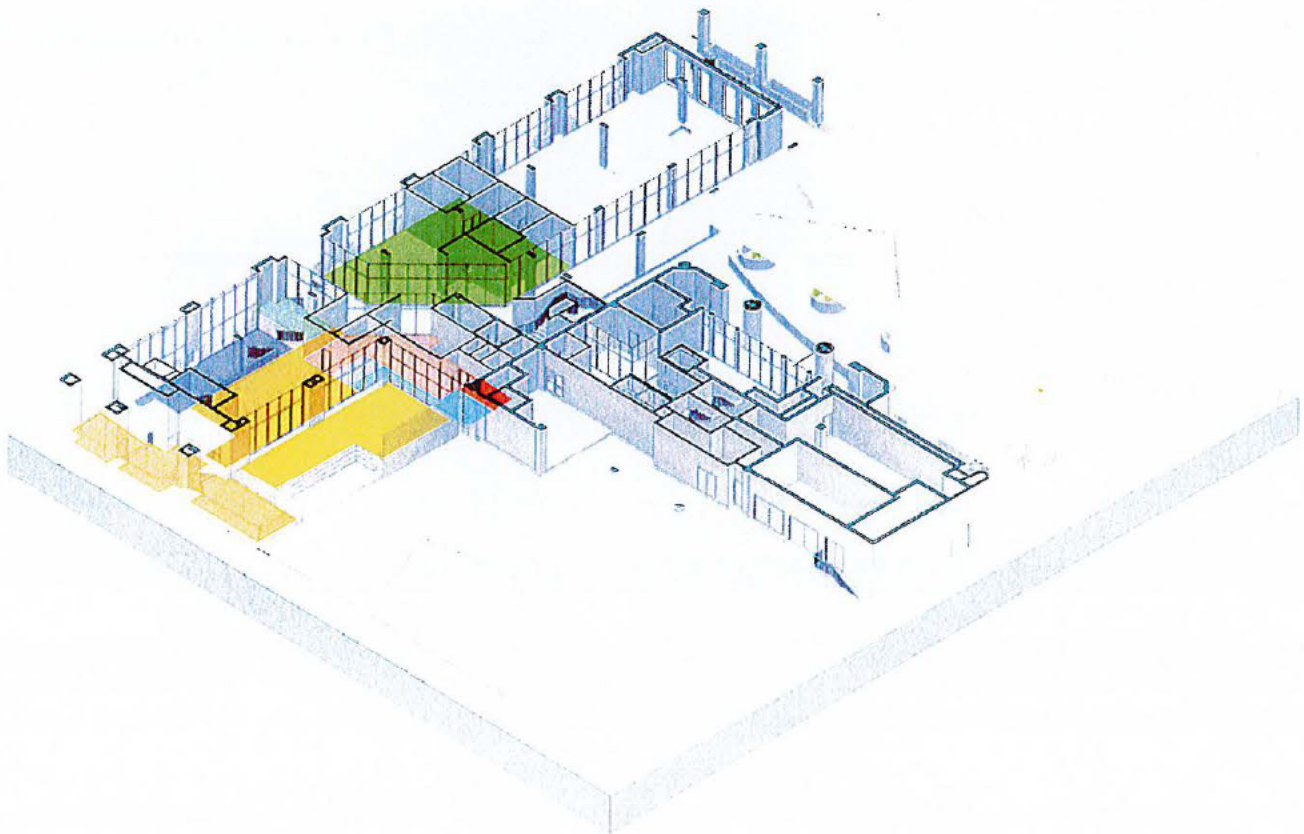
 COFFEE STAND

 RESTROOM

1C EXTERIOR: PHASE 2

 DAC HOT
GLASS STUDIO

 OUTDOOR
WORKSHOP



PROPOSED USES OF SPACE | level 2

2B: PHASE 1

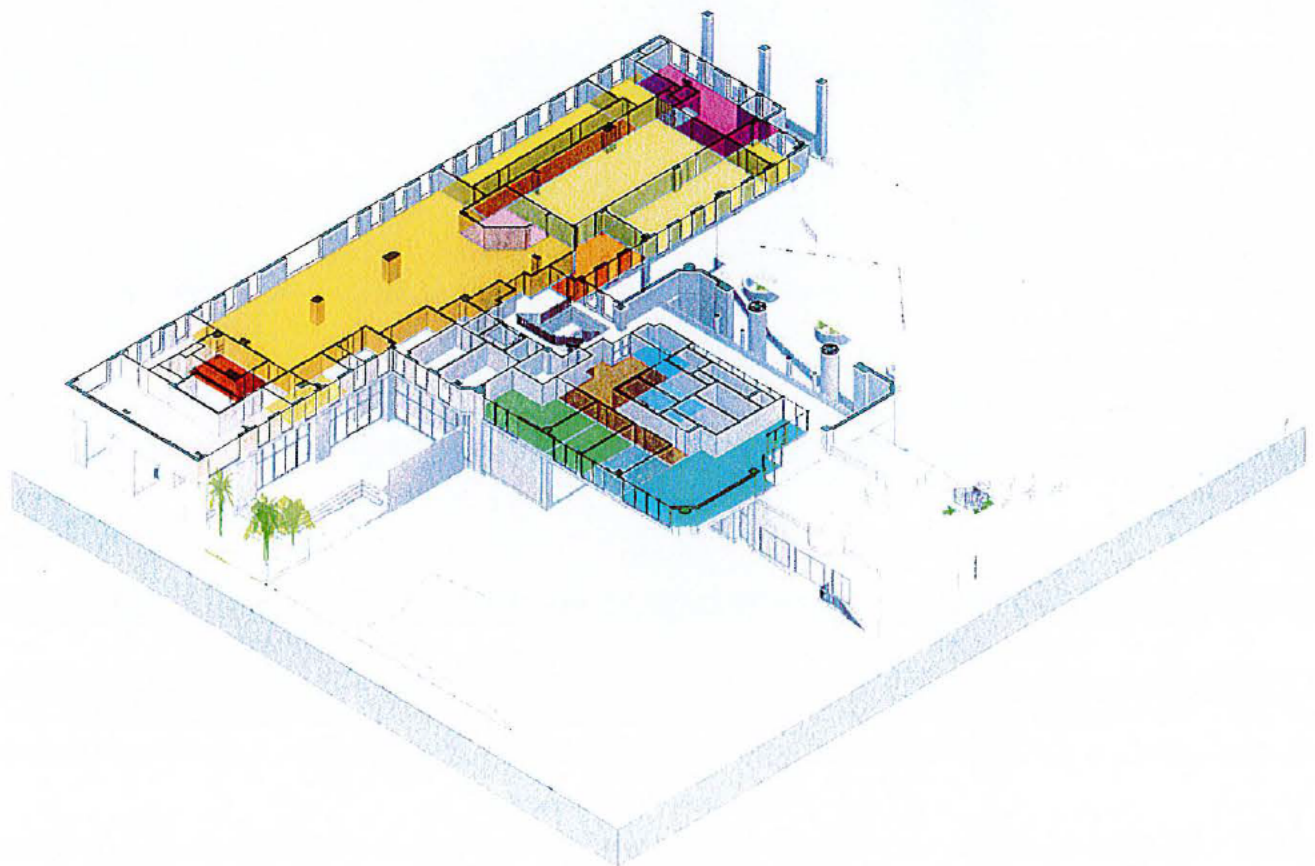
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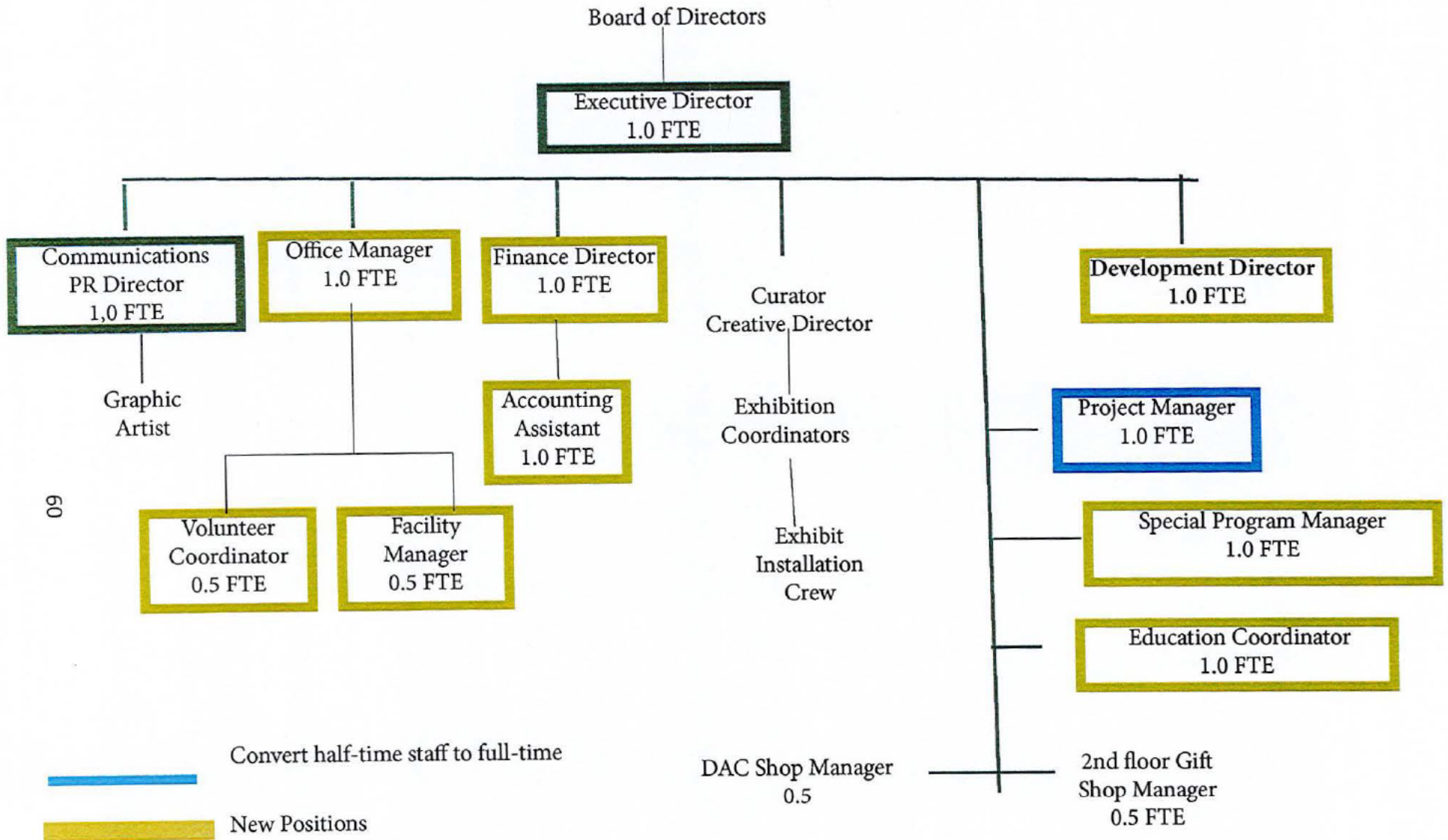
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