



Outreach Initiative Program Program Fiscal Year 2026

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 individuals to experience varying forms of artistic and cultural expression and engagement. The program supports the SFCA Strategic Priority of Engagement, intended to "Enhance public engagement in culture and the arts."

Time of Performance:

Contract Fiscal Year 2026: July 1, 2025, through June 30, 2026

Maximum Budget: \$50,000

Legal Eligibility and Requirements

Applicant must be a nonprofit 501(c)3 arts, culture, or humanities organization. The University of Hawai'i arts, culture, and humanities departments or divisions are eligible.

Applicant must meet the following Chapter 9 Requirements to be eligible:

- Copy of the organization's federal tax-exempt status letter
- Copy of the organization's bylaws and/or policies, which must include:
 - A description of the manner in which business is conducted
 - A prohibition against nepotism
 - Procedures for managing potential conflict-of-interest situations
 - A statement affirming that members of its governing Board have no material conflict of interest and serve without compensation
- The organization must be located in the State of Hawai'i
- All project activities must take place in the State of Hawai'i
- The organization must meet state compliance with Hawaii Compliance Express <https://vendors.ehawaii.gov/hce/> *University of Hawai'i Exempted

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.

Proposal Requirements:

- ONE proposal per applicant organizations
- Fiscally sponsored projects are not permitted
- Project/Program must be implemented entirely in the State of Hawai`i
- Must have at least two years of experience with the project
- The entire scope of the Outreach Initiative Program must be met
- 1:1 cost share/match required
- Project must take place between July 1, 2025, through June 30, 2026

SCOPE OF WORK

Administer a regionally touring program providing arts and culture outreach activities to under-served communities including, but not limited to, rural, socio-economic disadvantaged, geographically disadvantaged, programs for disadvantaged youth, programs for Native or immigrant populations, and activities involving individuals with varying abilities.

The touring and outreach activities must be accessible. Activities must occur in person at public spaces, senior centers, public libraries, public housing communities, or a hybrid of online/streaming.

The Outreach Initiative Program must provide activities to at least three (3) islands, including outreach to rural and under-served communities.

- Oah`u
- Hawai`i
- Kaua`i
- Moloka`i
- Lana`i
- Mau`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
- Accessibility accommodations (audio description, sign-language interpretation, translation, closed & open captioning, large print brochures/labeling)
- Postage/Shipping
- Supplies/Materials

The Outreach Initiative Program grant is subject to available funding from the State of Hawai`i Legislature.

A proposal must include the following:

- Project Manager/ Point of Contact
- Project Title
- Project Description
- List of proposed activities and performers
- List of proposed artistic personnel
- Location of the activities
- Projected attendance
- Timeline
- SFCA Grant Request Share
- Proposed Budget with 1:1 Cost Share Match
- Work evidence supporting successful facilitation of the proposed project from previous years. Work evidence can include Images, qualitative and quantitative data, audience feedback, social media posts and news articles are acceptable forms work evidence.
- Legal Eligibility Documents- listed in the Chapter 9 Requirements
- Certificate of Compliance from Hawaii Compliance Express
- Entity Registration Information PDF verifying Active Registration status with SAM.gov

The SFCA grant request share 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 use towards the 1:1 match of another grant.

HOW PROPOSALS ARE REVIEWED AND EVALUATED

The SFCA staff will review all proposals received by the deadline for eligibility and completeness. If an organization does not meet the legal eligibility requirements of Hawaii's Chapter 9, the proposal will be excluded from the grant review process. Any proposal that does not meet the proposal requirements or is incomplete will not be considered.

Proposals are reviewed utilizing the Outreach Initiative Program Evaluation Rubric. The evaluation criteria are proposed activities, qualifications, and the need, benefit impact, and good use of public funds.

Additional Requirements:

- The total grant award must be expended by the project end date or by June 30, 2026
- A Final Project Report is required 30 days after the project end date or by July 30, 2026, whichever occurs first.
- Provide the SFCA staff activity information for promotional purposes.
- Price must be inclusive of HlePRO fees (.75%)
- Invoices are submitted for incurred expenses in one or two payment installments, which ever is determined by the grant recipient organization.