

HAWAII ADMINISTRATIVE RULES

TITLE 3

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

SUBTITLE 9

STATE FOUNDATION ON CULTURE AND THE ARTS

CHAPTER 93

REQUEST FOR FUNDING AND FUNDING ALLOCATIONS

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§3-93-1 General requirements. All applicants for grants, subsidies, and purchases of service shall comply with chapter 42, HRS, and chapter 6-3, Hawaii Administrative Rules entitled "Grants, Subsidies and Purchases of Service", adopted by the department of budget and finance. [Eff: Feb 12, 1987] (Auth: HRS §9-5) (Imp: HRS §§9-3, 9-5, 42-1 to 42-4, 42-12)

§3-93-2 Application forms. (a) Application forms shall be made available at the SFCA office and at places designated by the SFCA at least thirty days prior to the application deadline.

(b) An applicant shall submit fifteen sets of their completed forms to the SFCA office and any additional sets required by the state director of finance. Additional evidence such as the bylaws and policies of the applicant, may be required by the SFCA as necessary to establish that the applicant meets the standards of section 42-2, HRS.

(c) The forms designated by the SFCA to be used are:

(1) Provider profile form.

(A) This form shall consist of identifying information of the applicant including the name of the organization, address, telephone, name of contact person,

title, telephone, and tax-exempt status; and
(B) Brief description of the organization including the year founded, its purpose, and major activities, its management and artistic staff, membership, and financial information.

- (2) Service proposal forms which shall include identifying information about the organization's proposal: project title, project period, objectives to be accomplished, description of activities to be performed, qualifications of the personnel conducting the activities, project impact, budget expenses, budget revenues, and certification that the information furnished on the application form is true and correct to the best of the applicant's knowledge and belief.

(d) The forms, instructions, guidelines, and timetable shall be subject to change as may be necessary.
[Eff: Feb 12, 1987] (Auth: HRS §9-5) (Imp: HRS §§9-3, 9-5, 42-2, 42-12)

§3-93-3 Review of application forms. (a) All applications must be received in the foundation office no later than the submittal deadline indicated by SFCA on the application forms. Application forms shall be reviewed to determine compliance with standards established by chapter 42, HRS; said determination is to consider the reasonableness, efficiency, and effectiveness of the proposal in achieving the objectives of the SFCA.

(b) Application forms shall be evaluated by advisory panels selected by the SFCA. Evaluations shall be based on the following criteria:

- (1) Artistic quality and/or merit of the activity;
(A) Professional or qualified presentors; and
(B) Quality of past programming and services provided.
- (2) The need for the activity in the community;
(A) Number of persons impacted by the activity;
(B) Breadth and scope of activity; and
(C) Target group to be affected.
- (3) The ability of the applicant to complete the activity;

- (A) Track record of successfully completed projects and/or programs;
- (B) Organizational stability and fiscal responsibility;
- (C) Evidence of non-state financial or in-kind support;

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- (D) Evidence of management and support services to carry out the activity;
 - (E) Sufficient cash operating budget in the past fiscal year; and
 - (F) Demonstrated competence and prior experience of the applicant in providing the proposed activities.
- (4) The public purpose to be served;
 - (A) The degree to which the program supports, augments or supplants state programs and objectives; and
 - (B) The impact of not funding the request.
 - (5) Appropriateness, feasibility and cost effectiveness of the proposed activities; and
 - (6) Evidence of clear, realistic objectives and methods of implementation.

(c) In determining the priority ranking for all applications reviewed, the SFCA shall see that there is an opportunity for all arts and humanities activities to be presented to as wide an audience as possible.

(d) Criteria for determining priority ranking of all application reviewed are:

- (1) High artistic quality and/or merit of the proposal;
- (2) Large number of people impacted;
- (3) Ability and history of accomplishing quality activities effectively and on a timely basis;
- (4) Utilization of funding in a cost effective manner; and
- (5) Accessibility to special groups of people as the handicapped, aged or groups deprived access to arts and humanities activities.

(e) Higher priority shall be given to purchases of service applications over grants-in-aid and subsidy applications. [Eff: Feb 12, 1987] (Auth: HRS §9-5) (Imp: §§9-3, 9-5, 42-4)

§3-93-4 Determination of funding allocations.

(a) The foundation shall determine the amount of funds to be allocated to each panel based on a review of each panel's past funding levels, the numbers of eligible applications submitted in each panel area, the amounts of requests in each panel area, and community needs.

(b) In the event appropriations are reduced or other additional funds become available through canceled projects, release of restricted funds, additional appropriations, federal grants or other means, the foundation shall determine the amounts and methods for allocations in

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accordance with its rules, chapter 42, HRS, chapter 6-3 Hawaii Administrative Rules adopted by the department of budget and finance, and legislative intent. [Eff: Feb 12, 1987] (Auth: HRS §9-5) (Imp: §9-3, 9-5, 42-1 to 42-12)