

Applicant Hawaii Keiki Museum

## 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



Dana McLaughlin - Founder / Executive Director 1/8/2025

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE

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

Type of Grant Request:

Operating                       Capital

Legal Name of Requesting Organization or Individual: Dba:

Hawai'i Keiki Musuem

Amount of State Funds Requested: \$ 728,252

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

See attached

Amount of Other Funds Available:

State: \$ 0

Federal: \$ 0

County: \$ 0

Private/Other: \$ 65,000

Total amount of State Grants Received in the Past 5

Fiscal Years:  
\$ 179,000

Unrestricted Assets:  
\$ 134,331

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:

69-250 Waikoloa Beach Dr. K104

City: Waikoloa                      State: HI                      Zip: 96738

Contact Person for Matters Involving this Application

Name: Dana McLaughlin	Title: Founder / Executive Director
Email: dana@hawaiiikeikimuseum.org	Phone: 808-987-4181

  
Authorized Signature

Dana McLaughlin, Founder / E.D.

Name and Title

1/16/2025

Date Signed

### BRIEF DESCRIPTION OF REQUEST

The Hawai'i Keiki Museum (HKM) is a hands-on STEAM (Science, Technology, Engineering, Arts, and Math) education center dedicated to inspiring curiosity, fostering innovation, and connecting Hawai'i Island's keiki to the natural world. Through interactive exhibits, engaging workshops, and real-world learning opportunities, the HKM promotes science literacy on Hawai'i Island.

But the Hawai'i Keiki Museum is more than a museum. It's an experience. At HKM, children and their caregivers explore, discover, create, play, and learn about the 'aina. The HKM is committed to making science-fueled fun available to everyone in our community.

We are seeking capital funding to expand our educational programs to Hilo by renovating a historical building in the culturally significant district of Shinmachi, or similar. Opening a branch in Hilo builds the capacity of the HKM to reach more keiki across ages and across communities. A Hilo branch location will provide a much-needed space for families to learn and grow together, with space for exhibits, areas for school field trips and after school workshops, and public space for community arts and cultural events. The Shinmachi building, while ideally sized and centrally located with ample parking, has been vacant for years and requires extensive repairs to make it suitable for public use.

In this new space in Hilo, the HKM will introduce programs including interactive exhibits on hydrogen production, a live stream of coral reef research, hydrology and where does our water come from? In addition, this project will revitalize the historic neighborhood of Shinmachi, once a thriving Japanese fishing village before being devastated by tsunamis in 1946 and 1960. By transforming this historic landmark into a vibrant learning hub for island science, we honor the history of the 'aina while creating sustainability for our keiki, encouraging them to become stewards of their own future.

The Hawai'i Keiki Museum's Hilo development is more than a building renovation—it's a transformative project to invest in Hawai'i Island's youth. This new learning center will spark curiosity, and inspire the next generation to dream big and contribute to a sustainable future for us all. The project will grow rich and memorable interactions that educate keiki about this important historical 'aina.

In short, this new learning center changes lives.

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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 KEIKI MUSEUM

**Issue Date:** 01/08/2025

**Status:** Compliant

Hawaii Tax#:

New Hawaii Tax#: GE-0265271808-01

FEIN/SSN#: XX-XXX1601

UI#: XXXXXX6211

DCCA FILE#: 319082

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

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

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

Dana McLaughlin

\_\_\_\_\_  
(Typed Name of Individual or Organization)

1/16/2025

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Dana McLaughlin

\_\_\_\_\_  
Founder / Executive Director

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## I. CERTIFICATION

### **Statement of Public Purpose**

This grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes:

#### **(1) The name of the requesting organization or individual**

Hawai'i Keiki Museum

#### **(2) The public purpose for the grant**

The Hawai'i Keiki Museum connects keiki to the Island of Hawai'i through hands-on exploration of island science. The funding will support organizational capacity building to inspire wonderment, ignite curiosity, and expand STEAM learning across ages and across communities. By opening a branch location in Hilo, we aim to bring island science directly into the neighborhoods where keiki live, promoting family learning, and nurturing the innovators of tomorrow. This expansion will provide accessible, interactive STEAM education that fosters a more diverse economy, and contributes to a more sustainable future for us all.

#### **(3) The services to be supported by the grant**

The Hawai'i Keiki Museum is a science discovery center in West Hawai'i. The Waikōloa location is open to the public 7 days a week and receives an average of 1,284 visitors a month, 69% percent of which are locals, and 51% are keiki aged 0-9 years. This capital improvement funding will support the expansion of our services by establishing a second branch location in Hilo, bringing our proven hands-on STEAM learning experiences to a bigger community. The grant funding will specifically include the following business activities: renovations and operational expenses to prepare the new space for public use, the creation of career-connected, island-centric educational exhibits, the development of wayfinding signage to enhance accessibility and the visitor experience, making updates to our programming so that it is hyper-localized and familiar for Hilo guests, and aligning our teacher-guide with the Hawai'i Department of Education standards.

#### **(4) The target group**

Museum exhibits and interactives at the Waikōloa location are currently aimed at younger keiki, aged 0-9 years old. Awarded grant funds will support this group, and allow us to expand our reach to include keiki aged 8-18 years old all across the Big Island of Hawai'i.

#### **(5) The cost of the grant and the budget**

The ask for this grant is for the startup costs to open a Hawai'i Keiki Museum in Hilo.

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### **Key Issues with the Shinmachi Building:**

The Shinmachi building was constructed over 50 years ago, classifying it as a historical structure. Its size and layout, and ample parking, make it ideal for multipurpose community use. Key features include four large exhibit hall areas that we, and our community partners, would use to host museum exhibits, science lectures, educational workshops, and community events. In addition, it has a basement workshop area for a maker space, exhibit fabrication and hands-on class projects, a commercial kitchen facility that could serve a museum café or support a shared community kitchen project, and it also has two stage areas (in different exhibit halls) for plays, demonstrations, performances, educational talks, and cultural celebrations.

#### - Structural and Cosmetic Repairs

The building requires a new deck, railing, paint touch ups, and updates to cosmetic trim to create a safe and welcoming space.

#### - Sewer System Overhaul

The existing sewer system has failed and needs a complete restoration, which represents the most significant cost of the renovation. Addressing this issue is critical to the success of the project, as the building cannot be opened to the public. If this issue cannot be resolved for unforeseen reasons, we may need to select one of the alternate locations for the Hilo branch.

#### - Electrical Upgrades

The Shinmachi building's electrical wiring needs a routine inspection and minor upgrades to meet current safety codes, due to its being vacant for so long.

#### - Community Kitchen

The Shinmachi building once operated as a banquet hall and then as a cafe. It has an extensive commercial kitchen that has fallen into disrepair. The status of the appliances, freezers, and grease traps is unknown. While the kitchen presents an exciting opportunity for community use as a shared food hub prep space, one that members of the Hilo community have been asking for many years, its refurbishment will certainly be a costly undertaking in its own right. As such, this is considered a stretch goal for this project but more likely it will be Phase 2 - something to work on next year. As we perform the building occupancy renovation project the year, the kitchen appliances and infrastructure will be assessed to determine if they can be serviced, refurbished, or need to be replaced. This includes performing maintenance on the walk-in fridge and freezer, the gas lines, and the grease traps. With this information funding for its remediation can be explored. For now, the focus of this project remains on addressing the critical renovations needed to open the Shinmachi building to the public and to begin running STEAM educational programming and school-out workshops in Hilo.

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### **Proposed Approach to Address the Key Issues with the Shinmachi Building:**

To successfully tackle the challenges of renovating the Shinmachi building, we are working with a team of experienced professionals:

- Construction Project Manager

Guia Lasquete is a senior construction project manager. She will be responsible for overseeing the remodeling and refurbishment process, ensuring efficient coordination of contractors and the adherence to timelines and budgets.

- Hawai'i Licensed Architect

To develop and submit plans, manage the permitting process within the County of Hawai'i, and ensure structural engineering and updates comply with regulations, a local architect will be used. The plans will be submitted as-built with no changes proposed to help expedite the permitting process.

- General Contractor

A general contractor has bid on rebuilding the deck, making plaster repairs, painting, and addressing other necessary cosmetic defects. The focus of these repairs is the three large exhibit halls, the restrooms, and the public passageways / staircases. No basement, seismic, or foundation work is needed.

- Sewer Restoration Company

Sewer Solutions has been engaged to replace two sections of the sewer lines and restore this critical infrastructure. Water service and supply is adequate.

- Electrician

A licensed C electrician will inspect and bring the electrical system up to code, ensuring safety and functionality throughout the building. There are no specific problems currently.

- Financial Partner

First Hawaiian Bank has expressed interest in working with us to secure a construction loan, and expanding our line of credit. This further demonstrates the community's confidence in the project's feasibility and helps secure sustainability for generations to come.

- Community Partners

If this project is green-lighted, several community partners may join us to share occupancy of the building including: the Pacific Tsunami Museum has been working with Hawai'i Island Civil Defense to create a tsunami warning center, Vibrant Hawai'i has partners that have been interested in running a shared community kitchen facility, Hilo Education Arts Repertory Theater (H.E.A.R.T) is interested in using the stage(s) for performances and running drama classes, and NexTech is interested in potentially using the maker space for after school and DOE-out programming.

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### **Importance of the Sewer Restoration:**

The sewer restoration represents the largest portion of the budget to renovate the Shinmachi building. This investment is absolutely critical to the project's success, as the building cannot be safely opened to the public without a functioning sewer system. Addressing this issue not only ensures the facility meets health and safety standards but also protects the long-term viability of the Hilo branch.

### **Budget Context:**

The \$728,252 budget includes all necessary steps to address the key issues covering design, permitting, construction, and finish work. This grant application focuses on securing funds specifically for these one-time expenses, enabling the Hawai'i Keiki Museum to establish an educational presence in Hilo. The HKM has negotiated a five-year lease for the Shinmachi building, which includes the option to sublet portions of the 20,624-square-foot space. This flexibility allows the museum to create a hub for programming, to include multiple partner organizations, and enhances the overall community enjoyment of this historic space.

## II. BACKGROUND AND SUMMARY

### **1. A brief description of the applicant's background**

The Hawai'i Keiki Museum is a children's science discovery center that welcomes children of all ages and abilities to have science learning experiences. It is a 501(c)3 non-profit corporation, a grass-roots effort, started by the local community in Kailua-Kona to provide science education and programming covering all disciplines of STEAM (science, technology, engineering, arts and math). There is a common sentiment that it's hard to have a STEAM career on the Big Island, which dampens enthusiasm for STEAM learning in West Hawai'i. The Hawai'i Keiki Museum is a learning center for excellence that sparks excitement for STEAM topics and brings awareness of opportunities for STEAM careers that exist right here - on island.

The Hawai'i Keiki Museum is a young museum but it has already had a huge impact on the community it serves. At HKM, children and their caregivers explore, discover, create, play, and learn about island science and the natural world. In just over two years it reached 18% of the population of the island, and was recognized on National Parent's Day 2024 for providing a critical community service: a safe space for family learning.

The Hawai'i Keiki Museum was formed in July 2020 for the purpose of building a children's science museum in West Hawai'i. In the fall of 2022, the museum opened to the public in Kailua-Kona. In 2023 the Kailua-Kona museum welcomed 38,558 visitors. With your support, in early

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2024, the HKM opened a second location, 40 miles away in Waikōloa. In 2024 the new Waikōloa museum welcomed 21,097 guests, and unfortunately we were forced to close the original Kailua-Kona location. Despite these challenges and disruptions, the museum has been in continuous operation, providing hands-on exhibits, interactive experiences, programming that inspires innovation, and STEAM based internships for students. In 2024, the HKM conducted 60 days of school-out classes including summer camp, and conducted micro-learning activities at 20 community celebrations across Hawai'i Island.

### 2. The goals and objectives related to the request

Exhibits and programs at the Hawai'i Keiki museum are designed to develop Island Science Literacy, and connect keiki to local STEAM opportunities. The goal of this capital improvement project is to grow a proven successful model to reach more keiki where they live. Additionally, the renovation of the historic Shinmachi building and opening it to public access revitalizes a historic landmark and serves as a cultural and educational centerpiece for the Hilo community. If unforeseen circumstances prevent the renovation of the Shinmachi building, the HKM is committed to pursuing an alternative site in Hilo. These project goals align seamlessly with the Hawai'i Keiki Museum's mission to cultivate Island Science Literacy, promote equitable access to STEAM learning, and empower the next generation of innovators and community leaders.

### 3. The public purpose and need to be served

The HKM is the only children's science museum in the State of Hawai'i. It is located on the west coast of Hawai'i Island, also known as the Big Island. The Big Island of Hawai'i is rural. It is 4,028 square miles in size (for comparison, the State of Connecticut is 4,842 square miles). The population is 207,615 people (July 2023 Census estimate) giving it a population density of 50 people per square mile, which is in the lowest quartile for the country.

The purpose of the Hawai'i Keiki Museum is to spark **curiosity** and create a sense of **wonder** at our natural world. Keiki need to learn and understand island science. Climate protection, ocean health research, astronomy studies, and earth science investigations all are currently being conducted on Hawai'i Island. On this island, science is literally "all around us". There are many opportunities for keiki to become leaders in STEM industries - right here. For many, the telescopes are distant, and being an astronomer is educationally impossible, requiring many years of study in far away institutions. What our keiki don't realize is that there are dozens of support, technician, and skilled research jobs that can be taught and educated locally. It is critical that we show keiki that rewarding opportunities here on the Big Island not only exist, but they are *exciting*.

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Since opening our doors in 2022, we have also become a much needed “safe space” where vulnerable members of the community connect. This includes foster parents meeting their new child, estranged parents meeting their children for the first time after incarceration or detox, and mental health professionals using the museum as a place to observe their young patients playing and socializing with others. Often, museum staff and other bystanders are not aware of these activities taking place. The folks receiving these services come in as paying visitors and they are able to remain anonymous, which means the activities are natural and the interactions are authentic. We’ve noticed that dads, in particular, find the museum exhibits to be an easy way to engage with, and talk to their kids. Discussing physical phenomena such as “lift” and “airflow” together brings families closer. The museum is a place of exploration, a unique setting where families can share new experiences, and spend time together in a natural, educational way.

#### **4. Describe the target population to be served**

There are 46,914 children under the age of 18 living on the Big Island. Hawai'i is an EPSCoR state. All the high schools on Hawai'i Island are Title 1 schools - meaning over 40% of the population is classified as low-income so all students here receive subsidized school meals. Opening a branch location in Hilo will connect families in the largest population center.

#### **5. Describe the geographic coverage**

The Waikōloa branch of the Hawai'i Keiki Museum is located in the King's Shops. A second location in Hilo will extend our programs to the east coast of the island, the most populated center, allowing us to bring STEM educational experiences, and career-connected learning opportunities to more keiki in the location where they live. This location in Hilo also allows us to reach out to some of our most vulnerable populations: families living in Puna, keiki in foster care, and the housing insecure. With this funding we can give Big Island keiki the two things they crave the most: **opportunity** and **choice**.

#### **6. EXPANDED SECTION: Other Partners and Collaborative Opportunities**

The Shinmachi building presents a unique opportunity to not only expand the Hawai'i Keiki Museum but also foster more collaborations with and between community organizations that align with the museum's vision for community enrichment. If this project is green-lighted, several partners have expressed interest in sharing the space and contributing to its vibrant ecosystem as a hub for STEAM learning and more are expected to join us forward.

### III. SERVICE SUMMARY AND OUTCOMES

#### **1. Describe the scope of work, tasks and responsibilities**

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## HAWAI'I KEIKI MUSEUM

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Planning for the expansion to Hilo has already begun. Once we have secured this capital funding, we will be able to ramp-up activities quickly. The HKM team currently runs science classes and programming at the Waikōloa location so new team members will be needed in Hilo to design and build new exhibits, update and run programming and classes, and develop and deploy signage. Even before we can begin moving, building exhibits, painting murals, creating signs, cleaning, organizing and setting up the gift shop, there is much to be done.

The scope of work includes:

- **Renovation of the Shinmachi Building**, or similar, replacing the deck and railings, and performing cosmetic updates to meet public safety, accessibility, and operational requirements
- **Sewer System Overhaul** and update it to open the building for public enjoyment
- **Electrical Upgrades** to current safety codes
- **Clean, paint, and refinish** the interior to accommodate interactive exhibits, learning spaces, and visitor experiences, preserving key historical elements of the building to honor its cultural significance
- Move existing, and create some new, **island-centric, career-connected STEAM exhibits** that reflect local ecosystems, culture, and industries
- **Hire and train staff** in Hilo to manage museum operations, visitor services, and educational programming
- **Update teacher resources** to align with Hawai'i Department of Education standards and support school partnerships
- The operability of the **Commercial Kitchen** will be assessed and future plans to renovate it in Phase 2 will be made
- Release weekly **YouTube** interviews to document our progress and share this exciting project with a global audience

The Hawai'i Keiki Museum Leadership Team tasks and responsibilities are:

- Overseeing project timelines, budgets, and milestones (Construction Project Manager)
  - Coordinating with project manager, contractors, and architects during the renovation process
  - Managing grant reporting and compliance requirements
  - Fabricating interactive exhibits that reflect Hilo's cultural heritage and celebrate scientific achievements
  - Cleaning, installing exhibits, arranging furniture, and organizing the spaces
  - Setting up the basement as a maker space
  - Updating teacher guides and creating new learning materials for school field trips
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# HAWAI'I KEIKI MUSEUM

- Recruiting and training new staff for visitor services, education, and maintenance roles
- Hosting community events, workshops, and school field trips once the occupancy permit is issued
- Documenting the project, creating a report and Data Story for the State and publishing weekly YouTube videos

Contractors, Sub-contractors, and Architects are responsible for:

- Securing permits in a timely manner
- Completing required updates to the sewer system
- Bringing the electrical infrastructure up to code
- Replacing the deck and railings
- Cosmetic repairs and finish work in the exhibit halls and public spaces
- Assessing the operability of equipment in the commercial kitchen
- Ensure compliance with building codes, ADA accessibility, and safety regulations

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

The following schedule outlines the anticipated timeline for the Hilo branch development project. With this funding, execution of the renovation of the historic Shinmachi building is anticipated to take 12 months, barring any unforeseen circumstances:

**Month 1:** Finalize drawings and apply for permits with the county: structural, plumbing & electrical

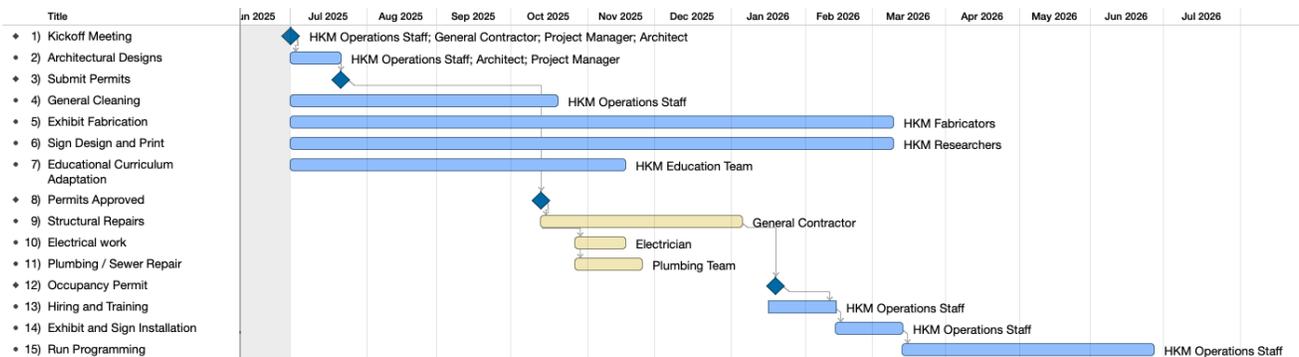
**Months 2 - 4:** Clean the building, fabricate new exhibits offsite, and create informational signage

**Months 4 - 7:** Perform renovations of the building including repairs, sewer rehabilitation, paint and electrical updates, with a stretch goal of also updating the commercial kitchen

- Secure the Occupancy Permit
- During this time, HKM staff continue to develop exhibits, signs and update the teacher guide

**Months 7 - 9:** Hire and train new staff, install exhibits, clean and setup the maker space

**Months 10-12:** Open the museum to the public, begin to run programs. Review goals and objectives, assess accomplishments and achievements and write the final report.



This schedule heavily depends on timely submission and processing of permits by the county. Delays in permit approval may affect renovation and project milestones. A small buffer has been built into the schedule to accommodate unforeseen delays, ensuring the overall timeline remains achievable.

Remodeling older buildings inherently carries hidden risks due to factors such as unforeseen structural issues, changes in material costs, and potential delays in construction or permitting. The need for specialized repairs can impact timelines, budgets, and the overall scope of work. This is why contingency strategies have been developed to mitigate these risks and ensure the successful completion of the project.

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

#### **Quality Assurance for the Renovation and Construction**

To ensure that the building is safe, functional, and aligned with modern standards, a licensed general contractor will be used. The inclusion of a construction project manager is a key element to keeping the project on time and on budget. The project manager and HKM staff will conduct regular site inspections to monitor progress and adherence to design specifications. The Architect will be hands-on to assist with the permitting process and performing site visits that ensure all work complies with building codes and ADA accessibility standards.

#### **Exhibit and Program Quality Assurance**

To deliver engaging, culturally relevant, and scientifically accurate content, the museum's volunteer and paid educational staff developed target goals for each exhibit story that are scientifically educational and grounded in cultural reference to place and gratitude. Evaluation of the products, including the teacher's guide, signage, and web pages will be done by a cohort of museum professionals, local educators, and community members, including student interns gaining career-ready experience. New exhibits are often tested with small groups of students to gather feedback on engagement, clarity, and functionality, and suggested improvements are incorporated before finalizing and installing exhibits. Furthermore, weekly YouTube videos will be released that make the process transparent to a global audience. It is our hope that this work not only enables the Hilo community, but inspires other small communities across Pasifika, and around the globe to take action to create sustainability.

#### **Continuous Improvement Strategy**

The HKM uses a data-driven approach and listens to community input. Insights come from visitor surveys, attendance data, staff recommendations, and program outcomes. Attendance and

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visitor demographics will be tracked beyond the period of this grant, including the number of keiki, families, and educators served, as well as frequency of repeat visits. In the future, evaluation of the impact of programs on keiki and families can be done by measuring knowledge acquisition, interest in STEAM fields, and career awareness during workshops and DOE-out classes. This is currently being done at our Waikōloa location.

### **Sustainability Plan**

Together with local schools, other cultural organizations, and STEAM businesses, our goal is to create more opportunities for keiki through STEAM education. The museum's primary source of operational revenue comes from visitor admissions and annual memberships. A gift shop featuring educational toys, books, and local artisan products supplements the admissions revenue. When the kitchen is refurbished, a café on the lower level will offer healthy, locally sourced snacks for keiki and their caregivers, and be an additional revenue stream. The museum will also continue to cultivate relationships with sponsors and donors through storytelling that highlights its impact on local keiki and families. Donor recognition opportunities include name plaques on exhibits and social media share outs. Through these financial pathways the HKM will establish a reserve fund for building repairs and exhibit updates to avoid unexpected costs and ensure a high-quality uninterrupted visitor experience.

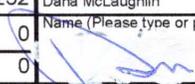
### **4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment.**

- Designs completed and permits submitted by month 2
  - Plumbing, Electrical, & General permits granted by month 6
  - Occupancy permit granted by month 11
  - Soft open to the public before month 12
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## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i Keiki Museum

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	155,400	0	0	100,000
2. Payroll Taxes & Assessments	15,540	0	0	20,000
3. Fringe Benefits	4,500	0	0	0
<b>TOTAL PERSONNEL COST</b>	<b>175,440</b>	<b>0</b>	<b>0</b>	<b>120,000</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	2,000	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	206,240	0	0	41,248
5. Staff Training	0	0	0	3,000
6. Educational Supplies	0	0	0	3,000
7. Telecommunication	2,400	0	0	0
8. Utilities	12,000	0	0	0
9. Marketing	0	0	0	4,800
10. Gift Shop Expenses	0	0	0	7,000
11				
12				
13				
14				
15				
16				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>222,640</b>	<b>0</b>	<b>0</b>	<b>59,048</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>E. CAPITAL</b>	<b>330,172</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>728,252</b>	<b>0</b>	<b>0</b>	<b>179,048</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	728,252	Dana McLaughlin 808-987-4181 Name (Please type or print) Phone		
(b) Total Federal Funds Requested	0	 Signature of Authorized Official Date		
(c) Total County Funds Requested	0			
(d) Total Private/Other Funds Requested	179,048	1/13/2025		
<b>TOTAL BUDGET</b>	<b>907,300</b>	Dana McLaughlin - Founder / Executive Director Name and Title (Please type or print)		

**BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES**

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i Keiki Museum

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
HKM Operations Supervisor	120,000	\$20,000.00	10.00%	\$ 2,000.00
HKM Operational Site Supervisor	40,000	\$30,000.00	100.00%	\$ 30,000.00
Construction Project Manager	80,000	\$30,000.00	100.00%	\$ 38,400.00
HKM Director of Education	40,000	\$15,000.00	100.00%	\$ 15,000.00
HKM Researcher (student)	20,000	\$20,000.00	100.00%	\$ 20,000.00
HKM Float Worker (temp)	20,000	\$20,000.00	100.00%	\$ 20,000.00
HKM Float Worker (temp)	20,000	\$20,000.00	100.00%	\$ 20,000.00
YouTube Producer (student)	40,000	\$20,000.00	50.00%	\$ 10,000.00
HKM Exhibit Fabricators (3 volunteers)	60,000	\$0.00	100.00%	\$ -
HKM Volunteers (3)	20,000	\$0.00	100.00%	\$ -
<b>TOTAL:</b>				<b>155,400.00</b>

**JUSTIFICATION/COMMENTS:**  
 The Operations Supervisor and Site Manager are the only Full-Time employees. Front Desk Workers are Part Time, the Float Worker and the YouTube Producer are 1099 contractor workers.

# EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i Keiki Museum

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				<b>0</b>

JUSTIFICATION/COMMENTS:

## CAPITAL PROJECT DETAILS

Period: July 1, 2025 to June 30, 2026

Applicant: Hawai'i Keiki Museum

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: 2023-2024	FY: 2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS / Architectural & Structural Engineering	0	0	\$5,000	0	0	0
LAND ACQUISITION	0	0	\$0	0	0	0
DESIGN	0	0	\$0	0	0	0
CONSTRUCTION / Labor and Materials	0	0	\$325,172	0	0	0
EQUIPMENT	0	0	\$0	0	0	0
<b>TOTAL:</b>	0	0	<b>\$330,172</b>	0	0	0
<b>JUSTIFICATION/COMMENTS:</b>	Most of these costs are already included under the salaries as they represent contracts for the work to be done to rennovate the deck, repair the sewer, and bring the electrical wiring up to code.					

## IV. FINANCIAL

Our proposed budget to rehabilitate the Shinmachi building in Hilo is \$728,252 including, labor, 1099 contractor temps, construction costs, facility costs, and supplies & materials.

**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
\$255,472	\$181,472	\$111,472	\$179,836	\$728,252

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

For FY2026 the Hawai'i Keiki Museum is seeking a variety of funding from sources including the National Science Foundation (NSF), the Institute for Museums and Library Services (IMLS), the Atherton Family Foundation, First Hawaiian Bank, the Kukio Foundation, the County of Hawai'i, and partners of the Hawai'i Community Fund. However, these funding sources are seeking general operating and program expenses for Waikōloa, not for the expansion to Hilo. Sustaining revenue will be generated as the Hilo facility begins to produce its own income stream.

**4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years.**

The Hawai'i Keiki Museum is a 501(c)3 and is GET exempt. Admission, gift shop sales, outings, activities, and unsolicited donations to the Hawai'i Keiki Museum are qualified and approved as exempt from Hawai'i GET tax.

**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 2026 for program funding.**

Federal - none

State - \$179,000 in GIA awarded for FY 2025 to open the Waikōloa location.

County of Hawai'i - \$14,000 in FY 2022/2023 to build exhibits and furnishings.

**6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.**

Assets: \$134,331

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## V. EXPERIENCE AND CAPABILITY

The Hawai'i Keiki Museum has both the experience and capacity to successfully execute this project, backed by a proven track record of creating impactful learning spaces and managing multiple locations. The opening of a Hilo branch represents an organic and community-driven response to demand, demonstrating both our ability to adapt to community needs and our commitment to equitable access to STEAM education.

### **1. Necessary Skills and Experience**

Employees of the HKM are working hard to empower keiki with local knowledge, scientific fundamentals, and to create opportunities for older keiki to gain career-ready skills. Some of our most vibrant and successful school-out programs were developed in response to the needs and requests of the Kailua-Kona community. In 2023, three of our most successful workshops in Kailua-Kona included: "Rolling Robots", "All about Geodes", and "Build-Your-Own Computer". The "Rolling Robots" classes utilize a 'Sphero', a semi-autonomous baseball, to introduce elements of robotic control, and to provide an introduction to computer programming. In our new Waikōloa location, we introduced a course on flying drones. Drone operators are highly sought on island for real-estate photography, entertainment and performances, and in the coffee fields for pest control and agriculture awareness.

In line with the Hawai'i Work-Based Learning Continuum for Career, College, and Community Readiness (WBL Continuum) the HKM addresses the gap between local education and the island science working community. Over the past two years, the HKM developed a strong network of partnerships with local public, private, charter, and home schools, community non-profit organizations, and dozens of local science industries and employers. Strengthening these relationships authentically has the potential to encourage local STEM businesses to invest in and hire local youth. Our initiatives include running science activity booths at community events and celebrations, offering science classes in underserved communities, and providing drop-off STEM education workshops at the museum. The HKM is laser focused on the local community's needs because it was founded and is run by community members, including local high school students who participate in project leadership, exhibit design and construction, research positions, and decision-making.

2024 was a difficult year for engagement across our program. In 2024 we hosted 12 field trip school science classes (down from 35 the previous year due to having to close the Kailua-Kona location). This included groups like the Girls Scouts who earned their coding badge as well as schools across the public, private, home school, special needs, and charter sectors. We also

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## HAWAI'I KEIKI MUSEUM

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hosted 11 student interns (an increase over the previous year) who engaged in over 600 hours of internship opportunities. In 2024 we welcomed 21,097 guests to our exhibit hall a decrease of 26% from the previous year when we had a facility open in Kailua-Kona.

This project to open a facility in Hilo is being spurred on by repeated inquiries from parents and business leaders who enjoy the programming offered on the West Side, and want an educational space for children to learn about the 'aina, make new friends, and enjoy family bonding time. When we operated a facility in Kailua-Kona we discovered that a number of families from Hilo would regularly drive over an hour to get to Costco, and making a stop at the museum in Kailua-Kona was great for the keiki. These families aren't able to use the Waikōloa location in the same way and regularly ask if we could open a branch in Hilo. Inspiring awe and wonder in any community starts with the science that is evident right where youth live. This project will help a large number of families in the Hilo area to access STEAM opportunities that they would not otherwise be able to.

### **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.**

Number of facilities opened: 3 (Kailua-Kona, Waikōloa, Mountain View)

- additionally the HKM sponsored and ran the 2024 Big Island Arts Festival setting up a 30,000 sq ft warehouse for an indoor event with a stage, vendors, and installing industrial ceiling fans. After the event, the HKM broke down and vacated the space at NELHA.

Number of visitors welcomed:

- 21,1097 in calendar year 2024 63% of which are kama'aina
- 29,172 in calendar year 2023 95% of which are kama'aina

Number of new exhibits built:

- 2024: 9 (number of exhibits moved from Kailua-Kona: 18)
- 2023: 18

Signs and murals designed and installed in the museum:

- 2024: 20 by keiki and 6 professionally
- 2023: 14 by keiki and 6 professionally

Collateral documents produced for the museum:

- 2024: 4
- 2023: 6

Websites published for the museum:

- 2024: 1
- 2023: 3

Social Media marketing impressions:

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- 2024: 80,000+
- 2023: 20,000+

### 2. Facilities

The Hawai'i Keiki Museum leases 10,000 square feet of retail space from 250 Waikōloa Shops: Kings' Shops Management, LLC  
69-250 Waikoloa Beach Drive K104  
Waikoloa Village, Hawaii 96738

We operate an outpost location in Mountain View at the Koana Community Center:  
18-1325 Old Volcano Rd Mountain View, HI 96771

With your support we can open a branch in Hilo and connect to the largest population center within our community.

## VI. PERSONNEL: PROJECT ORGANIZATION & STAFFING

Our team has the expertise to oversee all aspects of this expansion, from coordinating contractors and securing permits to designing exhibits and developing programs.

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

The museum's decision-making processes are collaborative, inclusive, and rooted in community-centered values. Decisions for this project will be made at regular stakeholder meetings, led by the Construction Project Manager ensuring that contractors, educators, researchers, museum staff and all stakeholders have a voice in shaping the progress. These meetings facilitate iterative feedback, enabling real-time adjustments to activities based on participant needs and outcomes.

**HKM Founder / Executive Director:** Dana McLaughlin has been involved in a dozen entrepreneurial endeavors. She started combining technology and early child development while a student working on robotics at the MIT Media Lab. She has an MBA from San Jose State and has worked as a technology program manager for Walt Disney, Yahoo! and Apple. She has a lifetime of operational experience as a Lieutenant Colonel in the non-profit organization Civil Air Patrol. Dana is a thought leader. She founded the Hawai'i Keiki Museum in Kailua-Kona in 2022, quickly establishing it as a critical community resource for island science literacy. Her leadership and management skills along with her blend of business acumen and academic experience in interdisciplinary collaboration projects yield actionable community engagement strategies. Dana is responsible for leadership and operational supervision of this project.

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**Operational Site Supervisor** Taase Iona has been a dedicated staff member of the HKM team for over a year. Currently, she oversees inventory management for the gift shop, handles reception duties, coordinates the other staff, supervises workshops, and conducts outreach micro-learning sessions at vendor fairs. Taase's professional background spans hospitality, retail, and education, bringing a wealth of practical experience in floor sales, front desk operations, and customer service team coordination. She thrives in hands-on roles, is unafraid to get her hands dirty, and excels at completing tasks efficiently and effectively. Her exceptional teamwork, initiative, and commitment to community values shines through her dedication to keiki. Taase will take on full-time responsibilities for this project, and run the Hilo branch location.

**Construction Project Manager:** Guia Lasquette has decades of experience assisting and supervising commercial renovations projects working at Rider Levett Bucknall RLB. Her work will ensure that the architectural, sewer, and electrical plans are delivered on time, and submitted to the county for permitting quickly. She will monitor the permitting process and interface with the general contractor, and subs, keeping up with costs, and ensuring timely completion of the work.

**Director of Education:** Michelle Buck is responsible for providing logistical and administrative support essential to the seamless execution of the museum's classes and workshops. She has served the HKM for going on three years, designing and facilitating hands-on workshops and locally relevant science field trip experiences. With 30 years of experience in the classroom, Michelle leverages her expertise to tailor curriculum to meet the needs of underserved populations, including Native Hawaiians and Micronesians. She works closely with local schools, and other community organizations, fostering meaningful connections. Michelle is responsible for coordinating the workshops and updating the teacher guidebook.

**Undergraduate Researcher:** Ethaniel Wilson is one of the co-founders of the Hawai'i Keiki Museum. In this project, he is responsible for developing storylines and new exhibit experiences that are grounded in place. Ethaniel has worked for the HKM since it's inception in 2021 and is pursuing a degree in museum research at the University of Hawai'i. Ethaniel was born and raised on the Big Island.

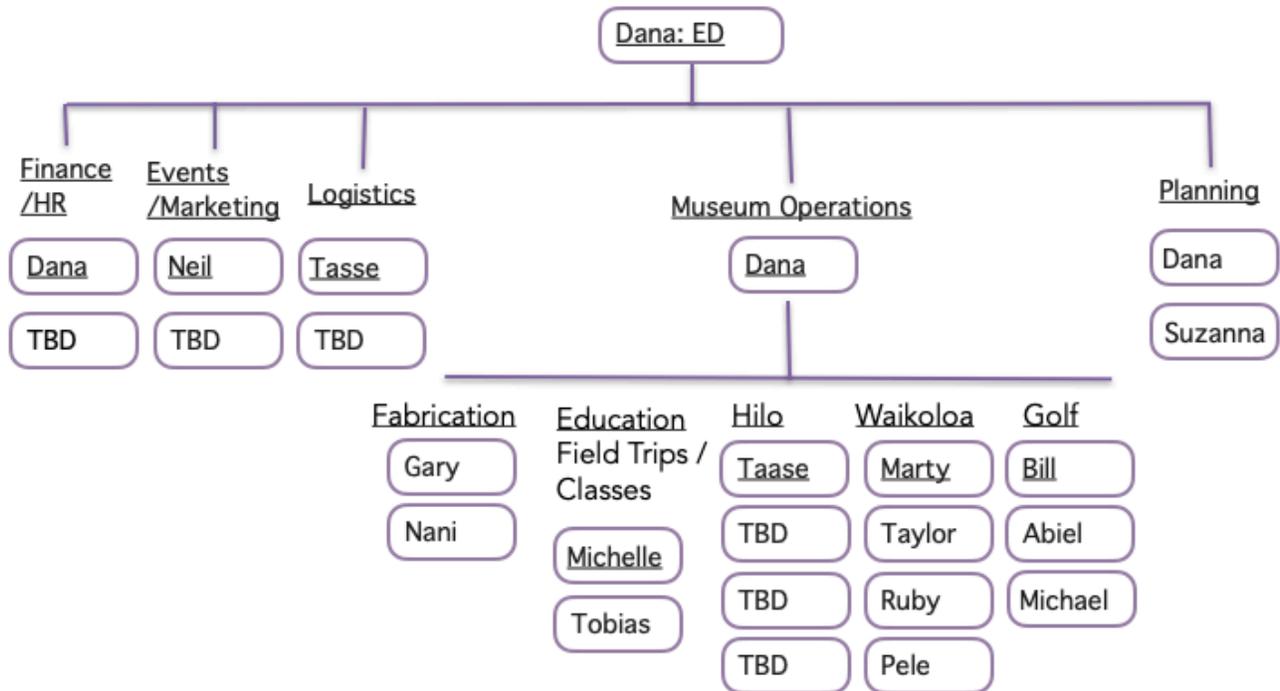
**High School YouTube Videographer and Producer:** Marlon Ultrera is a Student Founder of the Social Media Management Consulting company: PIVOT. Incubated by the Nalukai Academy this group of pioneering students offer a variety of business to business services. Marlon is an experienced Photographer, Videographer, and YouTube producer with an impressive portfolio for one so young. He is a great example of how the Hawai'i Keiki Museum included and elevates youth voices in the decision making process, at all stages of the project.

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Potential Organization Chart including Hilo



# Museum Org Chart



### Compensation

The Hawai'i Keiki Museum uses both paid and volunteer staff.

*Museum Director \$60,000 - \$120,000*

*Museum Branch Supervisor \$25,000 - \$65,000*

*Marketing Director \$15,000 - \$20,00*

## V11. OTHER

### Litigation

There is the potential for a limited scope financial dispute with Colliers over a small amount of back-rent owed when we moved out of the Kailua-Kona location in April 2024.

### Licensure or Accreditation

The General Contractor and all subs will be licensed within the State of Hawai'i.

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### **Private Educational Institutions**

Not applicable.

### **Future Sustainability Plan**

The Hawai'i Keiki Museum is committed to ensuring the long-term success and sustainability of its Hilo branch through a diversified funding strategy, robust operational planning, and strategic community engagement. The Hawai'i Keiki Museum was started with private seed funding and is currently supported by the local community as a valuable resource for island science learning. Our goal for the new museum is to become self-sustaining through multiple funding streams including, visitor admissions, annual and maker space memberships, gift shop sales, field trip programs, DOE-out workshops, and party rentals. Once the kitchen is refurbished, a café on the lower level will offer healthy, locally sourced snacks for keiki and their caregivers, and has the potential to create an additional revenue stream. This comprehensive strategy offers a balanced approach that combines earned revenue, philanthropic support, community engagement, and operational efficiency to ensure the museum continues to serve the Hilo community and inspire future innovators for generations to come.

*From the shores of the Gold Coast, to the peaks of Mauna Kea and Mauna Loa, the Big Island has a long history of Hawaiian culture, rich with science, exploration, and engineering achievements. By investing in the keiki, we invest in the sustainability of our island home.*

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Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

HAWAII KEIKI MUSEUM  
PUU NUI ST  
WAIKOLOA, HI 96738

Date:  
05/26/2021  
Employer ID number:  
86-2171601  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending:  
December 31  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
June 1, 2020  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053453006731

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

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

Applicant: Hawai'i Keiki Museum

Contracts Total: 179,000

	<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 - FY 2025	07/01/2024-06/30/2025	State of Hawaii	State	179,000
2					
3					
4					
5					
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