



Hawai'i State Foundation on Culture & the Arts  
Folk & Traditional Arts Program  
Culture Learning Grant Information and Instructions  
for Fiscal Biennium 2016 & 2017

PURPOSE OF THE GRANT:	To support the health and well-being of folk and traditional arts in Hawai'i communities through group cultural learning for children and families.
ABOUT THE HSFCA:	<p>Mission – To promote, perpetuate, preserve, and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawai'i.</p> <p>The Culture Learning Grants Program allows the HSFCA to:</p> <ol style="list-style-type: none"> <li>(1) encourage advocacy and leadership in cultural communities,</li> <li>(2) support community education and life-long learning in culture and traditional arts through out-of-school cultural arts residencies for children and families, and</li> <li>(3) increase access by making funding available statewide and for cultures with low participation in HSFCA programs.</li> </ol>
WHO CAN APPLY:	<p>Organizations involved folk and traditional arts that are relevant to Hawai'i's communities. These cultural traditions and arts must be actively practiced within a local community.</p> <ul style="list-style-type: none"> <li>• Applications must be submitted by <b>an eligible organization</b>.</li> <li>• Applicant must be a nonprofit organization, designated as exempt from federal income tax by the Internal Revenue Service (IRS).</li> <li>• Applicant organization must have at least one year's experience with the type of project proposed. The HSFCA may grant an exception to this policy where the requesting or proposing organization has demonstrated the necessary experience in the program area.</li> <li>• Culture Learning projects must be conducted in the State of Hawai'i.</li> </ul>
GRANT PROJECT PERIOD:	July 1, 2015 through June 30, 2016 (year 1) and July 1, 2016 through June 30, 2017 (year 2)
APPLICATION POSTMARK DEADLINE:	<p><b>Monday, March 2, 2015</b> (postmarked date) – mail to:</p> <p>Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts 250 South Hotel St., 2<sup>nd</sup> floor Honolulu, Hawai'i 96813</p> <p>Do not fax or email application. Required application materials not received or postmarked by the application due date will not be considered.</p> <p>You do not need to mail the application via express or private carrier. It is</p>



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	a postmark deadline, so you can use regular mail.
CONTACT:	<p>It is strongly recommended that you contact us to discuss your proposed Culture Learning application and project as early as possible before the deadline.</p> <p>Denise Miyahana, Arts Program Specialist Hawai`i State Foundation on Culture and the Arts Phone: 808-586-0771    Email: <a href="mailto:denise.miyahana@hawaii.gov">denise.miyahana@hawaii.gov</a></p> <p><i>Neighbor islands call toll free:</i> Hawai`i – 974-4000 ext 6-0771 Maui – 984-2400 ext 6-0771 Kaua`i – 274-3141 ext 6-0771 Lana`i/Moloka`i – 1-800-468-4644 ext 6-0771</p>
APPLICATION MATERIALS:	<p>Complete and submit the enclosed <b>required application materials</b>:</p> <ul style="list-style-type: none"> <li>• Organization Profile Form. (word.doc) <ul style="list-style-type: none"> <li>○ Information about the Organization.</li> <li>○ Certification for authorized signatories.</li> <li>○ Statement In Lieu of Eligibility Documentation.</li> </ul> </li> <li>• Project Description Form. (word.doc)</li> <li>• Letter of Support Form. (word.doc)</li> <li>• Budget Forms. (excel.xls) <ul style="list-style-type: none"> <li>○ Expenses Details Form.</li> <li>○ Income Form.</li> </ul> </li> <li>• Work samples.</li> </ul> <p>Application materials are available on HSFCA website to download: <a href="http://www.hawaii.gov/sfca">www.hawaii.gov/sfca</a></p> <p>You can also request application materials via email: <a href="mailto:denise.miyahana@hawaii.gov">denise.miyahana@hawaii.gov</a></p>
ELIGIBILITY DOCUMENTATION:	<p>Applicant organizations that currently receive grant or project funding from the HSFCA are considered eligible.</p> <p>First-time applicants must provide certain documents in order to assess eligibility. Organizations are encouraged to allow sufficient time to make any necessary changes to bylaws or adopt any policy statements that will allow the organization to be eligible for HSFCA funding prior to the application deadline.</p> <p><u>Documents</u></p>



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	<p>1. A copy of the organization's tax exempt status letter from the IRS; and 2. A copy of the organization's bylaws and required policy statements.</p> <p><u>An organization's bylaws or policy statements MUST INCLUDE:</u></p> <ol style="list-style-type: none"> <li>1. Statements which establish a governing board whose members have no material conflict of interest and serve without compensation;</li> <li>2. A description of the manner in which business is conducted;</li> <li>3. A statement verifying that nepotism is prohibited; and</li> <li>4. Procedures for addressing potential conflict-of-interest situations.</li> </ol> <p><i>See pdf of Sample Wording for your Organization's Bylaws.</i></p> <p>If your organization needs to submit eligibility documentation, please do so as soon as possible. This will allow time for any changes you may need to make to your bylaws or corporate resolutions before the application deadline.</p>
<p>MAXIMUM GRANT &amp; ELIGIBLE EXPENSES:</p>	<p>Each Culture Learning Grant is \$5,000 for each of the two years. No match is required.</p> <p>Grant funds can be used to pay for the following:</p> <ul style="list-style-type: none"> <li>• Teaching fees.</li> <li>• Travel expenses (in-state only).</li> <li>• Project and teaching supplies and materials.</li> <li>• Classroom space.</li> <li>• Project administration (limited to 10% of grant request).</li> </ul>
<p>APPLICATION REQUIREMENTS:</p> <p><i>(applications not meeting these requirements will not be considered)</i></p>	<ul style="list-style-type: none"> <li>• All application materials must be submitted by the postmark deadline. Anything missing by the postmark deadline means the application is incomplete. Incomplete applications will not be considered (see Application Materials above).</li> <li>• Applicant organizations must be eligible by the postmark deadline.</li> <li>• Only one application per organization.</li> <li>• Current application forms must be used. Applicants using forms from previous years will not be considered.</li> <li>• Contemporary fine arts are not eligible. These may include but are not limited to contemporary visual or performing arts, filmmaking, popular arts, fusion practices, etc.</li> <li>• Occupational "folklife" or "folkways" such as massage therapy, use of medicinal herbs, cooking, farming and fishing are not eligible, <b>unless</b> the application focuses on an aesthetic aspect (for example the traditional making of /tools/ implements or folk/traditional festive ceremonies related to the occupation).</li> </ul>



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<p>APPLICATION PACKAGE PREPARATION</p>	<p>This application is either a Word.doc or an Excel spreadsheet. The boxes expand as you type.</p> <p>Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.</p> <p>Since we need to make copies of your application for panel review:</p> <ul style="list-style-type: none"> <li>• Do Not staple your materials.</li> <li>• Do Not bind your application and support materials, i.e. no 3-ring binder, folios, archival sleeves.</li> </ul>
<p>APPLICATION INSTRUCTIONS:</p>	<p><u>Organization Profile Form</u></p> <ul style="list-style-type: none"> <li>• Provide your organization's contact information.</li> <li>• Grantee information for federal reporting is collected via this form.</li> <li>• Provide your organization's profile information.             <ul style="list-style-type: none"> <li>○ Mission Statement.</li> <li>○ List of your organization's major activities and attendance. You can be brief with the name of the event or activity, target population and average attendance figure.</li> <li>○ List of your organization's staff and board members. Identifying who, job or board title, and whether your staff is employed or contracted is sufficient.</li> </ul> </li> <li>• Provide your organization's financial profile. This includes brief information about your last completed fiscal year and your total operating budget over a three-year period. (Operating budget does not include capital funds, endowments, trusts, securities, and the like.)</li> </ul> <p><u>Certification</u> This form is for us to have on record. It concerns who in your organization are the authorized signatories. Please be sure that these conform to your bylaws or corporate resolution(s) regarding signatures for contracts, payments and other legal documents.</p> <p><u>Statement In Lieu of Eligibility Documentation</u> This form is for organizations that currently receive project or grant funding from the HSFCA.</p> <p><u>Project Description Form</u></p> <ul style="list-style-type: none"> <li>• Provide a brief and succinct project title.</li> <li>• Provide a brief and succinct purpose for doing this project.</li> <li>• Identify the folk or traditional cultural arts/activities for the project. For example: songs, language, cultural history, crafts, storytelling, music,</li> </ul>



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	<p>dance, etc.</p> <ul style="list-style-type: none"> <li>• Identify the culture or cultures of this project. For example: Samoan, Burmese, Palauan, etc.</li> <li>• Provide project contact information for the individual(s) who will direct or coordinate the project.</li> <li>• Grantee project information for federal reporting is collected via this form.       <ul style="list-style-type: none"> <li>○ Populations to Benefit by Race – refers to the primary population that your project will serve. If your project serves several cultures, select “no single group”.</li> <li>○ Islands Served Directly by this Project – refers to the island(s) where you are implementing activities for your target population.</li> <li>○ Number of Adults Engaged in “In-Person” Experiences – estimate number of adult participants who will be directly engaged (e.g. workshop participants, audience attending a performance or lecture).</li> <li>○ Number of Youth Engaged in “In-Person Experiences - estimate number of youth participants who will be directly engaged (e.g. workshop participants, audience attending a performance or lecture).</li> <li>○ Number of Artists Directly Involved – refers to your cultural teachers conducting the proposed cultural activities.</li> <li>○ Number of Other Professionals Directly Involved – refers to adult professionals who have a role in your project’s implementation (e.g. school teachers, program administrators, staff from collaborating organizations).</li> </ul> </li> <li>• Provide information about the project that will help panelists understand what you intend to do, how and why.       <ul style="list-style-type: none"> <li>○ Briefly describe project activities – what you will be implementing, who will have hands-on work to do (coordinating, teaching, leading, etc), and how you will be implementing your activities. Include proposed public or community presentations.</li> <li>○ Identify proposed locations of proposed activities. Include excursions, if that is part of the implementation.</li> <li>○ Identify a brief timeline of activities.</li> <li>○ Identify the key individuals who will be responsible for the project and/or its activities. Provide a very brief description of what they will be responsible for. For example: activity leaders, cultural teachers, excursion leaders, etc. You may attach relevant bios, resumes or CVs.</li> <li>○ Populations to Benefit by Distinct Groups – refers to your project audience. Who is your target population for the proposed activities? Who is your audience for public/community presentations? Identify youth ages or grades (if you have not already done so). Will you be serving immediate or extended</li> </ul> </li> </ul>
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	<p>families?</p> <ul style="list-style-type: none"><li>○ Briefly describe why there is a need to do this project. What will the impact be? How will it benefit – the target population, a given cultural community, the neighborhood, etc.?</li><li>○ Publicity – how/where/to whom will you disseminate information to attract your target population for participation in the activities, and to inform any audiences about your public/community presentation(s)?</li><li>○ Evaluation – how will you know that your project was successful? What measure(s) will you use? What evidence can you collect?</li></ul> <ul style="list-style-type: none"><li>● Work Samples – Work samples must be relevant to the proposed activities. They should depict something about the kinds of activities to be implemented or who will be conducting the activities, etc.</li></ul> <p><u>PHOTO IMAGES</u></p> <p><b>Printed Photographs:</b> You may submit color print copies of the photographs, instead of the actual photographs. Printed copies of the photograph should be of good quality. Identify photos with short captions.</p> <p><b>CD Photographs:</b> You may submit photographs on a CD. Label clearly and provide a sheet describing/explaining what the photos are about.</p> <p><u>AUDIO</u></p> <p><b>Audio CDs:</b> Please identify the musical selection(s). Label clearly and provide a sheet describing/explaining what the video is about. For example – who is performing the music, what is the music.</p> <p><u>VIDEO</u></p> <p><b>DVDs:</b> Please identify the video selection(s). Label clearly and provide a sheet describing/explaining what the video is about.</p> <p><u>WEBSITE LINKS:</u></p> <p>If your support materials can be viewed on your website, youtube, vimeo etc that staff and panelists can access, please type in the website links.</p> <p><u>PRINT MATERIALS</u></p> <p>Flyers, program playbills, news/magazine/newsletter articles.</p> <p><u>Letters of Support Form</u></p> <ul style="list-style-type: none"><li>● Use the Letters of Support Form.</li><li>● Letters of Support must be obtained from persons who are not immediate family members.</li></ul>
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	<ul style="list-style-type: none"> <li>• Letters of Support should not be obtained from HSFCA employed or contracted Staff, or current Commissioners.</li> <li>• Obtain letters from those who know and understand the value of your work. The letters should be written and signed by someone who can speak to your organization’s capabilities in implementing the Culture Learning project, or the quality of the proposed project activities.</li> <li>• If you will be working with or collaborating with other individuals or organizations, letters from them should speak to their involvement and commitment to the project.</li> </ul> <p><u>Project Budget Forms</u> Proposed cash expenses must equal proposed cash income. If you anticipate any in-kind goods and services to support this project, please indicate. For example: classroom use may be provided for free, volunteers assist with program implementation or public/community presentations.</p> <ul style="list-style-type: none"> <li>• Proposed Budget Expenses Details – allowable grant expenses. Project expenses should align with the project description of activities. <ul style="list-style-type: none"> <li>○ Project Support Costs/Project Administration. Must not exceed 10% of the grant request.</li> <li>○ Project coordination - fees or honoraria.</li> <li>○ Professional &amp; Artistic Services: cultural artists, teachers, activity leaders - fees or honoraria.</li> <li>○ Facilities use – project activity/classroom space rental or fees.</li> <li>○ Interisland travel costs – airfare, airport parking, ground transportation, lodging.</li> <li>○ On-island travel costs – mileage, parking.</li> <li>○ Project materials and supplies must be for the project activities. For example: educational materials, classroom &amp; teaching supplies, office supplies.</li> </ul> </li> <li>• Proposed Budget Income – possible sources of cash to support the project. A grant cash match is not required. However, if the total project cost exceeds the allowable grant amount, then identify the other sources of funds. <ul style="list-style-type: none"> <li>○ Fees/Earned Revenue –</li> <li>○ Private Grants &amp; Donations –</li> <li>○ Federal Grants or Support –</li> <li>○ State &amp; County Grants or Support (non-HSFCA) –</li> <li>○ Applicant Cash or Other Earned Revenue –</li> </ul> </li> </ul>
WE DO NOT FUND:	<p><u>Cost items that the HSFCA does not fund:</u></p> <ul style="list-style-type: none"> <li>• Building, renovation, maintenance of facilities, or other capital</li> </ul>



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	<p>expenditures</p> <ul style="list-style-type: none"> <li>• Activities completed prior to the project period</li> <li>• Fellowships, scholarships, theses, dissertations, tuition</li> <li>• Fund raising</li> <li>• Grant writing, grant management fees or indirect cost rates</li> <li>• Commissioning visual artists to execute professional works of art</li> <li>• Costs for food and/or refreshments</li> <li>• Perquisites (non-salary compensation or other employee benefits)</li> <li>• Equipment purchases and/or long-term equipment rentals</li> <li>• Enduring assets such as musical instruments, musical scores, books, costumes, and props</li> <li>• Foreign travel</li> <li>• Subgrants or regrants</li> <li>• Interest payments, insurance, or similar finance costs; audits</li> <li>• Utilities and communications costs (e.g. water, electricity, telephone)</li> <li>• Un-itemized miscellaneous</li> <li>• Maintenance or repair costs</li> <li>• Technology-related expenses, including but not limited to computer hardware or software, Internet, website, or E-mail, or contracted assistance to design or maintain such services</li> </ul> <p><u>Projects that the Culture Learning Grant does not fund:</u></p> <ul style="list-style-type: none"> <li>• Festivals, community events, concerts, competitions</li> <li>• School programs, projects or residencies (see Artists-in-the-Schools arts residency grants)</li> <li>• Other arts and culture grants to organizations (see Biennium Grants)</li> <li>• Conferences, symposia, lectures, workshops and classes, continuing education courses, and similar activities.</li> <li>• Out-of-state collaborations</li> </ul>
<p>HOW THIS PROGRAM IS FUNDED:</p>	<p>The HSFCA Folk &amp; Traditional Arts Program submits a grant application annually in October to the National Endowment for the Arts (NEA) for statewide cultural support. The amount of NEA grant received is matched one-to-one with state general funds. A portion of the request is to fund these culture learning grants.</p>
<p>GRANT PROGRAM TIMEFRAME:</p>	<p>These are the approximate benchmark dates for the Culture Learning Grants Program:</p> <ul style="list-style-type: none"> <li>• January 2015 – disseminate application information and materials for Fiscal Biennium 2016 &amp; 2017</li> <li>• March 2, 2015 – application deadline</li> <li>• April 2015 – panel meeting for review of applications to make funding recommendations</li> </ul>



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<p>HOW APPLICATIONS ARE REVIEWED AND EVALUATED:</p>	<p><u>Receiving and Processing Applications</u></p> <ul style="list-style-type: none"> <li>• Applications will be reviewed by staff for completeness and eligibility.</li> <li>• Applicants will receive written notification of the outcome of their application in July.</li> </ul> <p><u>Reviewing and Evaluating Applications</u></p> <ul style="list-style-type: none"> <li>• Applications will be reviewed and scored in a panel meeting and panelists will make funding recommendations to the HSFCA Board of Commissioners for culture learning grants funding approval.</li> <li>• Evaluation Criteria:             <ul style="list-style-type: none"> <li>○ Proposal clarity; completeness of answers.</li> <li>○ Proposed cultural activities.</li> <li>○ Project need and accessibility.</li> <li>○ Cultural need or urgency.</li> </ul> </li> <li>• Additional considerations             <ul style="list-style-type: none"> <li>○ Cultural communities with no or low participation in any HSFCA program may be given priority.</li> </ul> </li> </ul> <p><u>Who are Panelists?</u></p> <p>Panelists are community members with experience or expertise in a traditional art form/cultural practice, or are knowledgeable about one or more cultural communities in the state.</p> <p>A panel pool of possible panelists in our state is regularly updated. Individuals in the panel pool include university teachers and administrators with expertise in traditional arts/cultural practices, previous folk &amp; traditional arts grantees who successfully completed their projects, cultural specialists at other institutions, traditional artists and cultural practitioners.</p>
<p>AFTER GRANT IS FUNDED:</p>	<p><u>Requirements for Grantees</u></p> <ul style="list-style-type: none"> <li>• The Culture Learning organization must submit a Final Report after each year. The Final Report must include evidence of work</li> </ul>



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	<p>accomplished, such as photos, any printed materials, CD or DVD.</p> <ul style="list-style-type: none"> <li>• Conduct a community or public presentation at or towards the end of each year. For example, this can be a talk, performance or an exhibit at a school, library, community center, arts organization.</li> <li>• Inform staff about performances or community and public presentations so that staff and panelists/advisors can attend.</li> <li>• Successful completion of the first grant year is required in order for the second year to take place.</li> <li>• Folk &amp; Traditional Arts grantees who fail to complete all grant requirements will jeopardize their opportunity to apply for another folk &amp; traditional arts grant.</li> <li>• We recommend that grantees thank their own legislators for the public funding support – with a letter, or email or personal visit.</li> </ul> <p><u>Public information and credits</u></p> <ul style="list-style-type: none"> <li>○ The Organization must credit the Culture Learning Program at their community or public presentation.</li> <li>○ For printed materials, such as flyers and playbills, the HSFCA logo is to be used.</li> <li>○ Required language for credits &amp; acknowledgements <i>“This program is supported in part by the State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai`i and by the National Endowment for the Arts.”</i></li> </ul>
<p>HSFCA RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> <li>• The grant for each year is dependent upon availability of funds. The Board of Commissioners will approve the Folk &amp; Traditional Arts Program annual budget which includes Culture Learning Grants.</li> <li>• HSFCA reserves the right to continue or discontinue the project after the first year.</li> <li>• An orientation meeting with grantees will take place early during the first grant year.</li> <li>• One or more site visits may take place during the grant period. The purpose of site visits is to better understand the apprenticeship project and the work of the Culture Learning project team. Site visits may be conducted by staff and Folk &amp; Traditional Program advisors.</li> <li>• Project documentation will involve photo, audio and/or video of interviews and project work or public presentations.</li> </ul>