


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) Certificate of Good Standing (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



Rebecca Dunning, Managing Director

1/18/2023

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:

Honolulu Theatre for Youth (HTY)

Amount of State Funds Requested: \$ 150,000

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

HTY requests funds to help underwrite the cost of bus transportation for Title 1 Schools to attend HTY's educational theatre productions statewide.

Amount of Other Funds Available:

State: \$ _____

Federal: \$ _____

County: \$ 75,000-PENDING: City GIA

Private/Other: \$ 20,000-FOUNDATIONS

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 1,261,200

Unrestricted Assets:

\$ \$976,936.73

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:

1164 Bishop Street, Suite 910

City: State: Zip:

Honolulu HI 96813

Contact Person for Matters Involving this Application

Name:
REBECCA DUNNING

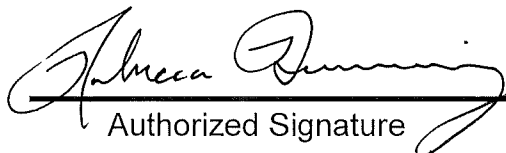
Title:
Managing Director

Email:
manager@htyweb.org

Phone:
808-839-9885 x 703

Federal Tax ID#:

State Tax ID#

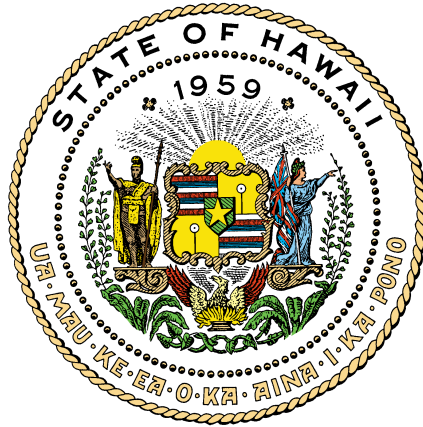

Authorized Signature

REBECCA DUNNING, Managing Director

Name and Title

1/18/2023

Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HONOLULU THEATRE FOR YOUTH

was incorporated under the laws of Hawaii on 05/04/1959 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 17, 2023

Director of Commerce and Consumer Affairs

**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, 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 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, 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 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, 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.
- 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...").

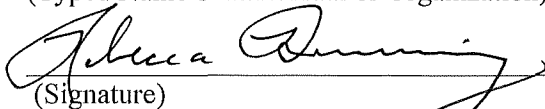
Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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.

Honolulu Theatre for Youth

(Typed Name of Individual or Organization)

1/18/2023



(Date)

Rebecca Dunning, Managing Director

(Typed Name)

(Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2022.

See attached Certificate of Good Standing.

2. Declaration Statement

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

See attached Declaration Statement.

3. Public Purpose

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

Honolulu Theatre for Youth (HTY) will use State GIA funds for the public purpose of providing bus transportation assistance for children from Title 1 schools (poor/needful families) to attend HTY's educational theatre productions statewide.

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

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

Honolulu Theatre for Youth is a theatre of place, deeply rooted in the cultures and people of the Pacific. Founded in 1955, HTY is one of the oldest professional children's theatres in the country and is recognized nationally for its long history of innovative drama education programming and the creation of original theatrical work. As the only professional nonprofit theatre in the State and the largest independent provider of arts education in Hawaii, the company has long played a leading role in the region. HTY was awarded the 2022 Children's

Theatre Foundation of America, Corey Medalion in recognition of the significant work they have done in the field of Theatre for Youth.

Recognizing that in many parts of Hawaii, children do not have any other opportunity to experience live, professional theatre performances and arts education programs HTY has been touring its plays and providing programming statewide since the 1960s. Prior to the pandemic HTY annually served over 100,000 children, families and teachers on all 6 major Hawaiian Islands. Before March 2020, HTY would normally produce 6-8 plays per season. All plays were presented on Oahu, and 2 plays were designed specifically to tour to the Neighbor Islands. HTY programs are a vital resource for Neighbor Island schoolchildren who lack access to the educational and cultural opportunities that are available to Oahu children. For many Neighbor Island students, contact with HTY programs provides them with their sole exposure to live professional theatre.

HTY reaches more school aged children, teachers and families in Hawaii than any one group outside of the Hawaii State Department of Education (DOE). With our pandemic related pivot to digital content over the past few years, our average audience of 100,000 statewide has ballooned to an average of 1.5 million views per year both statewide and internationally. Currently, HTY's digital work including an Emmy award winning half-hour television show called THE HI WAY, a series on social emotional learning, a season of full digital productions and a podcast series have received over 6 million views. The past 2022-23 season combined digital and live performance to provide the widest access to our work. As important as the breadth of our reach, is the depth of connection we are able to make within communities. Since 1955 HTY has been building trust and cultivating relationships across Hawaii.

2. The goals and objectives related to the request;

Mary Helen Immordino-Yang, a professor of education, psychology and neuroscience at UCLA, said the physical act of creativity begins at a young age. She sees the arts as vital to education. It is the part of a school day where students learn that their classwork has meaning, and it keeps them coming back. "The things that we traditionally consider arts are often kids' biggest reason for being at school."

Through the landmark study, "Spark Change: The Impact of Performing Arts on Children," it showed that children's access to and engagement with the performing arts:

- Cultivates an enduring love of the performing arts.
- Expands perspectives and interpersonal skills that strengthen teamwork.
- Inspires creative thinking, which encourages innovation and problem solving.
- Nurtures hope and improves self-confidence, which fosters optimism and resilience.

One of the longstanding barriers to deeper engagement with the performing arts and its benefits has simply been one of exposure. Children can't learn about and through the arts if they are unable to access them which is often the case in under-resourced schools like many in

the DOE. “The arts often take a back seat in education, or it has been totally eliminated from school curriculum. Our students learn valuable lessons through HTY performances. It is critical that we keep the arts in our childrens’ lives.” ~DOE Teacher.

The COVID-19 pandemic injected new urgency into the need for arts programming. Students of all ages have missed key socialization experiences, lost the ability to connect in deep and meaningful ways with a wide variety of peers, and dealt with a range of powerful emotions, both directly and indirectly. As we come to understand the full scope and implications of COVID-19-related challenges, it is essential to prioritize young people’s social and emotional well-being. To make sense of their COVID-19 experience and continue their healthy development, they must be equipped to not only emotionally process the pandemic, but also move beyond it. The research shows, the performing arts are uniquely situated to fill that need.

Although HTY was successful pivoting from our live programs toward virtual ones, we along with many educators, parents and children realize that there is no substitute for live in-person engagement. Our human physiology, and the belief that mirror neurons (discovered in 1991) form the biological basis of compassion and empathy demonstrate that humans evolved through collaboration, connection and community.

Jay Greene, professor of education reform, conducted a gold standard of research with the “Learning from Live Theater” study. (*Education Next - Winter 2015/Vol. 15, No.1*) “Field trips to live theater enhance literary knowledge, tolerance, and empathy among students, according to a study. The research team found that reading and watching movies of HAMLET and A CHRISTMAS CAROL could not account for the increase in knowledge experienced by students who attended live performances of the plays. Students who attended live performances of the play also scored higher on the study’s tolerance measure than the control group by a moderately large margin and were better able to recognize and appreciate what other people think and feel.”

HTY’s goal is that every child in Hawaii has access to a professional arts experience every year. As an ARTS FIRST Affiliate Partner, HTY’s plays are rich in material that meets Hawaii Department of Education (DOE) Content Standards so that teachers can integrate the live theatre experience into their classroom curriculum. Study Guides accompany each production. The plays we present are based upon our 68 years of experience, and direct feedback from stakeholders and the constituents we serve. Each play is designed for specific age groups of children so that teachers and parents may select plays appropriate to the interest level, need and focus of their children.

3. The public purpose and need to be served;

Hawaii is one of the most culturally diverse states in the nation. Unfortunately, the cost of living in Hawaii is consistently ranked the highest in the nation. The income gap between the rich and the needy is widening more and more each year.

The Study of the Financial Struggles Facing Working Families in Hawaii (2016) revealed “nearly half of Hawaii residents are living pay check to pay check.” This was the situation before the COVID pandemic hit. The 2022 Aloha Unite Way’s ALICE report findings reveal “Hawaii households have fallen below the ALICE Threshold, with an alarming increase in households now in poverty, from 9% in 2019 to 15% in 2022.” Having children in a household significantly increases the probability of being in poverty. “54% of households with children are below the ALICE Threshold.”

The high number of residents with economic hardship corresponds to a high percentage of Title 1 schools in Hawaii. The Statewide percentage of Title 1 schools in Hawaii is 67% for 2022-23, up 5% from 2020-21. The Oahu percentage of Title 1 schools is 56%, Hawaii Island is 95%, Maui County is 84% and Kauai County is 81%. Not only has the percentage of Title 1 Schools increased, but the severity of need has increased within the schools considered Title 1. This means many of these Title 1 schools have most or all of their students coming from poor and needy families.

Board of Education Superintendent Keith Hayashi said in a 12/29/2022 Hawaii News Now report, “It’ll be years before Hawaii’s public school students recover academically and behaviorally from the impacts of the COVID pandemic... According to a national report, it’ll take at least 3 years for elementary students to recover from the pandemic and even longer for secondary students... and it was found that students in schools with more poverty can expect a slower recovery.”

Access to the arts is critical to providing all Hawaii students with a well-rounded education that will enable them to become more resilient to difficulty, succeed in school and in their daily lives. Researchers conducted a 3 year study and evaluation in the “Children’s perceptions of live arts performances: A longitudinal study” (Early Child Development and Care, 176(6), 543-552) found children exposed to live arts performances developed positive dispositions for shared cultural diversity, a deeper understanding of their own individual identity, and displayed playful engagement in learning. Researchers cite that live arts exposure increases the ability to see situations in new ways, relate past experiences to future events, and use non-traditional methods to overcome adversity and express original ideas.

Recognizing that in many parts of Hawaii, children do not have any other opportunity to experience live, professional theatre performances and arts education programs HTY has been touring its plays and providing programming statewide since the 1960s. Prior to the pandemic HTY annually served over 100,000 children, families and teachers on all 6 major Hawaiian Islands.

Children that could gain the most from exposure to our productions are often prevented from participating due to economic barriers. One of the biggest ongoing challenges that faces HTY is

keeping the cost of our programs low enough so that all children in Hawaii regardless of economic resources or geographic location can participate in the arts.

The State of Hawaii's support of HTY's programs is mutually beneficial. The State's support helps HTY fulfill its mandate to provide quality educational theatre programs for all Hawaii children and also addresses the State's objective to support the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas in the State of Hawaii.

4. Describe the target population to be served; and

HTY requests funding to provide bus transportation assistance for children from Title 1 schools (poor/needy families) to attend HTY's educational theatre productions statewide.

The percentage of DOE students considered economically disadvantaged in 2020-21 is 50% (this is the most current data from the DOE). This measurement is probably much higher for 2022-23 if it follows the similar trend as Title 1 schools. Students are identified by their participation in free and reduced lunch programs and are considered Economically Disadvantaged. By providing bus transportation funding for children from Title 1 schools to attend HTY productions, children who might not otherwise be able to attend HTY productions will have that opportunity. HTY plays are targeted to meet the Standards and Benchmarks of the DOE, and HTY's work helps fill the gap left by Hawaii public schools' limited resources for arts education programs.

HTY already receives more requests for funding assistance than we can support and the requests have increased over the years. "We are appreciative of the bus grants, but we could definitely use more funds to subsidize the cost of plays and buses," writes one DOE teacher. Another teacher writes, "Our students live in extreme poverty and although we were able to receive bus grants and some monies from the school, a few students could not attend due to the cost - \$2."

HTY is committed to keeping ticket prices affordable for all students so we charge only \$6 per student for school performances that cost \$20 per person to produce. Students who qualify for free or reduced-cost lunch receive a further discount and pay only \$4.50 for admission. Often the cost of bus transportation (\$10 or higher) exceeds the cost of HTY tickets. To help underwrite the additional transportation cost for Title 1 students to attend performances, HTY seeks financial support from the community.

The target population to be served is best described from those who live in those areas and work with the target population – school teachers from Title 1 schools. Teacher feedback below:

- Thank you for providing the bus grant so ALL students could go.
- The bus grants are so appreciated as many of our students struggle to pay for buses.

- Getting help with buses so that the kids can experience a play in the theatre helps out a lot. Buses are VERY expensive these days.
- Our biggest deterrent is the cost of transportation, but we feel that your shows provide such excellent cultural and art opportunities that our students would not typically get through the home, and so we try to bring them to see an HTY performance as often as we can.
- My students would not be able to attend a play/performance without the grants to supplement the costs. This performance will most likely be the only one that many will attend all year. It's great for students to see a live action performance instead of just a movie or video. Live action is an entirely different experience.
- I really appreciate that you all take the time to put together an AMAZING show. Our kids NEVER get the opportunity to see the arts like this. You should have seen their eyes just walking into a theater, they are in awe. Then when the performance began with the lights and music and the live human beings (not a tv screen), their jaws dropped. It's wonderful.
- Students get the rare opportunity to see live theater designed specifically for them. They always leave with message that touches their heart and head and a skip in their step. Thank you for reaching out to outer islands and keeping it affordable!
- The experience of seeing a play is something my students would not get if you didn't offer it. The chance to see performers on a stage in a theater really brings narratives to life and provides an opportunity to develop storytelling, imagination and culture that the students really use in their reading comprehension and writing after seeing it.
- Theatre is a form of art. Most kids nowadays are only exposed to technology (tv, ipads, iphones). Being able to expose them to a play is refreshing, just being able to watch actual people on stage is an amazing human experience.

5. Describe the geographic coverage.

Honolulu Theatre for Youth's performance home is Tenney Theatre, a 300 seat theatre located on the grounds of The Cathedral of Saint Andrew in Downtown Honolulu. HTY has been at this site for 17 years.

Prior to the pandemic, Oahu school audiences were bussed in daily (Monday - Friday, 2 school shows/day) and family audiences (Opening night and Sat/Sun) attended the weekend performances. Before March 2020, HTY would annually tour 2-3 of its plays to theatres, school gymnasiums, school cafeterias and community halls on the 5 Neighbor Islands, and at preschools and libraries statewide.

HTY has been touring to the Neighbor Islands since 1966. During that time, the majority of Neighbor Island schools have participated in HTY's educational theatre programs. HTY programs

are a vital resource for Neighbor Island schoolchildren who lack access to the educational and cultural opportunities that are available to Oahu children. In fact for many Neighbor Island students, contact with HTY programs provides them with their sole exposure to live professional theatre. HTY works with schools, libraries and the community to ensure that students on all islands are provided quality educational theatre programs that enhance their learning experience.

For HTY's 2022-23 season, as we returned to more of our pre-pandemic activities, students and teachers are eager for live in-person field trips to the theatres. A teacher's response to HTY's THE PA'KAI WE BRING, "Terrific! Excellent performance. Spot on for our grade level/age, the performance message was a beautifully needed one. As a first field trip since COVID, it was a memorable and enjoying experience for my 6th graders. We even used a line from the lead song during our activities upon returning to school. Your theater and performers made quite an impression. TY again!"

We anticipate FY24 Statewide Tour will be held in the venues listed below:

Oahu: Tenney Theatre.

Hawaii Island: UH Hilo Performing Arts Center, Aloha Theatre, Kahilu Theatre

Maui: Iao Theatre, Hana Elementary

Kauai: Kauai War Memorial Convention Hall or Kauai Community College Performing Arts Center

Lanai and Molokai Schools

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

Honolulu Theatre for Youth requests State of Hawaii GIA funding to provide bus transportation assistance for children from Title 1 schools (poor/needy families) to attend HTY's educational theatre productions statewide.

The State GIA Award amount of \$150,000 will help cover the cost of 488 BUSES for approximately 24,400 Title 1 School Children statewide and provide them with the opportunity to experience a live professional theatrical performance. HTY plays are targeted to meet the Standards and Benchmarks of the DOE. \$134,200 of the \$150,000 covers direct costs of bus transportation. An average size bus can carry approximately 50 children. At this time the average cost of a bus is \$275 with either Roberts Hawaii or Ground Transportation. The price varies depending on length of trip. The remaining \$15,800 of the \$150,000 is for personnel cost to administer the program.

HTY is in constant contact with local teachers to discover the work relevant for each grade level. In Spring 2023, the HTY School Reservations Manager will send out the HTY 2023-2024 Season Brochure and Teacher Reservation Form directly to schools. Throughout the rest of the school year he is engaged directly with teachers and school coordinators, collecting feedback, addressing all of their questions and concerns about attending a HTY production. During the reservation process, he collects all requests for bus transportation assistance and distributes the funds based upon a fair and equitable process.

HTY School Reservations Manager coordinates with the HTY House Manager who oversees the arrival of students and teachers, their traffic flow in-out of the theatre complex, seating arrangements and ensures health and safety protocols are adhered to per Government requirements and HTY's Certified COVID Compliance Officer's policies.

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

Timeline: Project Period: (Fiscal Year July 2023-June 2024)

(The exact program start date will be TBD pending execution of the State of Hawaii GIA contract.)

Note: Our performance season follows the DOE school year. Performances begin in August/September and run through Winter Break in December. Performances resume in January and run through May. We anticipate the Neighbor Island Tour to be conducted during September-October.

Fall 2023: When State GIA Funds are available, schools will be notified that they can apply to HTY for bus transportation assistance.

Fall 2023-Spring 2024: Bus grants will be awarded to schools that apply based upon a fair and equitable process.

- Once schools apply and are awarded bus transportation, the schools will provide the number of students attending, (which determines the number of buses needed), and they will book the buses directly with the bus companies.
- The bus companies will bill and provide an invoice to HTY and HTY will pay for the awarded schools' buses.
- Schools will use attendance forms to track the number of students who attended HTY shows and how many buses were used.

Spring 2024: Data will be compiled and evaluated.

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

Records of attendance, evaluations of every production by teachers and participants and formal discussion with key stakeholders are at the core of our evaluative process. A successful program

will prove useful to the teacher, engage a family in spirited discussion or prompt further investigation. In addition to tracking the attendance numerically we also depend on testimony from participants, teachers and partnering organizations to provide us with qualitative feedback.

- Once schools apply and are awarded bus transportation, the schools will provide the number of students attending, (which determines the number of buses needed), and they will book the buses directly with the bus companies.
 - The bus companies will bill and provide an invoice to HTY and HTY will pay for the awarded schools' buses.
 - Schools will use attendance forms to track the number of students who attended HTY shows and how many buses were used.
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 State GIA Award amount of \$150,000 will help cover the cost of 488 BUSES for approximately 24,400 Title 1 School Children statewide and provide them with the opportunity to experience a live professional theatrical performance. HTY plays are targeted to meet the Standards and Benchmarks of the DOE. \$134,200 of the \$150,000 covers direct costs of bus transportation. An average size bus can carry approximately 50 children. At this time the average cost of a bus is \$275 with either Roberts Hawaii or Ground Transportation. The price varies depending on length of trip. The remaining \$15,800 of the \$150,000 is for personnel cost to administer the program.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds (Link)
 - b. Personnel salaries and wages (Link)
 - c. Equipment and motor vehicles (Link)
 - d. Capital project details (Link)
 - e. Government contracts, grants, and grants in aid (Link)
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2024.

Quarter 1 (Jul-Sept 2023)	Quarter 2 (Oct-Dec 2023)	Quarter 3 (Jan-Mar 2024)	Quarter 4 (Apr-June 2024)	Total Grant
\$60,000	\$10,000	\$40,000	\$40,000	\$150,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2024.

Annie Sinclair Knudsen Memorial Fund of HCF, Atherton Family Foundation, Cades Foundation, Cooke Foundation, Elsie H. Wilcox Foundation, First Hawaiian Bank Foundation, The Freeman Foundation, Friends of Hawaii Charities, George N. Wilcox Trust, Lanai Community Benefit Fund of HCF, HCF Robert Black Fund, HEI Charitable Foundation, John R. Halligan Fund, Johnson Ohana Foundation, Jhamandas Watumull Fund, McInerny Foundation, Samuel & Mary Castle Foundation, The Schuler Family Foundation, Shubert Foundation, Ulupono Initiative, Zilber Family Foundation, City & County of Honolulu GIA, State Foundation on Culture and the Arts, National Endowment for the Arts, State Department of Health (DOH) Office of Public Health Preparedness, DOH Healthy Hawaii Initiative (HHI), City Department of Environmental Services and private donors.

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.

Federal Employee Retention Tax Credit	2021 Quarter 1	\$118,248.78
Federal Employee Retention Tax Credit	2021 Quarter 2	\$ 40,727.86

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 2024 for program funding.

	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
National Endowment for the Arts	\$35,000	\$45,000	\$30,000	
National Endowment for the Arts (CARES/ARP)	\$50,000 (CARES)	\$100,000 (ARP)	n/a	
SVOG	n/a	\$361,430	n/a	
Paycheck Protection Program	\$184,600	\$213,190	n/a	
SFCA PD	\$20,000	\$13,300	\$23,000	
SFCA Teaching Artist Logistics & Coordination	n/a	\$30,000	\$45,000	
SFCA POL	\$20,000	\$20,000	\$20,000	
SFCA BG	\$15,000	\$15,000	\$15,000	

SFCA AITS (APP WOA)	\$31,240	\$53,381	\$65,450	\$65,450
DOH Public Health Preparedness	n/a	\$30,000	\$30,000	
DOH HHI	\$21,500	\$14,500		
DOH – Maternal & Child Health	n/a	\$9,780		
DOH Chronic Disease Prevention & Health Promotion (CDC Fed Funds)	n/a	2 years LOI for \$150,000: Year 1 of 2 (Dec 2021-May 2023)	LOI Year 2 of 2 (Dec 2021-May 2023)	
State GIA	n/a	n/a	\$150,000 pending contracting	
HTA HCF Kukulu Ola	n/a	\$30,000	n/a	
SFCA CARES/ARP (Fed funds)	\$15,000 (CARES)	\$15,000 (ARP)	n/a	
State Hawaii Business Pivot	\$10,000 (CARES)	n/a	n/a	
City Dept Environmental Services	\$35,000	\$25,000	\$20,000	
City GIA	\$100,000	n/a	n/a	Applied/ Pending
City Culture and the Arts Relief & Recovery Fund	\$50,000 (CARES)	n/a	n/a	
City Small Business Relief & Recovery Grant (CARES)	\$20,000 (CARES)	n/a	n/a	

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2022.

The Total Net Assets as of 12/31/2022 is \$976,936.73.

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

Honolulu Theatre for Youth is a theatre of place, deeply rooted in the cultures and people of the Pacific. Founded in 1955, HTY is one of the oldest professional children’s theatres in the country and is recognized nationally for its long history of innovative drama education

programming and the creation of original theatrical work. As the only professional nonprofit theatre in the State and the largest independent provider of arts education in Hawaii, the company has long played a leading role in the region. HTY was awarded the 2022 Children's Theatre Foundation of America, Corey Medalion in recognition of the significant work they have done in the field of Theatre for Youth.

Recognizing that in many parts of Hawaii, children do not have any other opportunity to experience live, professional theatre performances and arts education programs HTY has been touring its plays and providing programming statewide since the 1960s. Prior to the pandemic HTY annually served over 100,000 children, families and teachers on all 6 major Hawaiian Islands. Currently, HTY's digital work including an Emmy award winning half-hour television show called THE HI WAY, a series on social emotional learning, a season of full digital productions and a podcast series have received over 6 million views.

We have administered this program for several years prior to the pandemic. For 2018-19 HTY received a City GIA (\$75,000) and a State GIA (\$75,000) for bus funding. The program was implemented as planned and all 2018-19 City and State GIA funds were expended.

For 2019-20 HTY was awarded a City GIA (\$100,000) and a State GIA (\$90,000) for bus funding. Due to the unprecedented nature and impact of the COVID-19 global pandemic and in keeping with the Governor's and Mayor of Honolulu Emergency Proclamations, all live performances were canceled. HTY applied and received contract amendments for the City GIA and State GIA to pivot to digital educational programs (THE HI WAY) for children and families available online and broadcast statewide on all Hawaii News Now stations. HTY's THE HI WAY, its hit television series, won 3 regional Emmy awards for the episodes *Pono*, *Racism* and *DA HOLIDAYS*. All 2019-20 City and State GIA funds were expended. <https://membership.htyweb.org/about-the-hi-way/>

For 2022-23 HTY was awarded a State GIA (\$150,000) for bus funding. However at the time of this application, the contract has yet to be executed by the State. The links below are Civil Beat Articles about the status of this State GIA.

<https://www.civilbeat.org/2022/10/hawaiis-nonprofits-are-still-waiting-for-millions-of-dollars-in-needed-grants/>

<https://www.civilbeat.org/2022/11/state-grants-promised-to-hawaii-nonprofits-likely-to-be-in-limbo-for-weeks/>

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

We anticipate FY24 Statewide Tour will be held in the venues listed below:

Oahu: Tenney Theatre.

Hawaii Island: UH Hilo Performing Arts Center, Aloha Theatre, Kahilu Theatre

Maui: Iao Theatre, Hana Elementary

Kauai: Kauai War Memorial Convention Hall or Kauai Community College Performing Arts Center

Lanai and Molokai Schools

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

HTY is led by a 3 person Management Team who work with a board of directors that provides overall organizational guidance and leadership. HTY has a paid staff of 22 and approximately 100 volunteers. Artistic Director Eric Johnson's over 20 years of professional theatre production experience includes 16 seasons at HTY. Managing Director Rebecca Dunning is concerned with budgets, finances, contracts, tour logistics and personnel, and has worked in non-profit management in Hawaii for over 35 years. Director of Drama Education Daniel A. Kelin II holds a MFA in Child Drama from the University of Hawaii and has headed HTY's Drama Education Department since 1987.

The Managing Director supervises the School Reservations Manager. The School Reservations Manager is the staff person directly involved with scheduling the schools to attend HTY performances and receives and processes requests for bus transportation assistance. The School Reservations Manager position description is listed below.

School Reservations Manager - A full time position responsible for scheduling and reservations for school performances and support for family performances and special events.

School Reservations Duties:

- Assist Artistic Director, Production Manager, and Managing Director to plan the next year's season brochure and promotion materials
- Organize and supervise school brochure/teacher guide distribution. Prepare teacher packet contents, mailing labels, delivery routes, and reservation forms. Supervise volunteers with collating, packet assembly, mailing and delivery
- Schedule all school performances for Oahu and Neighbor Islands for Preschool through High School grades

- Point of contact for teachers and school contacts
- Process and enter reservation requests for school performances
- Schedule American Sign Language Interpreters for School and Family performances
- Prepare and maintain school performance schedules
- Distribute School Schedules to HTY Box Office coordinator, House Manager, and Stage Manager and provide them with regular updates
- Prepare and distribute Confirmation and Attendance forms to schools
- Administer Bus Grant Program
- Administer Reduced Admission Program
- Maintain school database, edit database forms, and design new layouts using Filemaker Pro
- Field incoming calls and emails from teachers and school administrators

General Office & Box Office Duties:

- Assist Office Manager with maintaining office supplies and equipment (postage meter, photocopy machine)
- Monitor and distribute incoming faxes using an online program
- Monitor online ticket sales and manage online credit card processing interface
- Supervise Box Office Coordinator and provide additional support for performances as needed
- Reconcile School and Family box office reports after each performance
- Maintain School and Family box office totals and attendance numbers for accounting and grant reporting purposes
- Provide back up support for family box office ticket sales
- Respond to outside requests for gift certificate donations for auctions and special events
- Other duties as assigned

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached HTY Organization Chart.

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Managing Director \$70,000.⁰⁰

Artistic Director \$70,000.⁰⁰

Drama Education Director \$70,000.⁰⁰

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

2. Licensure or Accreditation

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

N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2023-24 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2023-24, but
- (b) Not received by the applicant thereafter.

HTY has developed a diversified funding base and continuously seeks new sources of funding for programs. Approximately half of HTY's annual budget was typically earned through admissions and tuition; the other half was contributed by foundations, individuals, and businesses. Over the past two years HTY received significant pandemic relief funding to produce digital content. We hope that we can use the GIA funds to restart our live productions, as we know that many schools and families will be facing economic challenges. HTY is researching other funding sources from both government and private sources to help subsidize

transportation and admissions for Title 1 schools to attend HTY's educational productions beyond the 2023-24 Season.

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2023 to June 30, 2024

Applicant: Honolulu Theatre for Youth

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
School Reservations Manager	1	\$42,500.00	20.00%	\$ 8,500.00
Managing Director	1	\$70,000.00	8.00%	\$ 5,600.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				14,100.00
JUSTIFICATION/COMMENTS:				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Honolulu Theatre for Youth

For Fiscal Year 2022-23

Contracts Total: 398,450

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	To support the development and production of "Peter Pop Pan," a devised musical for young audiences.	FY 2023	National Endowment for the Arts	US	30,000
2	Professional Development for Classroom Teachers Program Support	FY 2022-23	State Foundation on Culture and the Arts	HI	23,000
	Teaching Artist Institute Logistics and Coordination Management	FY 2022-23	State Foundation on Culture and the Arts	HI	45,000
3	Poetry Out Loud - Hawaii	FY 2022-23	State Foundation on Culture and the Arts	HI	20,000
4	HTY's THE HI WAY 2022-23 Season	FY 2022-23	State Foundation on Culture and the Arts	HI	15,000
5	Artists in the Schools Program (AITS)	FY 2022-23	State Foundation on Culture and the Arts	HI	65,450
	Prepare NOW educational materials, performance and distribution for school aged youth, families and teachers.	FY 2022-23	DOH-Office of Public Health Preparedness	HI	30,000
6	Resource creation services for vulnerable and high-risk children around chronic disease prevention	FY 2022-23	DOH-Chronic Disease Prevention	US/HI	Year 2
7	Bus Transportation for Title 1 Schools to HTY Productions on Oahu and the Neighbor Islands	FY 2023	Department of Labor-Office of Community Services	HI	150,000
8	The HI WAY- Episode	FY 2022-23	Department of Environmental Services	Honolulu	20,000
9					
10					
11					
12					
13					
14					



Honolulu Theatre for Youth Organizational Chart

