

# Museum Without Walls Arts Education Initiative Funding Opportunity



HAWAI'I COMMUNITY  
FOUNDATION



HAWAI'I  
STATE FOUNDATION on  
CULTURE and the ARTS

**[Online Application Deadline: Friday, January 19, 2024, 4:00 p.m. HST](#)**

## **OVERVIEW**

Hawai'i Community Foundation (HCF) in partnership with the State Foundation on Culture and the Arts (SFCA), is piloting a new initiative to increase access to arts education in Hawai'i. This funding opportunity is available to individual artists and nonprofit organizations on SFCA's [Artistic Teaching Partners Roster](#).

The Museum Without Walls Arts Education Initiative will award funding to support residencies focused on the fine arts (dance, drama, literary arts, music, and visual arts) targeted to reach participants and communities that experience barriers or challenges to accessing arts education. This initiative compliments the [Artists in the Schools](#) program, to support arts education experiences outside of school for all ages - from keiki to kūpuna.

The residency is a partnership between the Artistic Teaching Partner (ATP) and a community organization (i.e., community center, youth after-school program, library, senior center, houseless shelter, etc.). The ATP will work with the community organization to develop the residency to meet the needs of its participants. The residency should include at least 10 classes in total, ideally engaging the same group of participants over time.

The residency will include a focus on increasing participants' appreciation of, and engagement with, works of art in the [Art in Public Places \(APP\) Collection](#). With support from SFCA's Arts in Public Places funding, the Museum Without Walls initiative will bring curated art of Hawai'i to residents who may not have the opportunity to visit Capital Modern, formerly known as the Hawai'i State Art Museum located in downtown Honolulu, and increase access to arts education.

## **BACKGROUND**

We believe that change can happen when we understand the challenges in front of us and work together to find and implement equitable solutions to those challenges. Established by HCF, the [CHANGE Framework](#) identifies six essential sectors, or areas, that affect the overall well-being of these islands and people. HCF has focused on community convening around each sector of CHANGE. Through a variety of talk story gatherings, a vision for the Arts and Culture Sector was created:

Opportunities to practice and participate in arts and culture are inclusive and accessible to everyone, from keiki to kūpuna. The perpetuation of Hawai'i's diverse cultures, including indigenous knowledge and practices, strengthens connections between people and place. Arts and culture experiences are recognized as essential to community well-being, advancing social change, and fostering a healthier community in Hawai'i.

This initiative aligns with the vision to increase access to arts and culture in Hawai'i.

## **ELIGIBILITY & REQUIREMENTS**

1. Applicants must be an ATP on SFCA's [Artistic Teaching Partners Roster](#).
2. Applicants must provide a letter of support from their community organization partner.
3. Applicants must be in good standing with HCF. Applicants currently funded by HCF with overdue final reports are not eligible to apply.
4. Grants may not be used for the following:
  - Re-granting (i.e., redistribution of these funds to other organizations or individuals)
  - Endowments
  - Major capital improvements including capital campaigns, construction or renovations
  - Activities that promote religious beliefs

## **Grant Award & Requirements**

Applicants may submit one application to request up to **\$8,000** for a 9-month period. **\$80,000** in total will be awarded for this initiative.

Awarded programs will:

- Receive notification of awards by the end of March 2024 with a grant start date of 4/1/2023.
- Be required to attend a virtual orientation to meet other grantees and review the grant terms and conditions.
- Receive a site visit by HCF and SFCA staff at least once during the grant term.
- Be required to attend a virtual meeting to share about learnings and impact of this pilot program.
- A final narrative and expenditure report must be submitted one month after the grant term ends to HCF.

## **Evaluation Criteria**

The strongest proposals are those that demonstrate the following criteria:

1. Demonstrate having experience and capability to conduct the residency.
2. Clearly describe and demonstrate an understanding of the needs of the community it will serve. The residency will engage participants and communities that experience barriers or challenges to accessing arts education.
3. Describe a clear plan and timeline for the residency including how the residency will increase participants' appreciation of, and engagement with, piece(s) of art in the [Art in Public Places Collection](#).
4. Has a strong partnership with a community organization that demonstrates a commitment to the residency.
5. Articulate the expected impact of the program including the expected number of participants.
6. The program budget is reasonable and aligned with the proposed residency. It details other sources of funding to show financial investment in the program.

## **APPLICATION PROCESS**

### **Online Application**

Applications must be submitted online through Hawai'i Community Foundation's **Grants Portal** available here: [https://hawaiicf.smartsimple.com/s\\_Login.jsp](https://hawaiicf.smartsimple.com/s_Login.jsp).

- If you are an **ATP Organization**, your organization has been invited to this Funding Opportunity. Go to the [Grants Portal](#) and login to your account. If you do not have an account, select Register > Organization Contact > complete and submit the Organization Contact Information form. Once you login, you can access the application from the Open Funding Opportunities shortcut.
- If you are an **ATP Individual**, go to the [Grants Portal](#), select Register > Individual Artists applying to the Museum Without Walls Arts Education Initiative > complete and submit the Individual Artist Contact Information form. After creating your account, you can login and access the application from the Open Funding Opportunities shortcut. Note, individual artists do not need to complete the Organization Profile described below.

Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements. Additional information can be found in the [Applicant User Guide](#) or through the [How-To Video Series](#). Should you need any assistance, please submit a [support ticket](#).

### **Instructions**

- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.
- The online application accepts diacritical markings in written 'Ōlelo Hawai'i (Hawaiian language).

### **ORGANIZATION PROFILE** (only for ATP Organizations)

As part of the online application your organization profile must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization's profile includes, but is not limited to, the following:

- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation)
- Number of full-time, part-time, or regular volunteer staff
- Organization Mission
- Service Location(s)
- Types of services provided including age, gender, and target populations served
- Financial Statements – including income statement (or profit/loss statement) and balance sheet for the most recently completed fiscal year, and annual operating budget for the current year. Audited financial statements are preferred but not required. Local units of national organizations must submit local unit financial information.
- Board of Directors List

## **APPLICATION**

The application consists of 4 tabs. Information needed to complete your application includes the following:

### **1. Program Overview:**

- Provide general information and characteristics about the program including program title, duration, area of interest, program location(s), ages and genders served, and the CHANGE sector(s) your program most closely aligns with.
- For more information about the CHANGE Framework, please visit our [website](#).

### **2. Program Information:**

- **Organization Description:** Describe the ATP's experience and capability to conduct the proposed residency. If the applicant is an ATP organization, describe the history and mission of the organization and share the expertise of staff that will be implementing the program. Share the experience of the community organization partner and the history of working together (if applicable). *(Maximum 2,500 characters = ¾ page)*
- **Executive Summary:** Provide a brief summary of the proposed residency. This executive summary may be used for different purposes, including external communications, to describe the program should a grant be awarded. *(Maximum 2,500 characters = ¾ page)*
- **Problem or Opportunity:** Describe the participants and communities that will be engaged in this residency. Share any barriers or challenges the expected participants experience in accessing arts education. *(Maximum 3,000 characters = ¾ page)*
- **Program Activities:** Describe the residency including the fine arts discipline and how participants will create, share, respond, and connect. Share about the [Art in Public Places Collection](#) piece(s) selected and how the art piece(s) connect to each element of the residency. Provide a program timeline including the number and length of classes. Share about the partnership with the community organization including their role to support the residency. *(Maximum 3,500 characters = 1 page)*
- **Expected Results:** Describe the expected impact of the residency. Provide the projected number of participants. How will you assess the impact of the residency? *(Maximum 3,500 characters = 1 page)*

### **3. Budget:**

- Provide your total program budget and total amount requested through this application.
- Upload your program budget, showing expenses and income that are pending and secured. Budget expenses can include teaching artist fees, expendable supplies and materials, travel and transportation costs, and other expenses.
  - A Museum Without Walls program budget template is available in the Grant Portal's Resources section. **You are required to use this template.** Upload the program budget as a PDF.

### **4. Support Documents & Certification:** Upload these additional required documents as PDFs:

- Image(s), artists(s), and title(s) of the Arts in Public Places piece(s) that will be interpreted in your residency.
- Letter of support from the community organization partner including its role and commitment to supporting the residency.

**KEY DATES**

<b>Description</b>	<b>Date</b>
Application Release	11/13/2023
Virtual Coffee Hours for Q&A <i>Please register to attend the Coffee Hour event. You are not required to attend this event.</i>	11/29/2023 2:00 – 3:00pm: Register <a href="#">here</a> . 12/12/2023 9:00 – 10:00am: Register <a href="#">here</a> .
<b>Application Deadline</b>	<b>1/19/2024 by 4:00pm HST</b>
Grant Start Date	4/1/2024
Virtual Orientation for Grantees	4/9/2024 10:00 – 11:30am

**CONTACT INFORMATION**

If you have questions about this Funding Opportunity, please contact Elise von Dohlen at 808-566-5585 or [evondohlen@hcf-hawaii.org](mailto:evondohlen@hcf-hawaii.org).

For technical assistance with the online application process, please submit a support ticket at <http://hawaiicommunityfoundation.org/ticket>.