

**REQUEST FOR QUALIFICATIONS
FOR FY 2018 CITY GIA GRANT AWARD TO CREATIVE ARTS EXPERIENCE
FOR ITS KUPUNA YOUTH ART PROJECT**

REQUESTOR: Creative Arts Experience (CAE) is a 501c3 nonprofit whose mission is to increase the quality of life for individuals, families and communities by making creative arts and creative experiences more available, especially for under-served populations. It accomplishes its mission exclusively by volunteers and contracted services.

PURPOSE OF REQUEST: To assist CAE in identifying individuals qualified to provide certain services relating to CAE's awarded grant for FY 2018 from the City and County of Honolulu's Grant in Aid program.

DEADLINE FOR RESPONSES: Persons meeting all specified qualifications should contact:

Sandy Pohl
President
Creative Arts Experience
(808) 226-4787

no later than _____. Persons should be ready to provide written documentation showing they meet all specified qualifications immediately upon request. Persons not meeting all specified qualifications are discouraged from responding to this request.

QUALIFICATIONS REQUESTED

A. TRAINER/FACILITATOR

REQUIRED QUALIFICATIONS:

- Possess experience and education or training to use counseling strategies and opportunities to engage in art for the purpose of enriching the daily lives of kupuna and youth by bolstering creativity and expanding social connections.
- Possess experience in developing curricula for several schools that included incorporating creative arts as an integral part of the classroom design.
- Possess over 20 years of experience as an art educator.
- Worked as a counselor/group facilitator for nonprofit organizations working with kupuna and youth which incorporated therapeutic art activities into client service delivery as a vehicle for enhancing individual and group counseling in a mental health setting.
- Served as a mentor for new teachers and a facilitator for parenting and self-care workshops.
- Worked at least two years creating, conceiving and delivering creative arts experiences for kupuna and youth.

- Possess detailed knowledge of CAE and its programs, mission, and accomplishments, as well as knowledge of its operational methods.
- Must reside on Oahu and be able to meet in person at short notice.
- Must work harmoniously with the project staff and CAE Board.
- Must have performed substantial prior work for CAE which is of superior quality at little or no compensation for at least two years.
- Must be available to work during the grant period October 1, 2017 through September 30, 2018.

B. GRANT ADMINISTRATOR/PLANNER

REQUIRED QUALIFICATIONS:

- At least 25 years experience with the grant, procurement, and budgeting systems and processes of the City and County of Honolulu.
- Excellent verbal and written communication skills, including the demonstrated ability to draft new documents, reports, forms, spreadsheets, and other technical material within demanding deadlines. Such material must be clear and effectively drafted to be understandable to nontechnical persons.
- Excellent capabilities in computer applications including word processing and spreadsheet applications.
- Possess detailed knowledge of CAE and its programs, mission, and accomplishments, as well as knowledge of its operational methods.
- Must reside on Oahu and be able to meet in person at short notice.
- Must work harmoniously with the project staff and CAE Board.
- Must accept compensation as budgeted for the program. Must be willing to volunteer services should budgeted funds be insufficient to compensate for hours worked. Must give successful completion of the project priority over personal compensation.
- Must have performed substantial prior work for CAE which is of superior quality at little or no compensation for at least two years.
- Must be available to work during the grant period October 1, 2017 through September 30, 2018.

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