



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

The undersigned authorized representative of the applicant certifies the following:

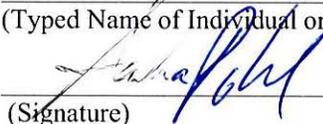
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide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

**Sandra Pohl**

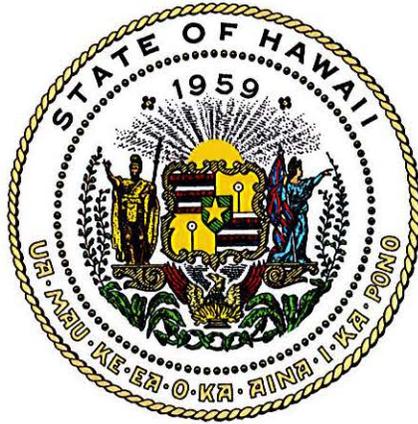
(Typed Name)

**1-15-2025**

(Date)

**Executive Director**

(Title)



## 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: January 13, 2025

Director of Commerce and Consumer Affairs

## 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, 2024.

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

### **II. Background and Summary**

See Attached

### III. Service Summary and Outcomes

See Attached

## 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.

In 1996, a group of local leaders, headed by the late Robert Midkiff, wanted to revitalize historic Chinatown by employing the power of creativity--arts and culture. They organized the business community to rejuvenate a deteriorating Chinatown. The Honolulu Community Arts District (HCAD) united arts and culture nonprofits, bars and restaurants, retail stores, galleries, landowners, artists, and volunteers to stem the decline. HCAD organized quarterly street festivals, neighborhood cleanups, quarterly meetings and branded the neighborhood as The Arts District.

These activities brought free support from local media, highlighting the change to a cleaner and more vibrant image, which helped with economic development. The resulting Arts District Merchants Association operated for more than 10 years. But the lack of a location made focus and funding difficult. In 2020, after a 10-year hiatus, HCAD evolved into the Downtown Art Center (DAC) and started a community center in the Chinatown Gateway Plaza. By 2024, the formerly vacant space is alive with art, music, culture, and other creative activities. Now DAC is beginning the transformation of additional vacant space for a total of 20,000 square feet.

DAC rebranded the neighborhood as the HEART of Honolulu, where our heritage, local entertainment, arts and culture, restaurants, and theatres thrive. The volunteers have organized successful collaborative art street and park festivals with area stakeholders.

DAC provides crucial support for 9 arts organizations: Glass Fusion of Hawaii, Hawaii Arts Alliance, Hawaii Craftsmen, Hawaii Handweavers Hui, Hawaii Potters Guild, Hawaii Watercolor Society, Honolulu Printmakers, Pacific News Media, and Pastel Association of Hawaii.

Previously, these nonprofits struggled to find exhibition spaces, affordable offices, meeting rooms, classroom, storage and studio spaces. These organizations rely on membership and local foundations for help. All of the nonprofits have benefited greatly because of DAC. The flexible exhibition space allows arts entities to constantly show work and hold workshops in a recognized location. Under the DAC umbrella, these nonprofits avoid duplicating expenses, volunteers, and allow them to grow to meet the ambitions and needs of their membership. Instead of uncertainty, they rent spaces as needed and schedule their exhibitions a year in advance.

A strong inclusive community center is vital to attracting people to the heart of Honolulu's Downtown Chinatown. DAC provides facilities such as multi-purpose rooms for events, classes, workshops, and exhibition spaces for the entire local community. The 9 umbrella groups are not the only beneficiaries of DAC. Participants, regardless of skills, age, ethnicity, or

orientation, are welcome to express their own creativity. At DAC, they learn to appreciate cultural relationships and artistic media. Such an inclusive approach to arts and culture fosters collaboration between artists. Enriching experiences, whether in their own medium or across media, would improve the overall quality of visual arts in Hawaii.

The backbone of any nonprofit is volunteer support. Unpaid volunteers, four part-time administrative staff and 3 consultants keep DAC running.

For more than a decade, the commercial floors of the Chinatown Gateway Center were vacant and neglected. Then, over five years and with little money, a group of community volunteers transformed a vermin-filled space into the Downtown Art Center. Now a thriving arts and culture center in the heart of downtown runs exhibition spaces, multipurpose rooms filled with classes and events as well as office, storage, and creative maker spaces. Nonprofit arts and cultural groups seek time and space at DAC for their activities.

DAC focuses on programs that encourage connection to wellness and improved quality of life. DAC welcomes nonprofits that provide creative arts and wellness activities in the form of art classes and workshops, music and performing arts. DAC participates in the community monthly First Friday gallery walkabout and organizes other festivities in public places, such as the annual HEART of Honolulu festival and quarterly Sunset Art Market on Fort Street Mall.

2. The goals and objectives related to the request.

DAC is building a coalition for arts and culture nonprofits in 5 spaces totaling 20,000 square feet in Chinatown Gateway Plaza

Goal 1: 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 space for 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 from 3 to 5 per month.
-

Goal 2: Improve organizational effectiveness DAC needs to establish a staffing structure that will sustain its future.

#### Objectives

- Develop metrics that guide DAC on increasing impact and achieve its mission.
- Implement fundraising and outreach system to secure existing and potential members.
- Train Board, staff, and volunteers in capacity building.
- Provide guidance to Board of Directors on strategic management issues.
- 

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 an 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. Making art and culture accessible to everyone inspires personal and community engagement. 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, showcase, and present ambitious exhibitions and projects. Prior to the DAC, many of the arts nonprofits competed for resources, volunteers, and donors. Affordable or free exhibition became unavailable.

DAC has provided nine nonprofits with a place to schedule exhibitions, classes, and events. Their collaboration under DAC auspices enables them to avoid wasting time and energy to find space. These volunteer groups can concentrate on their goals, raise their public profiles, and grow their mission and become more financially sustainable.

Chinatown has the potential to become a recognized arts and culture destination. But the devastation of the Covid-19 economic crisis requires extra effort to bring people back. The area needs to be safer and cleaner. Currently, the City and County of Honolulu worked to spruce up the neighborhood, by repaving streets, fixing sidewalks. The HPD's community policing and the Prosecutor Office's Weed and Seed initiative promote safety. 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. Excitement builds as new hotels open, office buildings convert to multi-family buildings, and cultural events at Hawaii Theater and Capitol Modern (former HISAM) take place. Bolstering these efforts with 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."

DAC'S FY2026 strategic marketing strategy will be to execute positive activities that attract greater free media attention. Both DAC and the HEART District should be branded as unique destinations.

We intend to brand the 16-blocks from Beretania to Merchant and Richard to Smith Streets as Honolulu's (HEART) Heritage, Entertainment, Art and Culture, Restaurants and Theatre. This designation is the core strategy for economic sustainability and revitalization of Downtown Chinatown.

Creative 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.

First Friday events and the annual HEART of Honolulu Street Festivals are attractions supported by DAC. These free public events require dozens of hands to stage, staff and run. DAC harnesses the help of volunteers, from arts nonprofits 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. 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.
- City & County of Honolulu, Mayor's Office of Culture and the Arts (MOCA)
- State of Hawai'i – State Foundation Culture and the Arts
- Visitors to the islands who are interested in the arts and culture of Hawai'i.
- Hawaii Tourism Authority policy on regenerative tourism activities.

##### **a) The arts and culture nonprofit community and artists**

Originally, nine (9) arts nonprofit organizations joined DAC as collaborators. Six formally chartered groups represent over 1600 artists;

three art community groups (photography and metalsmithing) represent another 500 artists. Additionally, they connect with their patrons, families, and followers of their shows.

DAC collaborates with these nine groups, programming current spaces in the Chinatown Gateway Plaza, optimizing their use of space, in exchange for quality content, sweat equity, and funding. DAC's plans for future growth will allow them to expand their respective programs to fulfill member demand, attract more members, and to connect with other art communities.

But they are not the only ones to take advantage of the space. DAC offers affordable room usage fees to others. All artists or nonprofits are welcome to hold exhibitions and utilize workshop spaces. DAC organizes music, performing arts, literary arts, dance and encourages other nonprofits and artists to hold their events at the DAC. In 2023, DAC held more than 36 exhibitions in its spaces. Artists and craftsmen recognize DAC as a place for high quality shows.

##### **b) General public**

DAC provides inclusive arts and culture opportunities for all--from keiki to kupuna, for beginners to professional artists and approachable economic levels. Residents and visitors alike can participate in activities that keep them socially engaged, healthy and active. You can choose a musical or theatrical performance and demonstration, learn about lei making or Ikebana, see dances from the Pacific, make a book, or recycle trash into treasures. Artists, craftsmen, musicians and performing artists help to guide their explorations.

At affordable fees, DAC programs offer opportunities to explore a variety of art forms, including painting, drawing, music, and theater. From formal and established art, such as drawing, painting, weaving, and playing an instrument, to the experimental, such as doodling, karaoke,

origami, slam poetry or performance art. DAC offers shared experiences to increase opportunities for community engagement. People have 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 recognizes seniors as resources for volunteers, mentors, consultants, and teachers. Their talent and knowledge of visual arts, music and performing arts enrich the community. DAC pays honorariums for their services as artists and performers, teachers, and musicians.

DAC offers seniors creative opportunities at affordable or no cost. Seniors will be able to gather, make friends of all ages, and contribute in meaningful ways, activities that contribute to their well-being and quality of life.

### HEART District Business Community

Post-Covid remote work caused higher office vacancies. As companies give up space or move away, real estate values drop, reducing property taxes, which leads to a reduction in public services and investment. Work from home also means lower foot traffic, which leads to declines in retail spending. When pedestrians leave, homelessness and crime fill the streets, further discouraging people from returning. To compensate for lack of security, public expenditure on policing increases while the city's revenue stream declines. In 2022, Columbia professor Stijn Van Nieuwerburgh labeled this phenomenon the "urban doom loop", a vicious cycle in major American cities.

To combat this doom loop, some visionary leaders are trying to convert offices into living spaces. Filling buildings with residents might help, but what will keep them there? Richard Florida, a professor of urban development at the University of Toronto, wrote, "When a place gets boring, even rich people leave." Creative placemaking--using arts and culture to shape the physical and social character of a community--can make downtown a place to enjoy.

DAC uses creative placemaking to attract people. Chinatown and downtown already have placemaking elements, such as restaurants, arts venues, hotels, and historic gathering places. However, to further reverse the decline, future residents of the converted offices and new hotels need exciting things to DO. That will encourage new retailers, galleries, entertainment, bars, and restaurants to rent vacant spaces, attracting non-residents back.

DAC wants to take a regenerative approach to increasing foot traffic. A UH study calls for regenerative tourism that will allow popular destinations to heal, to counter the social, economic, and environmental impacts of over tourism. By offering opportunities to gain experience about the unique nature, history, arts and culture of Honolulu, visitors return inspired. At DAC, some of Hawaii's best artists and craftsmen practice and show their work.

By encouraging visitors to give back as well as take, to protect and limit environmental damage,

they may gain a better understanding of our Hawaii. In partnership and collaboration with community actors, DAC will offer rich artistic and cultural activities to regenerate the historic HEART of Honolulu.

**Describe the geographic coverage.**

DAC occupies ground floor commercial space in the Chinatown Gateway Center, a HUD residence for low to moderate income people. It lies in the heart of Chinatown and the Arts District on Oahu, which ranks as one of the poorest income areas. Nearby social services agencies serve the houseless as well as low- income residents.

The area was once a bustling historic commercial district. It borders the Harbor, which includes the Aloha Tower Marketplace and where cruise ships and hundreds of passengers disembark.

**5. Describe the geographic coverage**

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 is expanding its nonprofit coalition for the arts and culture in 5 spaces totaling 20,000 square feet in Chinatown Gateway Plaza. 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 to 20,000 square feet has requires the need to hire support staff to implement more programs that dovetail with the renovation of space.

*Currently, volunteers, consultants and part-time employees operate DAC.*

To build the capacity to expand and meet its goals, DAC needs to increase the hours of the 4 part-time staff and hire additional staff for the positions listed below.

1. Financial officer: 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 manager: Funding is vital to operate and to grow. Coordinating staff, board, and volunteers to avoid duplication and confusing donors and potential funding sources. Good management of customer relations will help maintain contact with current supporters and identify future donors.
3. Education Program coordinator: Management is key to excellence in all activities. Selecting instructors and coordinating exhibits, events, classes, and workshops, and increasing these activities. Activities must satisfy both the audiences and the participants.

The addition to DAC will require complex management of facilities, volunteers, and public relations.

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 manager: Community volunteers form the core support for DAC. 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 a sympathetic individual with high people management skills.
3. Media and Public Relations manager: DAC grew initially from people telling others about their positive experiences. To broaden its reach, DAC needs strategic marketing to a wider audience and to solicit support from donors, volunteers, and non-artists. The manager must have both communication skills and knowledge of social media and other methods of outreach.

#### **TIMELINE**

##### **Pre-grant**

- 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. (Glass Fusion, Hawaii Handweavers Hui, Hawaii Craftsmen, Pastel Association of Hawaii,

Hawaii Arts Alliance, Hawaii Watercolor Society, Hawaii Arts Alliance, Honolulu Printmakers and Pacific New Media)

•Recruit and organize programs for other arts and culture nonprofit affinity groups:

Bamboo Ridge literary program, Music 1<sup>st</sup> Sunday Sessions coordinated by Terry Oyama, Shakespeare Birthday celebration coordinated by Shakespeare Festival nonprofit.

1<sup>st</sup> quarter (tentative October-December 2025)

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

2<sup>nd</sup> quarter (tentative January-March 2026)

Arts and culture DAC Programs

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 75 classes/workshops/quarter
3. Provide a minimum of 6 special events/quarter

HEART District events

(First Friday, seasonal event, etc.)

Programs

1. Provide a minimum of 6 exhibitions/quarter
2. Provide a minimum of 30 classes/workshops/quarter
3. Provide a minimum of 15 special events/quarter

3<sup>rd</sup> quarter (tentative April-June 2026)

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 events (First Friday, seasonal event, etc.)

Arts and culture DAC Programs

1. Provide a minimum of 6 exhibitions/quarter

Provide a minimum of 50 classes/workshops/quarter

2. Provide a minimum of 25 special events/quarter

4<sup>th</sup> quarter (tentative July-October 26)

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 events (First Friday, seasonal, etc.)

**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 2026, 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.

**6. 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)

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500	\$62,500	\$62,500	\$62,500	\$250,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.
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.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

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	123,000	0	100,000	195,000
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST	<b>123,000</b>	<b>0</b>	<b>100,000</b>	<b>195,000</b>
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				700
2. Insurance				7,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	97,000			23,000
5. Staff Training				
6. Supplies (office and art supplies)				342,500
7. Telecommunication				4,200
8. Utilities (air conditioning and electricity)				60,000
professional fees (consultants, artists, Program expenses)	30,000		49,000	293,500
artists Commission				161,000
Bank Fees				9,600
printing				10,000
Advertising Promotions				5,000
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	<b>127,000</b>		<b>49,000</b>	<b>1,134,500</b>
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				250,000
<b>TOTAL (A+B+C+D+E)</b>	<b>250,000</b>		<b>149,000</b>	<b>1,384,500</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Sandra Pohl 808 226-4787		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	149,000	<i>Sandra Pohl</i> 1-15-2025		
(d) Total Private/Other Funds Requested	1,384,500	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>1,783,500</b>	Sandra Pohl <i>Sandra Pohl</i> Name and Title (Please type or print) Sandra Pohl, Executive Director		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

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	1.0 FTE	\$90,000.00	50.00%	\$ 45,000.00
Assistant Executive Director	1.0 FTE	\$80,000.00	25.00%	\$ 20,000.00
Classes Coordinator	1 FTE	\$60,000.00	25.00%	\$ 15,000.00
Program Manager 1st Floor	1.0 FTE	\$55,000.00	25.00%	\$ 13,750.00
Communications Manager	1.0 FTE	\$65,000.00	25.00%	\$ 16,250.00
Accounting/Admin Coordinator	.05 FTE	\$30,000.00	5.00%	\$ 1,500.00
Education Director	.05 FTE	\$30,000.00	25.00%	\$ 7,500.00
Volunteer Coordinator	.25 FTE	\$12,500.00	12.00%	\$ 1,500.00
Clerk	.25 FTE	\$12,500.00	20.00%	\$ 2,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				123,000.00

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Downtown Art Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NA			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Nap			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	
JUSTIFICATION/COMMENTS:				

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Appr

Downtown Art Center

Contracts Total:

209,000

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	State GIA 2025 Operations Phase 1	1-Jul-24	State Foundation	State of Hawaii	75,000
2	City GIA 2024. art an culture classes&events	12/15/24	Community Service	Honolulu County	134,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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20					
21					
22					
23					
24					
25					
26					
27		10			Application for Grants

**GRANT APPLICATIONS FOR FY 2026**

McInerney Foundation	\$ 75,000	operations (fiscal management (consultants)
Central Pacific Bank	\$ 20,000	<b>music program events</b>
City GIA FY 2026	\$ 149,000	consultants and staff
State GIA FY 2026	\$ 250,000	Staff and consultants
NEA Our Town	\$ 150,000	
First Hawaiian Bank	\$ 25,000	
Island Insurance Foundation	\$ 30,000	
	\$ 699,000	\$ -

## **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 has 4 part-time staff and 3 consultants with decades of management in the art and culture fields and held positions of leadership. The DAC has been operating in the space for 5 years and each year it has grown in number of exhibitions, education and music programs. During the last 20 years, DAC has worked in the community with stakeholders to build collaborations to do street and park events to attract positive press and build a network of stakeholders with the same mission to enliven the downtown Chinatown neighborhood using creative placemaking strategies to build and rebrand the area.

### **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.

DAC is located in the Chinatown Gateway Plaza occupying 20,000 square feet in 5 separate spaces. There is a large exhibition and two smaller exhibition spaces. DAC has approximately 30 Exhibition spaces which is shared by DAC, and 9 nonprofits. There are 3 maker spaces for arts nonprofits, and 3 classrooms (multipurpose rooms) DAC rents office and storage spaces. DAC is renovating spaces that will be ready during fy 2026 for more maker spaces, classes and event spaces.

## **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 20 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 A11 Center (DAC) as a program manager for the retail shop. In this capacity, he helps promote local artists' work and focuses on customer satisfaction. His previous customer service roles have trained him well for this position.

### My Tran, Program Manager

My Tran, is an alumna 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

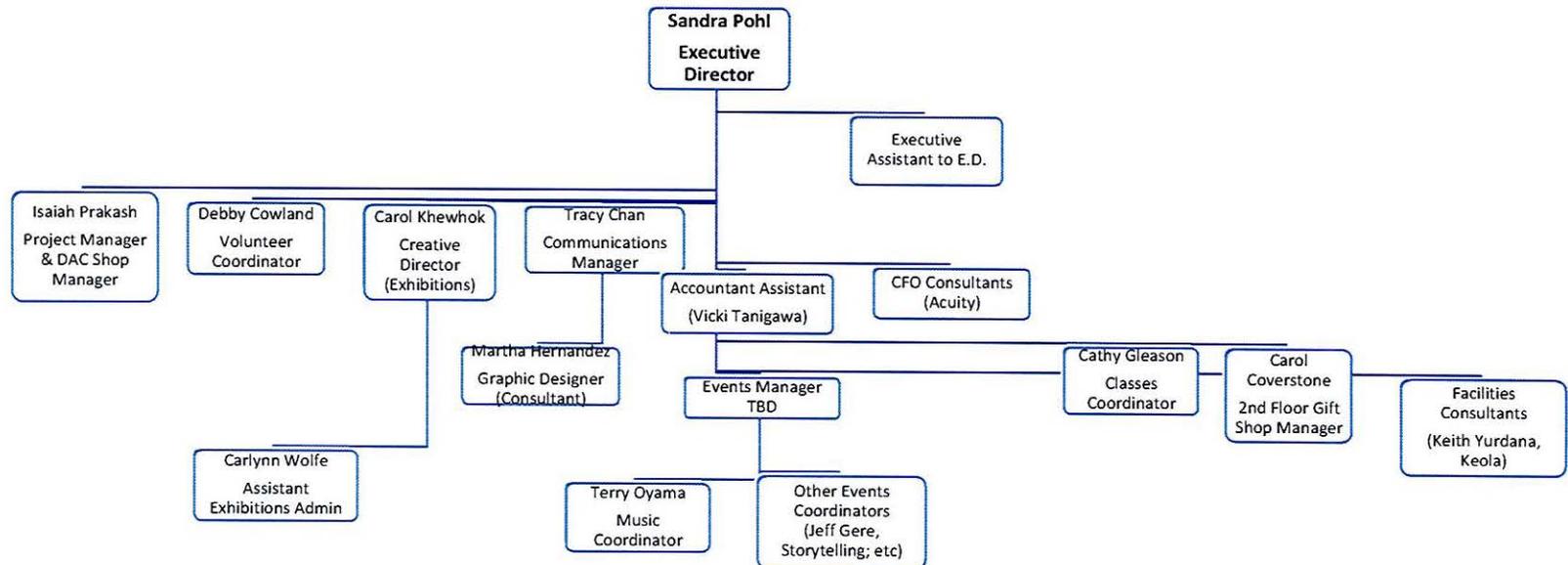
Responsible for planning, implementing, tracking and evaluating DAC fundraising efforts including building relationships with people and organizations and securing philanthropic support to help fuel programs and projects

### 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.



## Hierarchy of Staff Positions



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

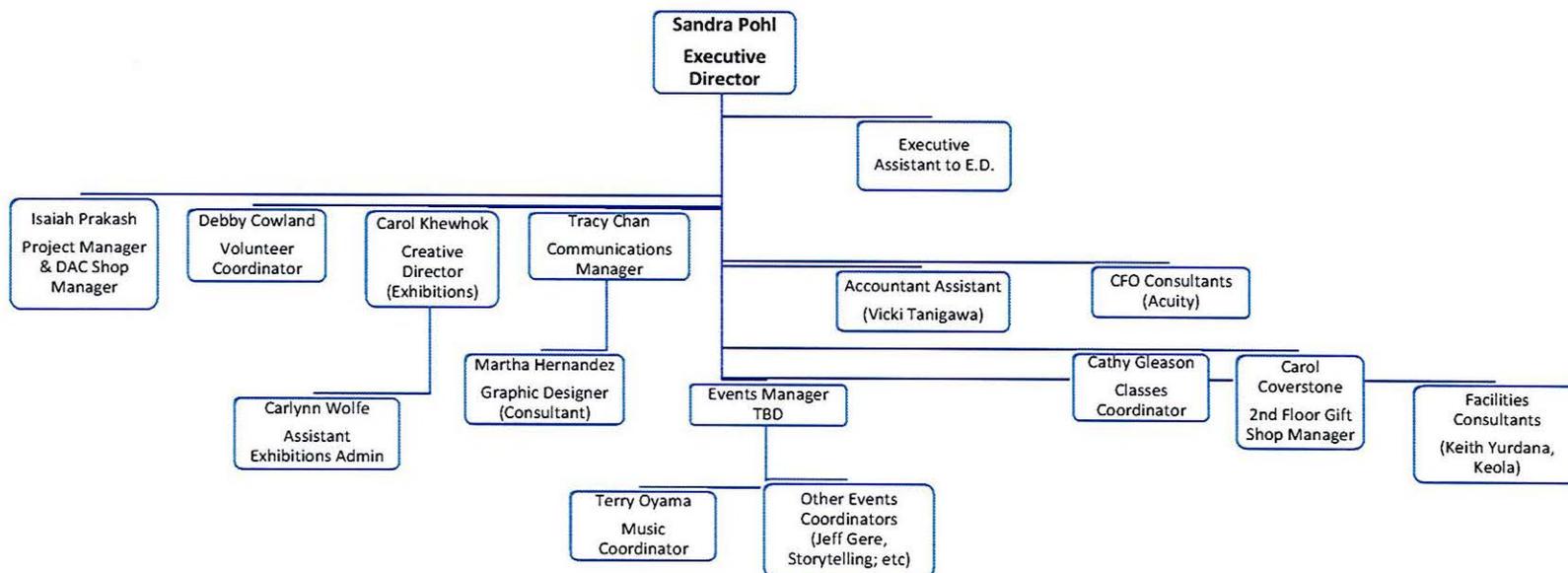
Responsible for the solicitation, training, scheduling and retention of volunteers

**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.



## Hierarchy of Staff Positions



**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2025 to June 30, 2026

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	1.0 FTE	\$90,000.00	50.00%	\$ 45,000.00
Assistant Executive Director	1.0 FTE	\$80,000.00	25.00%	\$ 20,000.00
Classes Coordinator	1 FTE	\$60,000.00	25.00%	\$ 15,000.00
Program Manager 1st Floor	1.0 FTE	\$55,000.00	25.00%	\$ 13,750.00
Communications Manager	1.0 FTE	\$65,000.00	25.00%	\$ 16,250.00
Accounting/Admin Coordinator	.05 FTE	\$30,000.00	5.00%	\$ 1,500.00
Education Director	.05 FTE	\$30,000.00	25.00%	\$ 7,500.00
Volunteer Coordinator	.25 FTE	\$12,500.00	12.00%	\$ 1,500.00
Clerk	.25 FTE	\$12,500.00	20.00%	\$ 2,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				123,000.00

JUSTIFICATION/COMMENTS:

**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**  
**fiscal year 2026 the activity funded by the grant if the grant of this application is:**

**the applicant shall provide a plan for sustaining**

**after** (a) Received by the applicant for fiscal year 2026, but

(b) Not Received by the applicant thereafter

DAC staff and consultants paid for through this grant will develop programs that will generate earned income. seek grants and have fundraiser events and art sales to cover costs. Plus the DAC has a robust donor program.

**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**

the

**Future Sustainability Plan**

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not Received by the applicant thereafter

DAC staff and consultants paid for through this grant will develop programs that will generate earned income. seek grants and have fundraising ticketed events and donated and collectable art sales to cover costs for staff and consultants. Plus DAC has a robust donor program. The earned income streams will cover program costs for classes art exhibitions, commission sales, and performing arts events.