

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



AUTHORIZED SIGNATURE

GREGORY DUNN, PRESIDENT AND CEO

PRINT NAME AND TITLE

1/17/2024

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: HAWAII THEATRE CENTER

DBA/Trade Name: HAWAII THEATRE CENTER

Issue Date: 01/17/2024

Status: **Compliant**

██████████ ██████████
████████████████████ ████████████████████
FEIN/SSN#: XX-XXX9658
UI#: XXXXXXX4641
DCCA FILE#: 57000

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information


**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.

<u>Hawaii Theatre Center</u> (Typed Name of Individual or Organization)	_____
 (Signature)	<u>January 13, 2024</u> (Date)
<u>Gregory Dunn</u> (Typed Name)	<u>President and CEO</u> (Title)

[Type here]



HAWAII THEATRE CENTER

STATEMENT OF APPLICANTS FOR GRANTS PURSUANT TO CHAPTER 42F-102, HAWAII REVISED STATUTES

The undersigned authorized representative of the applicant certifies that the requested grant shall be used for public purpose pursuant to Section 42F-102, Hawaii Revised Statutes, and that within this grant request the State shall find:

- 1) The name of the requesting organization
- 2) The public purpose for the grant
- 3) The services to be supported by the grant
- 4) The target group; and
- 5) The cost of the grant and the budget

Gregory Dunn, President and CEO

Hawaii Theatre Center

January 17, 2024

Date

II. Background and Summary

Hawaii Theatre has significantly influenced Honolulu's cultural landscape since 1922. The mission of the nonprofit Hawaii Theatre Center, established in 1984, is to provide a broad range of entertainment, cultural, and educational experiences; promote redevelopment and revitalization of downtown Honolulu and Chinatown; and enhance the quality of life in Honolulu.

The historic Hawaii Theatre is owned and operated by the Hawaii Theatre Center, a 501(c)3 nonprofit organization, and hosts over 100,000 guests annually. Over the years, the Hawaii Theatre has actively engaged in projects that celebrate and safeguard our community's artistic and historical legacy. The Robert Morton Theatre Organ has been synonymous with the Hawaii Theatre for decades. It has a rich history that is significant to the State of Hawaii as it was originally built for the Princess Theatre in Honolulu and then relocated to the Hawaii Theatre in Honolulu in 1969 and has always been a staple attraction throughout the decades.

The Robert Morton Theatre Organ, a cultural and historical masterpiece, has been integral to our community's artistic heritage for decades. In 2019, the pandemic and the reduced staff required to maintain the organization left the physical theatre vulnerable, leading to flood damage and disrepair of the organ. Posing a threat to its cultural significance and historical value, the Hawaii Theatre urgently seeks \$250,000 in grant funding to undertake a comprehensive restoration of The Robert Morton Theatre Organ that totals over \$1.5 million in repairs.

Our primary goal is to restore The Robert Morton Theatre Organ to its original glory utilizing professional services, ensuring its continued contribution to our community's cultural tapestry with technological updates promising the life of this instrument will continue on for generations living and visiting Hawaii to enjoy. The specific costs primarily include: Comprehensive assessment and documentation of the damage, precise repair and replacement of damaged components, aesthetic restoration to preserve the organ's historical charm and implement preventative measures to safeguard against future environmental risks and general usage.

Public Purpose and Need to be Served: The restoration of The Robert Morton Theatre Organ serves a crucial public purpose by:

- Preserving a unique cultural asset that holds historical significance for our community.
- Revitalizing community engagement and pride through the restoration of a beloved artistic centerpiece.
- Contributing to the economic and cultural vitality of our region by attracting audiences and supporting local businesses.

Target Population to be Served: The restoration project targets our entire community, with a focus on:

- Tourism and visitors who associate the historic organ with the 101-year old Hawaii Theatre bringing back one of Hawaii's historic buildings back into the spotlight for local communities as well as on a global scale.
- Music enthusiasts and patrons of the arts who value and appreciate the cultural significance of The Robert Morton Theatre Organ.
- Students and educators who will benefit from educational programs centered around the history and place in Hawaii of this iconic instrument.
- Local businesses in Chinatown that stand to gain from increased foot traffic and economic activity generated by a fully functional theatre organ.

Geographic Coverage: While the restoration will immediately impact Oahu, predominantly the Honolulu and outlying areas, the restoration of The Robert Morton Theatre Organ will have a ripple effect, reaching a broad and diverse population within our community and encompassing tourism on the state and neighbor islands as a whole. Revitalization adds another place to visit on the maps of visitors to further enrich their knowledge and experience of Hawaii.

III. Service Summary and Outcomes

1. **Cultural Preservation and Heritage Restoration:**
 - The restoration project will safeguard and restore a key cultural asset, preserving its historical significance for future generations.
2. **Community Revitalization:**
 - A fully functional organ will reinvigorate community engagement and foster a renewed sense of pride in our cultural heritage with the organ's rich history reincorporated into the theatre's tour program and shows.
3. **Economic Impact:**
 - The Hawaii Theatre is a major economic driver in the Honolulu area and the state as a whole at times bringing in tens of thousands of patrons on a monthly basis. A restored theatre organ will attract audiences, contributing to increased foot traffic in the area and benefiting local businesses.
4. **Educational Opportunities:**
 - The project will create educational programs in addition to the existing tours the Hawaii Theatre provides, offering insights into the history and craftsmanship of The Robert Morton Theatre Organ, enriching the learning experiences of students and community members.

IV Financial

The total amount of the \$1,526,000 organ restoration is as follows:

1. **Assessment and Damage Evaluation \$156,000**
 - Engage professional assessors and restoration experts to conduct a detailed evaluation of the damage inflicted by the flooding.
 - Develop a comprehensive report outlining the specific components affected and the required restoration measures.
2. **Repair and Replacement of Components \$767,000**
 - Procure high-quality replacement components for those irreparably damaged, ensuring the organ's full functionality is restored.
 - Employ skilled craftsmen and technicians to carry out precision repairs, adhering to the highest standards of organ restoration.
3. **Aesthetic Restoration \$542,000**
 - Undertake meticulous restoration of the organ's aesthetic features, preserving its historical charm and visual appeal.
 - Collaborate with experienced artisans to recreate any intricate details that may have been lost or damaged during the flooding.
4. **Travel and Lodging \$35,000:**
 - Airfare for consultation and on-site inspection.
 - Lodging for specialists at consultation phase and removal of sensitive aged components

IV Financial cont'd

The \$250,000 funds requested will be allocated to the initial fees and costs associated with assessment and evaluation (\$156,000), Travel and Lodging (\$77,000), and remaining \$17,000 toward Aesthetic Restoration.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Hawaii Theatre 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	63,950			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	63,950			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9. Rosales Pipe Organ Services In. 231218-02	188,683			
10. Hotel / Lodging	22,616			
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	211,299			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	275,249			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Carl Anderson (808)792-1323		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		1/13/2024		
(d) Total Private/Other Funds Requested	250,000	Signature of Authorized Official Date		
TOTAL BUDGET	250,000	Ron McDaniel, Director of Marketing and Communications Name and Title (Please type or print)		

Applicant: Hawaii Theatre Center

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
President & CEO	1	\$225,000.00	15.00%	\$ 33,750.00
Director of Development	1	\$86,000.00	20.00%	\$ 17,200.00
Production Manager	1	\$70,000.00	70.00%	\$ 49,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				99,950.00
JUSTIFICATION/COMMENTS:				

Applicant: Hawaii Theatre 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
RESTORATION			\$228,000.00			
TRAVEL			\$22,000.00			
TOTAL:			\$250,000.00			
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____ Hawaii Theatre Center

Contracts Total: 450,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	GIA 2022	3/2022	DAGS	State HI	\$100,000.00
2	GIA 2022	8/2022	DAGS	State HI	\$250,000.00
3	NPRP Recovery Prg	6/2023	C&C	Honolulu	\$100,000.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

V. Experience and Capability

Gregory Dunn, President and CEO of Hawaii Theatre has been working directly with Rosales Organ Builders closely for the past 2 years to ensure the unique and aged Robert Morton organ is properly restored by an organization with experience. Dunn, a seasoned theatre management professional and musician, understands the demands of instrument rebuilding and has taken the lead on direction with Rosales.

Manuel Rosales, founder of Rosales Organ Builders is a leader in the preservation of historic organs, particularly the instruments of pioneer Los Angeles organ builder Murray M. Harris. He served as a consultant for the restoration of the Harris organ at Stanford University, and as the project consultant for the restoration and reinstallation of a 1911 Harris organ at St. James' Episcopal Church in Los Angeles. Currently he serves on the technical advisory board for the restoration of the Wanamaker Organ at the Lord & Taylor Department Store in Philadelphia, at whose core is a 1904 Murray M. Harris of 146 stops.

Manuel is a member of the International Society of Organbuilders (ISO) and the American Institute of Organbuilders (AIO). He is also a founding member of the Pacific Southwest Chapter of the Organ Historical Society (OHS), a past national councilor for the Organ Historical Society, and served as a member of the executive committee of the former Pasadena Chapter of the American Guild of Organists. In 1998 he joined the board of directors of the Ruth and Clarence Mader Memorial Scholarship Fund.

VI. Personnel: Project Organization and Staffing

Qualification of Key Staff

Gregory D. Dunn, President, and CEO

Gregory D. Dunn is the Hawaii Theatre Center President & Chief Executive Officer, where he is responsible for ensuring Hawaii Theatre's success and future growth, including the advancement of its mission and vision and the daily action of living and promoting the Theatre's values.

Previously the President and CEO of Hawaii's Better Business Bureau (BBB), Dunn oversaw all aspects of the organization and its 501 (c)(3) foundation, including the recent merger to create a larger, stronger BBB of the Northwest and the Pacific. This provides Hawaii's 2,500 plus BBB Accredited Business members' access to a broad range of benefits and services.

Before the BBB, Dunn served as the Vice President of Operations for the privately-held Hawaii-based real estate investment firm Fair Horizon, LLC. Dunn spearheaded the organization's residential property acquisition and sales divisions. For the prior nine years, he was the Executive Director of the Hawaii Nature Center, where he enacted an expansion of the center's programs on Maui and developed a satellite location on the Island of Kauai.

Dunn has worked extensively with Rosales Organ Builders and other specialty industry professionals to ensure the careful restoration of the one-of-a-kind organ. Having a background in entertainment management and an enthusiast of historical musical instruments, he has built the template to safeguard all components of the Hawaii Theatre as well as the preservation operating procedures moving forward.

Qualification of Key Staff cont'd

Ron McDaniel, Director of Communications

Ron McDaniel joined the Hawaii Theatre Center in October 2020 and is the current Director of Communications. McDaniel is responsible for creating and managing the ticket sites for each show, graphic design, digital communications, social media, content creation, website maintenance, production management and more. McDaniel brings four years of digital marketing, content creation, and graphic design having worked for multiple local and national companies and will direct Marketing efforts to ensure engagement with the organ is shared and relevant to visitors and community.

Carl Anderson, Director of Development

Carl Anderson is the newly hired leader directing all aspects of grants, sponsorship, membership and donations for the Hawaii Theatre Center. Previously managing the prestigious Private Bank and Kala'i Services clientele at the Bank of Hawaii, Anderson was also responsible for record-breaking annual giving campaign and working directly with non-profit beneficiaries of the Bank of Hawaii Foundation. Anderson will continue to raise funds and generate continuous support to maintain the rebuilt organ.

Robert Morton Theater Organ Project



VII. Other

1. The Hawaii Theatre has no litigation pending.
2. Rosales Organ Builders is a licensed specialty organ builder and repairs and accredited through the International Society of Organ Builders and American Institute of Organ Builders.
3. Private Educational Institutions – The grant request will not benefit any sectarian or non-sectarian private educational institution.

Sustainability Plan

The Hawaii Theatre will enlist a comprehensive plan and schedule in partnership with Rosales Organ Builders to ensure the longevity of the rebuilt organ. This will be fostered by engagement with local aficionados and community to help support through awareness and donation.

Production manager Janelle lechad will be committed to the preservation and will manage the storage of this precious instrument on a daily basis along with the artisans who play and share our commitment to the preservation of this organ.

A budget of \$10,000 per year will be set as a goal for Carl Anderson to continue to raise funds annually through sponsorships, campaigns, and individual donors to preserve the longevity of the new rebuilt organ.

Regular maintenance will be scheduled annually for Rosales Organ Builders to inspect and maintain the organ to keep it in optimal condition including: tuning, cleaning, and standard wear and tear.

As the organ will once again become the centerpiece to this historical theatre, training and education will be provided for staff and volunteers as well as educating visitors and the community about the historical significance and cultural importance of the instrument.

Development will foster community involvement by organizing events, concerts and educational programs that showcase the organ and local musicians will be encouraged to use, collaborate and talk about the importance of the organ.

Partnerships with music organizations like the Aloha Chapter of the American Theatre Organ Society (ATOS), music schools and cultural institutions to enhance programming and share resources. These collaborative efforts will contribute to the sustainability of the organ in addition to monetary support that will be garnered.

The maintenance will be documented adding to the rich history of the organ. Being the stewards of this instrument, the Hawaii Theatre will create archives that will live both physically and digitally to preserve this information for future generations, researchers and enthusiasts.

With the generosity and foresight of the State of Hawaii, the Hawaii Theatre will utilize the funds necessary to safeguard and ensure that the Robert Morton organ remains a vibrant and cherished part of the community for years to come.