

Grant-in-Aid Application
Fiscal Year 2014 (July 1, 2013 to June 30, 2014)

Applicant:
Juniroa Productions Inc / 'Ulu'ulu

Original submitted to:

House Committee on Finance
State Capitol, Rm. 306
Honolulu, HI 96813
Attn: Susan Fernandez

Copy submitted to:

Senate Committee on Ways and Means
State Capitol, Rm. 208
Honolulu, HI 96813
Attn: Rod Becker

House District _____

Senate District _____

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS & SUBSIDIES
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: _____

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:

Dba: **Juniroa Productions Inc.**

Street Address:

Mailing Address: **PO Box 37969, Honolulu, HI 96837**

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name HEATHER GIUGNI

Title President

Phone # 808-864-7211

Fax # _____

e-mail heather@juniroa.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

REQUESTING OPERATING FUNDS TO SUPPORT HAWAII'S OFFICIAL STATE MOVING IMAGE ARCHIVE.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID # _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2014: \$832,304.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ _____

FEDERAL \$ _____

COUNTY \$ _____

PRIVATE/OTHER \$ _____

TYPE NAME & TITLE OF REPRESENTATIVE:

AUTHORIZED SIGNATURE

HEATHER H. GIUGNI
NAME & TITLE

Jan 30, 2013
DATE SIGNED

Application for Grants and Subsidies

If any item is not applicable to the request, the applicant should enter "not applicable".

I. 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. Include the following:

1. A brief description of the applicant's background;

For decades, Hawai'i librarians, archivists and filmmakers searched for ways to preserve moving images for future generations. These early efforts failed because of a lack of understanding the importance of what treasures existed on analogue film and videos.

Juniroa Productions Inc. led by Heather Giugni, first incorporated in November of 1985 as a for-profit entity, was originally conceived for the purpose of producing programming to support, advance, and increase the numbers of Hawaiians in media as well as Pacific Islander content which would hopefully result in a deeper understanding of Hawai'i's history, culture, and contemporary challenges.

Since that time, Ms. Giugni has been on the forefront of media education and preservation having been involved in the early creation of 'Olelo, Hawaii Video Curriculum Association, Pacific Islanders in Communication and presently **'Ulu'ulu**, Hawai'i's moving image archive.

The Juniroa Productions Collection is the archives' founding collection, containing over 2,500 videotapes. Titles include:

- *Daniel K. Inouye: An American Story*, a one-hour television special about the life and times of U.S. Senator Daniel Inouye. This project is not only a biography of a single man, it is also the story of a generation and the role that generation played in molding Hawai'i in the second half of the 20th century.
- *Enduring Pride: E Mau Ana Ka Ha'aheo*, magazine-style series (1986): interviews with Haunani Kay and Mililani Trask (politics); Genoa Keawe, Haunani Apoliona, George Paoa (music); Dr. Kekuni Blaisdell (health); members of the Makaha Sons, Herb Kane (art); Pila Wilson and Kauano'e Kamana (Hawaiian language).
- *On Target*, a magazine-style series tackling health and preventative measures in our community (1995). Segments include Iz Kamakawiwo'ole, Rell Sunn.

- Additional programming pertaining to Kaho'olawe, Onipa'a (1993), Office of Hawaiian Affairs Sovereignty efforts, Hokule'a, Hawaiian Health education, Native Hawaiian Gifted and Talented Program, South Pacific Arts Festival, Iauhala weavers.

'Ulu'ulu: The Henry Ku'ualoha Giugni Moving Image Archive of Hawai'i was incubated and developed beginning in 2008 as part of the Academy for Creative Media System at the University of Hawai'i through grants from the Federal Department of Education thanks to the efforts of Senator Daniel K. Inouye and Senator Daniel Akaka. Chris Lee, Founder and Director of ACM, is the Principal Investigator of 'Ulu'ulu. Current staff includes Janel Quirante, Head Archivist; Jacob Rosen, Cataloger and Assistant Archivist; and Robert Omura, Digital Media Specialist.

Initially known as the Henry Ku'ualoha Giugni Digital Archives, 'Ulu'ulu has now been designated by the Hawai'i state legislature and the Governor as the state's official Moving Image Archive.

Permanently located at the new University of Hawai'i West O'ahu campus library with 11,000 square feet of state-of-the-art digital archiving facilities including public exhibition space, conference room, guest offices, quarantine intake room, digitization studio, cataloguing, cleaning and archiving area, a dedicated, temperature controlled vault with fire suppression system, best practices hardware (SAMMA System) and software (MAVIS) and redundant data storage. 'Ulu'ulu is available globally through a robust, fully searchable web environment at <http://uluulu.hawaii.edu/>.

2. The goals and objectives related to the request;

Juniroa Productions Inc. seeks funding to build and expand 'Ulu'ulu's digitization, preservation, cataloging and outreach programs through the following goals:

- Goal 1: Purchase of vault shelving to ensure efficient and safe long-term storage of physical collections
- Goal 2: Acquisition of permanent collections
- Goal 3: Purchase of equipment essential to operations
- Goal 4: Continuation of digitizing efforts
- Goal 5: Continuing development of a web-based environment
- Goal 6: Hiring of professional staff

3. The public purpose and need to be served;

The current condition of Hawaiian film and moving image heritage is in a precarious state. With each new paradigm shift in media communication and technology, older formats are neglected, destroyed, or discarded. In the transition from film to videotape, a large amount of early Hawai'i film was neglected. Coupled with the tropical environment of high temperatures and humidity, the overwhelming majority of film materials have been lost. What is left is of

paramount importance to preserve. We find ourselves again in the midst of another paradigm shift as digital technology has eclipsed analog formats making them obsolete. As a result, massive amounts of rich and valuable Hawaiian history are endangered and need immediate attention.

'Ulu'ulu is the only institution in Hawai'i solely dedicated to the care, preservation and digitization of archival videotapes and films. It is using state of the art technology found nowhere else in the Pacific region to adhere to archival standards and to create a strong online presence as a new digital literacy resource.

4. Describe the target population to be served; and

'Ulu'ulu's target population is our entire community with a natural emphasis on the Native Hawaiian, Asian and Pacific Islanders that have contributed to our island history. 'Ulu'ulu focuses its present work on the indigenous Hawaiian community, which historically has been marginalized and overlooked as a major component of American historical understanding. The Archives will create opportunities for Native Hawaiians – from middle school to university scholarly projects – to study their past and present through this unique collection. It also offers internships in the fields of library science, film and video production and history. This content will instill in the Hawaiian community continued cultural pride and knowledge and provide opportunities to do research and studies using a primary resource never before accessible to them.

Another important community is the network of media makers, documentarians, television producers, and local programmers, as access to new raw materials may encourage several new works.

5. Describe the geographic coverage.

'Ulu'ulu's collection scope includes historical analog moving image materials (videotapes and films) created in Hawai'i, about Hawai'i from 1920s-2000s. Our collection focus is on unique, primary source material not widely available or commercially distributed.

'Ulu'ulu's services are available globally through a robust, fully searchable web environment at <http://uluulu.hawaii.edu/>. Students and researchers of all ages can access 'Ulu'ulu's collections and catalog 24 hours a day, free of charge, with no login or registration required. Since the public launch in October 2012, the website receives an average of 2,000 page views, 520 visits, and 400 unique visitors per month.

II. 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;

Goal 1: Purchase of vault shelving to ensure efficient and safe long-term storage of physical collections

'Ulu'ulu's vault is an environmentally stable and secure location for the long-term storage of audiovisual collection materials. It is designed to accommodate the future installation of compact shelving to optimize shelf space and storage capacity. It has a fire suppression system that is safe for audiovisual materials. The HVAC system is separate from the central building controls and provides 24-hour cool temperatures (average 67 degrees) and low relative humidity (average 50%).

The first phase of the installation of the Spacesaver High Density shelving is scheduled to occur in Spring 2013. 'Ulu'ulu has purchased the rails necessary for the modular units from Systemcenter Inc., the official distributor of this shelving in Hawai'i, who will also install them. 'Ulu'ulu is seeking funds to continue the purchase and installation of the modular shelving units.

Tasks

- Continue work with Systemcenter Inc. and UH West Oahu facilities to design, purchase and install Spacesaver High Density Storage Shelves
- Provide efficient and safe storage of physical collection items; approximately 17,000 videotapes and motion picture film reels of various formats, sizes and gauges
- Design modular shelves to accommodate future collection growth and acquisitions

Goal 2: Acquisition of permanent collections

'Ulu'ulu is a unique educational resource because of the culturally rich and historically significant footage in its permanent collections. Since 2010, the Archives has acquired ten permanent collections totaling close to 17,000 videotapes and motion picture film reels and 290 hours of digitized content.

The **HKG Pilot Project Collection** contains the digital files created during the Beta Pilot Program. Working with filmmakers, libraries, and archives throughout Hawai'i, the Archives digitized a sampling of film, video, and audio. Altogether, 326 moving image items and 61 audio items were digitized, producing close to 230 hours of footage from ten Pilot Project participants:

- *Bishop Museum*. The largest museum in Hawai'i and the premier natural and cultural history institution in the Pacific.
- *CLEAR (The Center for Labor Education and Research)*. Part of the University of Hawai'i at West O'ahu, CLEAR provides labor education, research and labor-related programs to workers, their organizations and the general public.
- *Hawaiian Collection (UH Mānoa Libraries)*. Includes over 4,500 videotapes and over 3,000 sound recordings relating to Hawaiian history, culture, art, and science.
- *Hula Preservation Society*. A non-profit dedicated to documenting and sharing the amazing life stories of our eldest living Hula Masters and their efforts to perpetuate hula.
- *Kamakakūokalani Center for Hawaiian Studies (UH Mānoa)*. Offers Bachelor's and Master of Art degrees encompassing the breadth of Hawaiian knowledge and experience, from politics and history, to literature, visual arts, music, natural resource management and Hawai'i's relationship with the rest of Polynesia.
- *Lāna'i Culture and Heritage Center*. Community organization that preserves, interprets and celebrates Lāna'i's natural history, Hawaiian traditions, diverse heritage and cultures, and ranching and plantation era histories.
- *Lyman Museum and Mission House*. Includes an archive of historical documents, books, maps, ephemera and photographic collections related to Hawaiian natural history and culture.
- *Nā Maka o ka 'Āina*. Independent production company of documentary and educational videos on Hawaiian culture, history, sovereignty, environment and art.
- *PBS Hawa'i (KHET)*. Hawai'i's only PBS member television station.
- *Specific Video*. Independent video production company in Hawai'i since 1975.

The **Juniroa Collection** was donated by Juniroa Productions, a video production company incorporated in 1985 for the purpose of producing quality television programming for and about the Native Hawaiian community. The collection entails the old Juniroa video archive, made up of approximately 2,500 videotapes of production related materials for past Juniroa projects. The Archives has digitized 75 moving image items, a total of 26 hours of footage.

The **KGMB Collection** contains approximately 9,000 videotapes and film reels, and associated materials from the News, Programming, Sports, and Promotional Media departments of KGMB-TV. KGMB was the first television station in Hawai'i, debuting in 1952 on analog channel 9. The Archives has digitized one moving image item, a total of 21 minutes of footage.

The **Victoria Keith Productions Collection** contains materials donated by Victoria Keith Productions, an independent production company that has been making documentaries about Hawaiian culture, environment, and land issues since the mid-1970s. The collection includes 130 videotapes, from which the Archives has digitized 29 items, a total of 30 hours of footage.

The **Ted Shibuya Collection** contains 22 motion picture film reels donated by Ted Shibuya. It entails footage shot by Shibuya, a cameraperson for KGMB television in Honolulu, HI. Shibuya was the first TV news cameraperson in Hawai'i, teaming with first anchor/reporter Wayne Collins in 1953 to do a 15-minute daily newscast on Channel 9, sponsored by Pan American World Airways. The Archives has digitized 3 moving image items, a total of 21 minutes of footage.

The **KITV Collection** contains approximately 3,950 videotapes and associated materials (photographs, transcripts, log sheets, research documents) of the News and Programming departments of KITV, the Honolulu, HI ABC affiliate station of Hearst Television, Inc. The station began broadcasting in 1954 as KULA-TV, became KHVH-TV in 1959, then KITV in 1973. The Archives has digitized 1 moving image item, a total of 1 hour of footage.

The **Joe Fumio Konno Collection** contains 84 motion picture film reels donated by Joe Fumio Konno. It entails footage shot by Konno, one of the first television news camerapersons in Hawai'i. Konno was a news photographer and cameraperson for the Maui News, 1951-53; KULA Television (later KHVH and now KITV), 1953-1966; and KHET (now PBS Hawai'i), 1966-84. Konno's production credits include "The Pau Hana Years" (KHET 1966-79) and "China Visit" (PBS Hawai'i 1977). The materials have not yet been digitized.

The **Hawai'i Public Broadcast Collection** contains 190 videotapes and film reels circa 1970 – 1990 produced by a variety of sources for broadcast on KHET when it was a state agency before becoming PBS HAWAII. The materials provide examples of the type of Public Broadcast programming that existed in Hawai'i before PBS HAWAII. The Archives has digitized 2 moving image items, a total of 2 hours of footage.

The **Pacific Islanders in Communications Collection** contains approximately 700 videotapes circa 1990s produced by Pacific Islanders in Communication whose mission is "to support the development of

national public broadcast programming that enhances public recognition of and appreciation for Pacific Islander history, culture, and society.” The videotapes include raw footage, edited broadcast masters, and viewing copies. The materials have not yet been digitized.

The **'Iolani Palace Collection** is composed of raw footage, edited masters, and viewing copies of productions related to the history and restoration of 'Iolani Palace, circa 1960s to 1990s. These materials were created by a variety of filmmakers for programs or projects that were commissioned by the Friends of 'Iolani Palace; as well as copies of programs not commissioned by the Friends but related to 'Iolani Palace history. The materials have not yet been digitized.

Tasks

- Continue to work with local organizations, institutions, and independent filmmakers to inform and educate the community about the need for proper preservation of media materials
- Serve as an option to those looking for a home for their media collections
- Develop and refine collection scope and acquisition policies

Goal 3: Purchase of equipment essential to operations

'Ulu'ulu, with technical support from the University of Hawai'i ITS department, has successfully built an integrated cataloging and analog-to-digital video migration system to manage the complex processes in our digital preservation effort. Before an analog videotape or film reel can become a digital file that is viewable on our website, it goes through multiple steps including: cataloging, inspection, cleaning, and digitizing; and through multiple hardware and software applications including MAVIS (our media asset management system) and SAMMA (one of our digitizing workstations).

Tasks

- Double in-house productivity by streamlining workflows and upgrading systems
- Purchase additional storage on internal systems for staff access to high resolution digital files for editing, creating Web-ready clips for online viewing, descriptive cataloging, and for temporary file storage
- Purchase additional storage on disk-arrays at UH Manoa data center for preservation files of digital video
- Purchase additional SAMMA Solo digitizing workstation to double our digitizing capability
- Purchase additional MAC Pro computer digitizing workstation to double our digitizing capability

Goal 4: Continuation of digitizing efforts

'Ulu'ulu's moving image preservation plan follows archival best practices for audiovisual materials and implements them in a way that makes sense for Hawai'i's unique preservation challenges. Our plan stems from the archives-wide understanding and acceptance that not only are analog audiovisual materials physically deteriorating but that the equipment necessary to play back these materials are obsolete and no longer being manufactured or increasingly even being repaired. In order to preserve and make accessible the content of these analog videotapes and films, 'Ulu'ulu is transferring them to high quality digital formats and backing up these digital files on a disk-based server for long-term storage as well as for Web-based access.

Tasks

- Create at least 5 hours of new digital video content each week for a total of 20 hours per month or 240 hours per year
- Work with specialized preservation labs to digitize video and film formats not available in-house
- Purchase additional server storage space to store video preservation files
- Develop and refine Digital Preservation Strategies
- Continue work with UH ITS to administer and support servers in the UH Manoa Data Center

Goal 5: Continuing development of a web-based environment

'Ulu'ulu's website is uluulu.hawaii.edu. The website is the main public access portal to the archives' collections. It is freely available to the general public with no login or user verification required to view the video content or search the catalog. 'Ulu'ulu staff worked closely with web developer Wall-to-Wall Studios to design a website that is visually appealing, informative, and an interactive experience for both casual users as well as academic researchers. Through the website, users can search the MAVIS descriptive catalog, watch streaming video clips of collection material, browse collection content within staff-curated theme pages, and interact with the archive through social media links.

Tasks

- Continue work to populate metadata fields in MAVIS catalog and add searchable catalog titles to website
- Conduct usability tests to identify areas to improve user experience
- Continue work to create streaming video clips, curated themes, and design fresh social media content

Goal 6: Hiring of professional staff

'Ulu'ulu employs three full-time professional staff funded through ACM System through the office of Vice President for Research at the University of Hawaii System. The Head Digital Archivist oversees the daily operations of the archive. The Cataloger / Assistant Archivist is responsible for all cataloging activities. The Digital Media Specialist is responsible for the digitizing activities of the archive. In order to continue to expand 'Ulu'ulu's programs, additional staff is required:

Tasks

- Hire Director of Cultural Collections to oversee the collection development and community outreach programs of the archive
- Hire a Website / Outreach Coordinator, responsible for maintaining fresh website content and promoting community interactivity;
- Hire a Subject Specialist, responsible for creating subject curriculum and educational resources.
- Hire Assistants for Cataloging and Digital Media to increase the efficiency and output of the digital preservation lab and populate the descriptive collection catalog.

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

It is anticipated that all work associated with the project Goals will occur simultaneously throughout Fiscal Year 2014.

Goal 1: Purchase of vault shelving (3 months)

- Manufacture, delivery and installation times

Goal 2: Acquisition of permanent collections (ongoing 12 months)

- Identifying collections, Donor agreements, delivery

Goal 3: Purchase of equipment essential to operations (3 months)

- Manufacture, delivery and installation times

Goal 4: Continuation of digitizing efforts (ongoing 12 months)

- A minimum of 240 hours of new digital video content

Goal 5: Continuing development of a web-based environment (ongoing 12 months)

- Catalog data entry; usability tests; fresh online content

Goal 6: Hiring of professional staff (3 months)

- Recruitment, interviews and training

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

In examining the effectiveness of Project implementation strategies, all project staff will be responsible for supporting the quarterly and annual reporting efforts. These will focus both on outcome measurements, as well as examining the effectiveness and success of the implementation process and communication plan. The Principal Investigator, and any other key personnel, shall participate in any and all compliance monitoring reviews, quarterly technical assistance conference calls, annual collection of information, and any other required surveys or reports on the successes of the program. Key personnel shall provide data reports to the Principal Investigator in order to analyze the balance between resources, time frame and results. The Principal Investigator shall use the information to determine any changes necessary in the budget, work schedules, and project outcomes to modify the project plan accordingly. The Principal Investigator shall review regular staff and data reports to determine the extent to which project outcomes are being met. If outcomes are falling short, the Principal Investigator shall analyze the reports, questionnaires, and surveys to identify areas that will return the project to achievement of its projected short-term, intermediate, or long-term outcomes.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The Project's success will be measured by meeting or exceeding the short-term, intermediate, and long-term Goals and Tasks as identified and outlined in Section (II)(1).

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
208,076	208,076	208,076	208,076	832,304

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.

The applicant is working with 'Ulu'ulu's staff and Principal Investigator Chris Lee, Director of UH System's Academy for Creative Media to secure funding for Hawai'i's official state moving image archive. Ms. Giugni helped to secure funding most recently from the Office of Hawaiian Affairs (\$150,000); is seeking additional grant/support from institutions.

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

Not applicable

IV. Experience and Capability

A. 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.

'Ulu'ulu is the only institution in Hawai'i solely dedicated to the care, preservation and digitization of archival videotapes and films. It is using state of the art technology found nowhere else in the Pacific region to adhere to archival standards and to create a strong online presence as a new digital literacy resource.

Since its founding in 2008, 'Ulu'ulu has achieved the following successes:

2008-2009

Hired a Project Consultant who wrote a 100-page Report on the state of moving image preservation in Hawai'i and created an implementation plan for establishing an archival facility. The report is available at <http://hkgarchives.org/consultants-report-2009/>

2010-2011

Completed the Pilot Project, a collaborative effort between the Archives and local museums, archives, libraries, television stations and independent producers to create a representative digital collection of Hawaiian film and video. Using specialized software and digitizing equipment found nowhere else in Hawai'i, 'Ulu'ulu created standard

processes for cataloging, preservation, and access, adhering to archival best practices for audiovisual materials and implemented in a way that makes sense for Hawai'i's unique preservation challenges. 'Ulu'ulu digitized over 350 hours of various film and videotape formats from 1928-1998. Footage included local television news, raw footage from documentary productions, hula chants, personal home movies, and musical performances, much of which had not been viewed in over 30 years.

2012

'Ulu'ulu laid the foundations for a long-term and fully operational Archive through the establishment of a permanent physical location on the new UH West O'ahu campus, our re-naming as 'Ulu'ulu: The Henry Ku'ualoa Giugni Moving Image Archive of Hawai'i, the launching of our website, and our designation as the official state archive for moving images.

B. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. The applicant shall also describe how the facilities meet ADA requirements, as applicable.

On August 14, 2012 'Ulu'ulu moved its operations, preservation lab, and audiovisual collection material to its permanent home on the University of Hawai'i West O'ahu (UHWO) Kapolei campus. The Project had spent the previous 23 months renting temporary space inside the KGMB / KHNL / KFVE television station in Honolulu. 'Ulu'ulu staff consulted with the UHWO architect and contractor team to design the facilities which include an 11,000 square foot space within the Library that accommodates proper long-term storage of audiovisual materials, appropriate workspace for technical staff, and a public research, exhibit and screening space for students, researchers and the community.

Receiving and Quarantine Area

All incoming collection materials are first received in 'Ulu'ulu's quarantine area, which is separated from the general collection area by double doors. Here, staff physically inspects the incoming materials for signs of mold or insect infestation. Items that pass the initial inspection are cleaned before introduction into the general collection and processing area. Items that do not pass inspection because of severe mold are securely sealed and placed in quarantine to await specialized conservation treatment.

Processing Area

The processing area is an open workspace for staff to perform daily duties including cataloging, describing and arranging collection materials as well as preparing items to be digitized. This area includes two MAVIS

cataloging workstations and one SAMMA Prep/Clean workstation. Preservation activities such as inspection, cleaning, labeling and rehousing also occur here.

Digitizing Area

The digitization lab holds state-of-the-art video equipment and workstations necessary to transfer analog videotapes to digital files for preservation; to run quality controls on the files to prepare them for long-term storage on servers; and to edit the files for online viewing via our website. There are two digital workstations: the FinalCut Pro workstation and the SAMMA Solo workstation. The lab is equipped with several formats of videotape players including: 1" open reel, Betacam SP, 3/4" Umatic, and VHS.

Vault

The vault is an environmentally stable and secure location for the long-term storage of audiovisual collection materials. It is designed to accommodate the future installation of compact shelving to optimize shelf space and storage capacity. It has a fire suppression system that is safe for audiovisual materials. The HVAC system is separate from the central building controls and provides 24-hour cool temperatures (average 67 degrees) and low relative humidity (average 50%).

Public Access, Exhibits and Screening Area

The public access area for the Archives is currently shared with UHWO public relations and administrative staff offices until the completion of the UHWO Administration building. The area is intended as a reading room for researchers to view and access collection materials and receive reference services from archives staff. It includes an exhibit space to display objects and footage related to Hawai'i's moving image history; four private study rooms; one conference room; and a screening space for public lectures and symposiums.

V. Personnel: Project Organization and Staffing

A. 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.

'Ulu'ulu employs three full-time professional staff funded through ACM System through the office of Vice President for Research at the University of Hawaii System. Head Digital Archivist, Janel Quirante, oversees the daily operations of the archive. Ms. Quirante earned her Masters in

Library and Information Science from the University of Hawai'i Mānoa and worked as a videotape preservation technician at the Bay Area Video Coalition in San Francisco and as the Visual Materials Archivist at the Hoover Institution Archives at Stanford University before joining 'Ulu'ulu. Cataloger / Assistant Archivist, Jacob Rosen, holds a Masters in Library and Information Science from UH Mānoa and is responsible for all cataloging activities. Digital Media Specialist, Robert Omura, is a graduate from the Academy for Creative Media (ACM) at UH Mānoa, and is responsible for the digitizing activities of the archive.

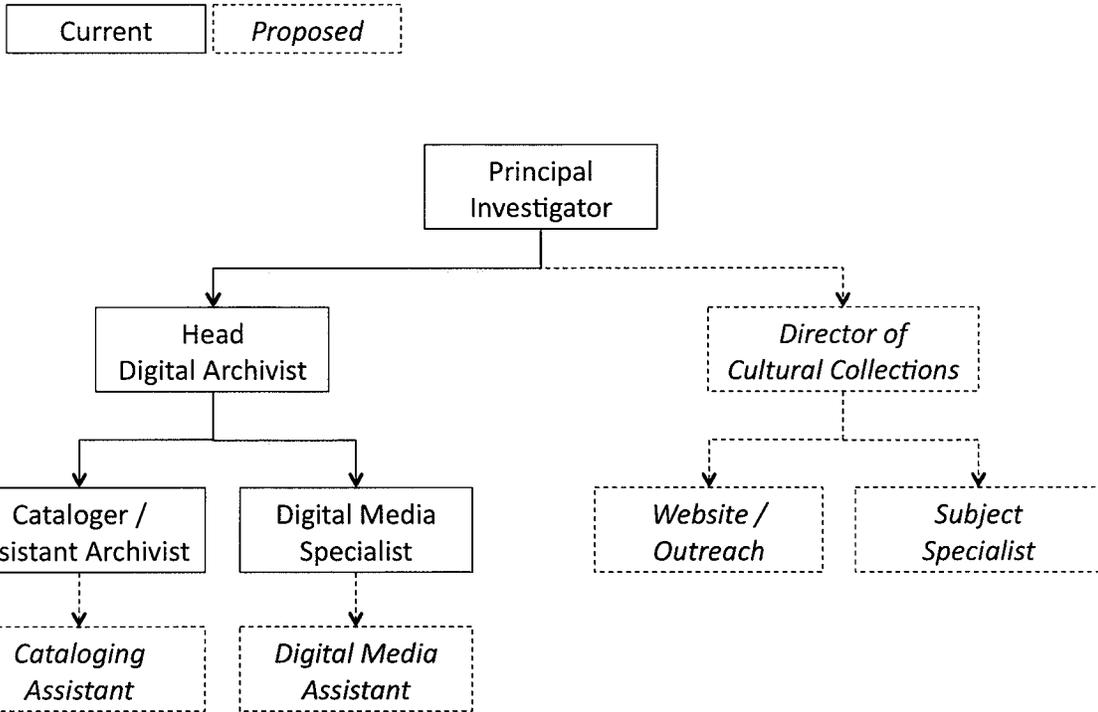
Chris Lee, Founder and Director of ACM, is the Principal Investigator of 'Ulu'ulu. Heather Giugni provides additional support as a volunteer consultant for cultural collections.

In order to continue to expand 'Ulu'ulu's programs, additional staff is required. The Director of Cultural Collections would oversee the collection development and community outreach programs of the archive and supervise a Website / Outreach Coordinator, responsible for maintaining fresh website content and promoting community interactivity; and a Subject Specialist, responsible for creating subject curriculum and educational resources. Assistants for Cataloging and Digital Media would increase the output of the digital preservation lab and populate the descriptive collection catalog.

B. 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 organizational chart that illustrates the placement of this request.

'Ulu'ulu Organizational Chart 2013



VI. Other

A. 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.

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Not applicable.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2013 to June 30, 2014)

Applicant: Juniroa Productions Inc. / 'Ulu'ulu

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	164,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits	72,504			
TOTAL PERSONNEL COST	236,504			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	10,000			
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	15,000			
7. Telecommunication				
8. Utilities				
9. Services and Fees	52,300			
10. Collections Development	30,000			
11. Compact Shelving in Vault	375,000			
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	482,300			
C. EQUIPMENT PURCHASES	113,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	832,304			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	832,304	Heather Giugni		
(b)		[REDACTED]		
(c)		[REDACTED]		
(d)		[REDACTED]		
TOTAL BUDGET	832,304	Signature of Authorized Official: _____ Date: _____		
		Heather Giugni, President Juniroa Productions Inc. Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Juniroa Productions Inc. / 'Ulu'ulu

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
25TB disk array	5.00	\$12,500.00	\$ 62,500.00	62500
SAMMA Solo SD	1	\$40,500.00	\$ 40,500.00	40500
MAC Pro computer with 12-core processor	1	\$10,500.00	\$ 10,500.00	10500
			\$ -	
			\$ -	
TOTAL:	7		\$ 113,500.00	113,500

JUSTIFICATION/COMMENTS:

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

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Juniroa Productions Inc. / 'Ulu'ulu

Period: July 1, 2013 to June 30, 2014

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: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: Not Applicable						

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS AND SUBSIDIES PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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 and subsidies pursuant to Section 42F-103, Hawai'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 or subsidy 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 or subsidy 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 or subsidy.
- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawai'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 or subsidy is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'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.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

Juniroa Productions Inc.

(Typed Name of Individual or Organization)



J 30, 2013
(Date)

Heather H. Giugni

(Typed Name)

President

(Title)