



Outreach Initiative Program Fiscal Year 2024

BACKGROUND

The State Foundation on Culture and the Arts (SFCA) was established by the Hawai'i State Legislature in 1965, as the official arts agency of the State of Hawai'i. Since its inception, the SFCA has worked to enrich the lives of Hawai'i residents and visitors through arts and culture programming and initiatives.

SFCA Mission- "To promote, perpetuate, and preserve culture and the arts in Hawai'i"

SFCA Vision- "We envision a thriving and vibrant Hawai'i enriched by culture and the arts"

The Outreach Initiative Program supports regional touring and outreach activities that increase opportunities for people from all backgrounds to encounter different artists, art forms, and artistic and cultural traditions. The program supports the SFCA Strategic Priorities of Engagement to "Enhance public engagement in culture and the arts."

Time of Performance:

Contract Fiscal Year 2024- July 1, 2023, through June 30, 2024

Maximum Budget: \$50,000

Legal Eligibility and Requirements

Applicants must meet Chapter 9 Requirements and application requirements.

- Must be a 501(c)3 arts or culture organization, the University of Hawai'i is eligible.
- Copy of the organization's federal tax-exempt status letter
- Articles of Incorporation
- Bylaws; Bylaw amendments
- Corporate Resolutions or Corporate Policies
- Must be based in the State of Hawai'i
- Must meet state compliance with Hawaii Compliance Express
<https://vendors.ehawaii.gov/hce/> *University of Hawai'i is exempt from this requirement
- Active registration with SAM.gov- <https://sam.gov/content/home>
- Must not be barred or suspended from receiving federal funds
- Applicant organizations must have arts and culture states as a central part of their mission

Application Requirements:

- ONE application per applicant organization
- Project must not be fiscally sponsored
- Project/Program must be implemented entirely in the State of Hawai`i\
- Project/Program must be
- Must have at least two years of experience with the project that fulfills the entire scope of the Outreach Initiative Program to submit a proposal
- 1:1 cost share/match required
- Project Time of Performance is July 1, 2023, through June 30, 2024

SCOPE OF WORK

The contracted vendor shall:

Administer a regionally touring program providing arts and culture outreach activities to underserved communities that include, but are not limited to, rural, socio-economic disadvantaged, geographically disadvantaged, programs for disadvantaged youth, programs for Native or immigrant populations, and activities involving individuals with disabilities.

The touring and outreach activities must be accessible to people of all backgrounds and ages. Activities may take place in public spaces, senior centers, public libraries, public housing communities, online/streaming.

The Outreach Initiative Program must be regionally touring and provide outreach activities providing services to a minimum of three (3) islands. Service to all islands is preferred:

Oah`u	Hawai`i	Moloka`i
Mau`i	Kaua`i	Lana`i

The Outreach Initiative Program supports the following Project Direct Costs:

Salaries and wages

- Administrative (not to exceed 25% of the total award amount)
- Artistic Personnel
- Fees for Contractual Personnel/Services
- Fees for Contractual Artistic Personnel

Travel/Transportation

- Air travel (interisland + mainland)
- Lodging
- Rental (vehicle to and from activity location(s))

Other Costs

- Marketing & Promotion
- Royalty fees
- Access accommodations (audio description, sign-language interpretation, translation, closed & open captioning, large print brochures/labeling)
- Postage/Shipping
- Supplies/Materials

Applicants must submit a proposal that includes:

- Project Title
- List of proposed activities and performers
- List of proposed artistic personnel
- Location of the activities
- Projected attendance
- Timeline
- Proposed Budget
- Work Evidence showing successful facilitation of the proposed project for the previous one to three years. Images, qualitative and quantitative data, social media posts, and articles are acceptable for work evidence.
- Certificate of Compliance from Hawaii Compliance Express
- Entity Registration Information PDF verifying Active Registration status with SAM.gov

A complete set of application materials per these instructions are required. Required application materials not received by the application due date and time will not be accepted.

The proposal may not exceed \$50,000. If awarded, all funds must be used during the grant time of performance on the expenses allowable under the Outreach Initiative Program. A 1:1 cost share/match is required.

1:1 Cost Share Match details:

- May be partly in-kind, not to exceed 40% of the match. The In-Kind may include volunteer time
- May include federal funds, but those funds may not be applied to another grant
- Non-SFCA funds may be applied towards the 1:1 match
- The contractor is responsible for researching if the federal or non-SFCA funds have stipulations prohibiting them from being used towards the 1:1 match of another grant

HOW APPLICATIONS ARE REVIEWED AND EVALUATED

Applications received by the deadline are reviewed by Staff for eligibility and completeness. Applications that are not eligible or not complete will not be accepted. Submitted proposals will be reviewed and scored based on the Outreach Initiative Program Evaluation Rubric.

Other Information

- If contracted, a written Final Report is required to be submitted to the SFCA 30 days after the project end date or by July 30, 2024, whichever occurs first
- The total awarded funds must be expended by the project end date or by June 30, 2024
- Inform the SFCA staff about activities for site visits and assist with the promotion of activities
- Price must be inclusive of HlePRO fees
- Invoices are submitted for incurred expenses
- The grant is subject to available funding