

Hawai'i State Foundation on Culture and the Arts (HSFCA) Folk and Traditional Arts Program

Goals and Objectives

This contract will provide administrative support necessary for implementing SFCA's Folk & Traditional Arts Program.

The Folk & Traditional Arts Program supports the teaching and learning of cultural arts and practices that are unique in the state, that are not robust and should be cultivated in Neighbor Island communities. The program supports building cultural capacity in Hawai'i through advanced training and cultural preservation as well as to provide access to cultural programs and activities. This will be during the time of performance of the contract, October 30, 2026- June 30, 2027. (FY2027)

Minimum Qualifications

- It is either: A for-profit organization incorporated under the laws of the State of Hawai'i or a non-profit organization exempt from the federal income tax by the Internal Revenue Service.
- In the case of a tax-exempt nonprofit organization, the organization shall have a governing Board whose members have no material conflict of interest and serve without compensation.
- Have bylaws or policies that describe the way business is conducted, prohibit nepotism, and provide for the management of potential conflict of interest situations and
- Have at least 5 years of experience with the project or in the program or activity area for which the request for grant is being made; provided that the foundation may grant an exception where the requesting or proposing organization has demonstrated the necessary experience in the program area; and
- Has authorized, in its bylaws or by corporate resolution, specific officers or directors to sign contracts on behalf of the organization. (Attach supporting corporate resolution or the appropriate section of the bylaws, indicating relevant section.)

Tasks

Contractor will provide coordinating support for the Folk & Traditional Arts Program by working in collaboration with the SFCA Program Manager to:

- Assist with the distribution of Folk & Traditional Grants and Cultural Outreach funds
- Assist with cultural outreach and site visits as appropriate and available
- Maintain clear and regular communication with SFCA staff; attend meetings as arranged or required

The contractor will work independently, with regularly scheduled reports to/meetings with SFCA staff, to:

- Liaison/coordinate with grantees
 - Prepare correspondence when needed
 - Contract and make payments
 - Collect from each grantee, and keep on file, a Form W-9
- Provide program oversight/evaluation/documentation

- Document program; prepare and submit final report to SFCA
- Monitor that program activities and requirements are being completed; collect and file deliverables from program staff and participants
- Deliverables
 - Liaison/coordination
 - Contracting and recording of payments by SFCA contract end date
 - Program oversight/evaluation/documentation
 - Submit a final report 30 days after SFCA contract end date
 - Track and report grantees compliance with program deliverables

Budget and Compensation

- The proposed budget should identify the Program Support costs.
- Two Payment Plan
 - First Payment – consisting of 60% of the contracted funds, payable upon award.
 - Second (final) Payment – consisting of 40% of the contracted funds, payable upon completion of 100% of the contracted services and payable upon submission and acceptance of final report.

Evaluation

Each Offeror's solicitation will be evaluated as follows:

- Project Purpose – 45%
- Project Description – 45%
- Budget for Program Support – 10%

Required Completed Materials to Submit

- Project Narrative Form
- Project Budget Form
 - Collect invoices and process payments

