



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:**            **ALEXANDER & BALDWIN SUGAR MUSEUM**

**Issue Date:**            **01/17/2025**

**Status:**                 **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:                XX-XXX0210

UI#:                        XXXXXXX9038

DCCA FILE#:              44529

Status of Compliance for this Vendor on issue date:

<b>Form</b>	<b>Department(s)</b>	<b>Status</b>
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:**

<b>Status</b>	<b>Description</b>
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 of Compliance**

On behalf of The Sugar Museum, I hereby affirm that the organization is in full compliance with the requirements outlined in Section 42F-103 of the Hawaii Revised Statutes. Specifically, The Sugar Museum certifies that:

1. The requested grant funds will be used exclusively for purposes consistent with those outlined in the grant application and will not be used for any purposes prohibited by law.
2. The organization will expend grant funds responsibly and in compliance with all applicable state, federal, and local laws.
3. The museum is a nonprofit organization duly registered in the State of Hawai'i and operates in good standing in accordance with all regulatory requirements.
4. The organization will provide the Legislature with timely and accurate reports as required, detailing the use and impact of grant funds received.
5. The museum understands and accepts its obligation to comply with any additional terms or conditions attached to the receipt of funds, as determined by the awarding authority.

This declaration is made under penalty of perjury and with the understanding that any misrepresentation or failure to adhere to the stated requirements may result in the forfeiture of grant funds and other legal consequences.

Signed,

**Jill Pridemore**

Director

The Sugar Museum

Date: January 15, 2025

## **Public Purpose Statement**

The Sugar Museum affirms that the grant funds requested through the Hawaii State Legislature's Grant-In-Aid program will be used exclusively for purposes that serve the public interest, in full compliance with Section 42F-102 of the Hawaii Revised Statutes.

Specifically, the requested operational funds will directly support the museum's mission to preserve, interpret, and share the history of Hawai'i's sugar industry and plantation communities. This public purpose includes:

- 1. Educational Programming:** Offering educational opportunities for residents, students, and visitors through exhibits, guided tours, and workshops that highlight the cultural, economic, and historical significance of the sugar industry in shaping Hawai'i's multicultural society.
- 2. Community Engagement:** Providing a welcoming space for community events, cultural celebrations, and collaborative initiatives that foster dialogue and understanding about Hawai'i's diverse heritage.
- 3. Historic Preservation:** Maintaining and preserving the museum's facilities and collections, which include artifacts, photographs, and documents of historical significance, ensuring these resources remain accessible to the public.

By fulfilling these purposes, the Sugar Museum contributes to the cultural enrichment of Hawai'i, enhances public understanding of the state's history, and serves as a valuable resource for education, research, and tourism. The use of grant funds aligns with the statutory requirements to benefit the community and promote the public good.

Signed,

**Jill Pridemore**

Director

The Sugar Museum

Date: January 15, 2025

## **Background and Summary**

### **Applicant's Background:**

The Sugar Museum, located on Maui, Hawai'i, is a nonprofit organization dedicated to preserving and sharing the history of Hawai'i's sugar industry and its impact on the islands' cultural and economic development. Established in 1980, the museum houses a unique collection of artifacts, photographs, and historical documents that tell the story of plantation life and the diverse communities that contributed to the industry. The museum serves as an educational resource for residents, visitors, and students, fostering a deeper understanding of Hawai'i's multicultural heritage.

### **Goals and Objectives:**

The primary goal of this grant request is to secure operational funding that will enable the museum to continue its vital work of preserving history, educating the public, and engaging the community. Specific objectives include:

1. Enhancing educational programming through interactive exhibits, guided tours, and outreach to local schools.
2. Maintaining and preserving the museum's historic property and collections.
3. Expanding community engagement initiatives to reach broader audiences.
4. Strengthening the museum's ability to serve as a resource for cultural and historical research.

### **Public Purpose and Need:**

The Sugar Museum fulfills a critical public purpose by preserving and interpreting a key chapter in Hawai'i's history. The sugar industry was foundational to the state's economic development and shaped its rich cultural tapestry. By providing educational programs, cultural events, and accessible historical resources, the museum addresses the community's need for historical preservation and education, promoting cultural pride and understanding among diverse populations.

### **Target Population to Be Served:**

The museum serves a wide range of audiences, including:

1. Hawai'i residents seeking to learn more about their heritage.
2. Local students and educators participating in educational programs and field trips.
3. Visitors to Maui, who gain insights into the island's history and culture.

4. Researchers and historians utilizing the museum's collections for study and preservation.

**Geographic Coverage:**

The Sugar Museum primarily serves the island of Maui, but its impact extends statewide by fostering a greater appreciation of Hawai'i's cultural and historical identity. Additionally, the museum attracts and educates visitors from around the world, further sharing Hawai'i's story on a global scale.

## **Service Summary and Outcomes**

### **Scope of Work, Tasks, and Responsibilities:**

The Sugar Museum will utilize the requested operational funds to sustain and enhance its core activities, ensuring the organization continues to serve as a vital educational and cultural resource. Specific tasks and responsibilities include:

- 1. Educational Programming:** Develop and deliver educational tours, workshops, and community events focusing on the history of Hawai'i's sugar industry and its cultural significance.
- 2. Collections Care and Preservation:** Maintain and preserve the museum's historical artifacts, photographs, and documents to ensure long-term accessibility and sustainability.
- 3. Facility Maintenance:** Conduct routine maintenance of the museum's historic property to ensure a safe and welcoming environment for visitors.
- 4. Community Engagement:** Expand outreach initiatives to increase public participation, particularly among underrepresented populations, local schools, and community organizations.

### **Projected Annual Timeline:**

- 1. Quarter 1:**
  - Launch new educational programs for the spring semester in collaboration with local schools.
- 2. Quarter 2:**
  - Host community events and workshops to coincide with summer vacation periods.
- 3. Quarter 3:**
  - Implement targeted outreach campaigns to attract more visitors and participants from underserved communities.
  - Evaluate the success of summer programs and plan for fall events.
- 4. Quarter 4:**
  - Publish an annual report summarizing achievements, challenges, and financial expenditures.
  - Conduct an internal review of program effectiveness and prepare for the next year's initiatives.

### **Quality Assurance and Evaluation Plans:**

The Sugar Museum will employ a comprehensive quality assurance and evaluation process to ensure the effectiveness of its programs and use of grant funds. Key strategies include:

1. **Visitor Feedback:** Collect feedback through surveys and visitor comment cards to assess satisfaction and identify areas for improvement.
2. **Program Metrics:** Track participation rates, attendance numbers, and engagement levels for all events and educational programs.
3. **Staff Reviews:** Conduct annual staff performance reviews to ensure high-quality delivery of services.
4. **Annual Audit:** Perform an internal audit to evaluate financial accountability and operational efficiency.
5. **Advisory Board Input:** Regularly consult the museum's advisory board to incorporate expert insights and community perspectives into planning and improvement efforts.

### **Measures of Effectiveness:**

To provide a standard and objective way to assess the program's achievement, the following measures of effectiveness will be reported to the State agency overseeing the grant:

1. **Visitor and Participant Numbers:** Track the total number of visitors and participants in museum programs, with a goal of increasing annual attendance by 10%.
2. **Educational Impact:** Measure the number of students and schools engaged in educational tours and programs, aiming for a 5% year-over-year increase.
3. **Community Outreach:** Evaluate the reach and diversity of community engagement efforts, ensuring representation from underserved populations.
4. **Artifact Preservation:** Monitor the percentage of artifacts maintained under proper preservation protocols, targeting a minimum of 75% compliance.
5. **Financial Stewardship:** Provide detailed quarterly and annual financial reports demonstrating the responsible and efficient use of grant funds.

These measures will be updated and transmitted to the expending agency if the level of appropriation differs from the requested amount to ensure alignment with the available funding.

## Experience and Capability

### 1. Necessary Skills and Experience

The Sugar Museum possesses extensive skills, abilities, and knowledge required to successfully manage and execute the proposed services. Established in 1980, the museum has over four decades of experience preserving and sharing Hawai‘i’s sugar plantation history. Key areas of expertise include:

- **Educational Programming:** The museum has developed and delivered a variety of educational tours, workshops, and outreach programs, catering to students, researchers, and the general public.
- **Historic Preservation:** The museum staff and volunteers are skilled in artifact preservation and exhibit management, ensuring the longevity and accessibility of the museum’s extensive collections.
- **Community Engagement:** The museum has successfully engaged with diverse communities, including underrepresented groups, through collaborative events and cultural programming.
- **Operational Management:** The museum’s leadership team, led by Director Jill Pridemore, has extensive experience in nonprofit management, grant administration, and financial stewardship.

### Relevant Projects and Contracts (Past Three Years):

1. **Educational Tours for Schools (2021–2024):** Partnered with local schools to host students annually, providing hands-on learning experiences tied to Hawai‘i’s history and culture.
2. **Preservation of Plantation Records (2022):** Digitized and archived historical plantation records, making them accessible for public and academic use.
3. **Community Heritage Days (2022-2024):** Organized a series of events celebrating the cultural heritage of plantation-era communities, attracting over 3,000 attendees.
4. **Restoration of Historic Artifacts (2023–2024):** Secured funding to restore and display key artifacts, including tools, photographs, and documents significant to the sugar industry.

### 2. Facilities

The Sugar Museum operates out of a historic plantation manager’s house located in Pu‘unene, Maui. The facility includes:

- **Exhibit Space:** Multiple galleries showcasing permanent and rotating exhibits about the sugar industry and plantation life.
- **Archives and Collections:** A secure, climate-controlled area for storing and preserving historical documents, photographs, and artifacts.
- **Educational Areas:** Spaces dedicated to hosting workshops, lectures, and group activities for schools and community groups.
- **Outdoor Exhibits:** Historical machinery and equipment displayed on the museum grounds, providing visitors with a tangible connection to the past.

**Facility Adequacy:**

The museum's facilities are well-maintained and suitable for its operational needs. Routine inspections and upgrades are conducted to ensure safety, accessibility, and compliance with preservation standards. If additional space or improvements become necessary to support future growth, the museum has plans to seek supplementary funding and partnerships to secure the required resources.

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_Alexander & Baldwin Sugar Museum\_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1.00	\$90,000.00	25.00%	\$ 22,500.00
Assistant Director	0.50	\$32,000.00	25.00%	\$ 8,000.00
Front Desk/Gift Shop Manager	0.50	\$26,000.00	25.00%	\$ 6,500.00
Education Coordinator	0.25	\$13,000.00	25.00%	\$ 3,250.00
Education Personnel	0.25	\$5,000.00	25.00%	\$ 1,250.00
Community Outreach Personnel	0.25	\$13,000.00	50.00%	\$ 6,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				48,000.00
<b>JUSTIFICATION/COMMENTS:</b>				

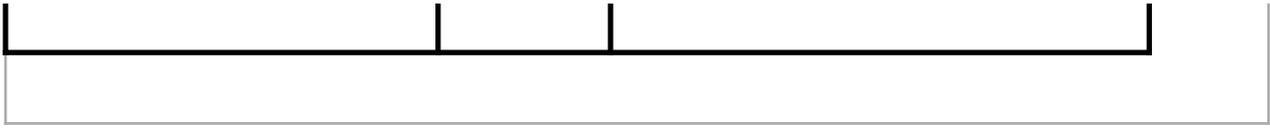


## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	48,000			
2. Payroll Taxes & Assessments	5,000			
3. Fringe Benefits	2,000			
<b>TOTAL PERSONNEL COST</b>	<b>55,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Insurance	5,000			
2. Event Supplies	10,000			
3. Utilities	4,000			
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>19,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>74,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	74,000	Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested		Signature of Authorized Official _____ Date _____		
(c) Total County Funds Requested		Name and Title (Please type or print) _____		
(d) Total Private/Other Funds Requested				
<b>TOTAL BUDGET</b>	<b>74,000</b>			



## **Other**

### **1. Litigation:**

The Sugar Museum is not currently a party to any pending litigation, nor does it have any outstanding judgments. The organization maintains a commitment to legal compliance and ethical practices in all operations.

### **2. Licensure or Accreditation:**

The Sugar Museum possesses all required nonprofit registrations and certifications to operate within the State of Hawai'i. The museum complies with all relevant local, state, and federal regulations governing nonprofit organizations and museums. Additionally, the museum staff and volunteers have received training in collections management, artifact preservation, and visitor engagement to ensure high-quality operations.

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

The grant funds requested in this application will not be used to support or benefit any private educational institution, whether sectarian or non-sectarian. All programming and activities funded by this grant will directly serve the public interest, aligning with the requirements of Article X, Section 1, of the State Constitution.

### **4. Future Sustainability Plan:**

The Sugar Museum is committed to sustaining its operations and activities beyond fiscal year 2026, even if grant funding is not received thereafter. The sustainability plan includes:

#### **(a) Diversified Funding Streams:**

- Expand individual donor contributions through targeted fundraising campaigns.
- Pursue additional grant opportunities from federal, state, and private foundations.
- Increase revenue through enhanced visitor experiences, including ticket sales and gift shop purchases.

#### **(b) Community Partnerships:**

- Strengthen collaborations with local schools, businesses, and community organizations to secure sponsorships and shared programming costs.

#### **(c) Membership Program Expansion:**

- Grow the museum's membership base by offering exclusive benefits to members, such as early access to exhibits and special events.

#### **(d) Operational Efficiency:**

- Optimize operational costs by leveraging volunteer support and seeking in-kind donations for maintenance and programmatic needs.

**(e) Endowment Fund Development:**

- Establish and grow an endowment fund to provide a stable financial foundation for the museum's long-term sustainability.

This comprehensive plan ensures the museum's continued ability to fulfill its mission and serve the community regardless of future funding uncertainties.

## **Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision, and Training**

The Sugar Museum's staffing pattern ensures effective delivery of services and alignment with the goals outlined in this grant request. The organization is managed by a skilled and dedicated team, supported by trained volunteers and guided by an experienced Board of Directors.

- **Staffing Pattern and Service Capacity:**
  - **Director (Full-Time):** Oversees all museum operations, strategic planning, grant management, and community outreach.
  - **Assistant Director (Part-Time):** Combines the responsibilities of collections management and administrative oversight. Responsible for maintaining and preserving the museum's collections, supporting educational programming, managing volunteers, and handling administrative operations.
  - **Education Coordinator (Part-Time):** Develops and delivers educational programs for schools, community groups, and general audiences.
  - **Front Desk and Gift Shop Manager (Part-Time):** Manages visitor services, gift shop operations, and event ticketing, ensuring a welcoming experience for all guests.
  - **Caretaker (Part-Time):** Maintains the museum's physical property, ensuring cleanliness, safety, and upkeep of the historic site.
  - **Volunteers:** A team of 15-20 trained volunteers assist with guided tours, special events, and collections care.
- **Staff Qualifications and Experience:**
  - The Director, Jill Pridemore, holds a degree in visual and critical studies and has extensive experience in nonprofit management, museum operations, grant writing, and cultural preservation. She is proficient in collections management software, QuickBooks, and storytelling tools, ensuring the museum's operational success.
  - The Assistant Director has over fifteen years of experience in artifact preservation, exhibit management, and administrative coordination.
  - The Education Coordinator has a background in education and successfully implements learning programs tailored to diverse age groups.
  - The Front Desk and Gift Shop Manager has customer service and retail experience, ensuring efficient gift shop operations and positive visitor



**2. Assistant Director:** \$35,000–\$45,000

**3. Front Desk and Gift Shop Manager:** \$30,000–\$35,000

Compensation is reviewed annually to ensure fairness and alignment with nonprofit industry standards while balancing the organization's budget constraints.