

Community Arts & Education

2010-2011

Cultural Centers

Funding Guidelines and Reports



Cultural Centers Reporting and Funding Calendar

June 2, 2009	Notification of grant funds
June 9, 2009	Approval of advance at CAEG committee
July 6, 2009	Management and Programming Plan due
July 6, 2009	Cultural Data Project Funders Report 2007 – 2008
July 6, 2009	Financial Audit due for 2007 – 2008
July 6, 2009	Approval of advance at full commission
August 3, 2009	Approval of grants at full Commission
Mid-August, 2009.....	2009 – 2010 Grant Agreement distributed, sign and returned
August 28, 2009.....	2008 – 2009 Final Report (narrative) due
January 29, 2010	2009 – 2010 Mid-Year Report
February, 2010.....	2008 – 2009 Audited Financial Statements due
February, 2010.....	2008 – 2009 Final Report (CDP) due
April 2010.....	2010 – 2011 Allocation Notification from SFAC/HTF
May 2010	2010 – 2011 Management and Programming Plan due
August 28, 2010	2009 – 2010 Reconciliation of Advanced funds and Final Report due

Guidelines

The following guidelines are excerpted from the Legislation and Grant Agreement to provide more clarification on submittal requirements and expectations.

California Cultural Data Project

The California Cultural Data Project (CCDP) is a state-wide, collaborative effort of public and private funders throughout California and consists of an online system for collecting and standardizing historical financial and organizational data. The San Francisco Arts Commission, along with other funders in California, now requires applicants to complete a Cultural Data Profile through the CCDP website (<http://www.caculturaldata.org>). Applicants will fill out the Cultural Data Profile once each year and use that data as part of their application to all participating funders throughout the state.

The CCDP will provide the cultural community with consistent, reliable, comprehensive data on arts and culture in California, enabling organizations to view trends in their data, benchmark themselves against peer organizations, and enhance their organizational capacity.

Acknowledgement of the SFAC

Name the San Francisco Arts Commission on all promotional materials that directly or indirectly utilize SFAC grant funding. Acknowledgement should be legible on materials sent to SFAC for event notification. The logo is downloadable here:

<http://sfartscommission.org/ceg/Logo/sfaclogo.eps>

Changes in Staff or Board of Directors

SFAC must receive written notification within 30 days of any changes to staff or board members.

Community Support Requirements

In order to fulfill the community support requirements, each cultural center must hold four* publicly noticed and publicly accessible meetings a year dedicated to community outreach, fundraising and advocacy. The meetings can be accomplished in any combination of the following:

- Independent Community Support Board Meetings
- Community Support Sub-Committee of Board of Directors
- Board of Directors Meeting with specific discussion of above topics
- Open Meeting of Executive Director and key staff with specific discussion of above topics
- Joint meeting of all Cultural Center Directors may count for one meeting each year

*As stated in the pending legislation, this is a change from the previously required six meetings. Sub-grantees, in accordance with the legislation, should also meet the Community Support requirements.

Financial Statements

Budgets for the MPP should follow the line items in the CCDP and should reflect the total organization's budget and how the SFAC/HTF funds will be spent.

Notification of Meetings

Agendas for Community Support Board Meetings or equivalents should be sent to the CAE program associate prior to the meeting. Minutes shall be delivered with the mid-year and final-report.

Organization Documents

The following current documents are on file at the Arts Commission. Documents will remain on file at the Arts Commission until notified of an update by the cultural center.

- Personnel Policy and Procedures
- Articles of Incorporation and By-Laws
- Board members and contact information
- Proof of 501(c)3 status

Personnel

To maintain proper financial checks and balances, each organization should have a bookkeeper, separate and distinct from the executive director, who manages the invoicing of the organization. Centers with building should also employ a facility manager. Please be sure and include your bookkeeper and facility manager in the staff organizational chart.

Programming

Grantees and sub-grantees should use best effort to produce events at one of the four city-owned cultural center facilities. When events are unable to occur at a city-owned

cultural center, written notification should be provided to SFAC outlining the reason(s) in the MPP question 5.

For question 4, classes should be **listed by the title of the class, the date range of the class** (i.e. 7/1 – 9/4/10), **the number of times the class met, and an attendance count determined by the number of students in the class.** If the class is a regular drop in class with, you should tally the number of individual students. Please include class attendance in total attendance.

The Arts Commission understands that many events are produced in collaboration with other organizations. When describing these events in question 4, **please list the collaborating organizations and describe the role your organization played.**

For question 4, only events and activities planned by your organization or in collaboration with other organizations should be included. Events where your organization provides a service for revenue should be included in question 5. For example all private rentals, technical services, consultant services, and fiscal sponsorships, should be listed in question 5.

SAN FRANCISCO ARTS COMMISSION
Community Arts and Education
2010-2011 Management and Programming Plan

Deadline: Open submission

2010 – 2011 SFAC/HTF Grant Allocation \$ _____ 312,705 _____

Contact Information

Organization Name: Bayview Opera House, Inc. _____

Street Address: 4705 Third Street _____

City/State/Zip Code: San Francisco, CA 94124-1265 _____

Interim Managing Director: Barbara Ockel _____

Telephone: 415-824-0386 _____ Fax: 415-824-7241 _____

In case of emergency/ cell phone: 415-640-6626 _____

Mailing Address: _____

(if different from above) _____

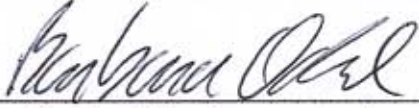
E-mail Address: info.bvoh@bvoh.org _____ Website: www.bvoh.org _____

Twitter:

Facebook: <http://www.facebook.com/pages/Bayview-Opera-House/286099708012?ref=ts>

YouTube _____ Flickr _____

Hours of Operation: ___ 9-5 Mo – Fr and during events and programs as scheduled

Signature:  Date: 8/11/10 _____

(Submitted by person authorized to sign contracts, reports, and invoices)

Printed Name: Barbara Ockel Title: Interim Managing Director

CHECKLIST:

Please be sure the Management and Programming Plan includes all of the following:

- Completed Management and Programming Plan
- Signed original form
- SFAC/HTF Grant Budget (projected income and expense) for FY 2010-2011
- Organization Chart with key staff
- Resumes for key staff (if staff has changed) including executive director, facility manager, and bookkeeper
- Personnel Policies and Procedures (if this has changed)
- List of Board of Directors with contact information (if members have changed)

- ❑ Proof of Insurance Policies including the following: Worker’s Compensation, General Liability, and Automobile Liability (if organization owns an automobile)

Please do not staple any pages

Cultural Center Goals

1. *What goals (what you hope to achieve) and objectives (how you plan to get there) does your organization plan to achieve this year? How do the goals and objectives build on the accomplishments from the previous year? What challenges will your organization face this year and how will you address them?*

a. Goals

- i. Expand the “Dare to Dream” youth arts program to provide high quality arts education to more Bayview children and youth during school breaks and after school
- ii. Achieve higher visibility and a reputation for providing quality arts education and arts events and performances both locally in Bayview and in the San Francisco Bay Area
- iii. Improve the Bayview Opera House historic building so it can more adequately attract and support quality performances and other events
- iv. Complete the 3-year strategic plan started in 09/10

b. Objectives

- i. **Goal #1:** *Expand the “Dare to Dream” youth arts program to provide high quality arts education to more Bayview children and youth during school breaks and after school.*

The BVOH is continuing the tradition of the summer arts camp for Bayview youth, now named “Dare to Dream” and run in the last two summers for the Bayview Opera House by the Urban Services YMCA. Instead of just financing the camp the BVOH now has the organizational capacity to run the summer arts camp without outside help, allowing more control over content and organization of the camp. This new MO is also putting the Opera House in direct contact with the organizations that send youth to our programs, making it easier to leverage those relationships to attract youth to our other programs.

Media Arts

This summer the BVOH has added media-based arts classes to traditional arts instruction. These programs are aimed mostly at teens and pre-teens. The intention is to engage the older youth with art forms they find interesting and challenging. While teaching art and encouraging creativity, these classes teach computer literacy as well, essential to the students’ academic success. For this purpose the BVOH partners with organizations that have proven curricula and

expert teachers, and often help with underwriting some or all of the cost of these high quality programs:

1. BAYCAT
2. Blue Bear School of Music
3. San Francisco Art Institute City Studio
4. San Francisco CameraWork/FirstExposures

Traditional Arts

Traditional arts classes continue to be an important part of the *Dare to Dream* arts program, especially for the younger children. As with the media-based classes, the goal is to elevate the quality of instruction by hiring professional teachers and working artists with strong curricula and by choosing art forms that the children gravitate towards. Examples are:

1. Expressive Painting
2. Graffiti Art
3. Orff Music Ensemble
4. Capoeira
5. Culinary Arts

The BVOH would like to start offering individual and group instrument lessons, but realizes that this requires a larger budget than currently available. The immediate goal is to borrow or acquire an Orff instrumentarium (specially designed tuned and un-tuned percussive instruments) to continue the classes started this summer into the after school session. With an active music program the BVOH hopes to be able to attract additional funding for musical instrument lessons. No institutions currently offer instrument lessons in the Bayview besides a few schools with limited choices.

Recruiting Youth

The BVOH has adopted a multi-pronged approach to outreach, advertising through multi-lingual post cards, online, word of mouth and through community partners. The most successful model for recruiting youth to our programs has been to work in partnership with other CBOs that provide day camps and after school programs that are looking for enriching activities besides those they are able to offer themselves. CBOs bring their young people to BVOH classes during the summer as well as after school. Getting parents to sign up their children individually has been more challenging, but is a definite goal for the BVOH as well. Offering kids who love art the opportunity to spend their entire day with art in the summertime or to pursue their artistic hobbies after school is rewarding for students and teachers alike. Student groups brought by CBOs always include a full spectrum of interests, and the kids have little or no opportunity for choice within their group, inevitably leading to some kids being disinterested or disruptive. Despite this difficulty, the BVOH believes

that it is extremely valuable to expose all children to art forms they would not otherwise have the opportunity to try and will continue to teach both individuals and CBO groups.

ii. **Goal #2:** *Achieve higher visibility as an arts education and performance center both locally in Bayview and in the San Francisco Bay Area*

The BVOH has made significant progress this last fiscal year in rebuilding its reputation after a period of upheaval and not enough quality programming. New staff members have contributed greatly to this turnaround, and the BVOH has reached a degree of stability not seen in recent years.

The first two highly visible projects of the year are the outdoor *Dare to Dream* summer arts camp and the completion of a historic restoration project started last fiscal year, made possible by a grant by "Save America's Treasures (SAT)."

The SAT restoration project consists primarily of the restoration of the beautiful proscenium arch on the indoor stage and the uncovering, repair and refinishing of the auditorium floor. While the proscenium work, performed by the renowned San Francisco firm *Architectural Restoration Services*, was completed in June '10, the floor work extends well into the '10/11 fiscal year. The floor restoration is making it necessary to conduct the summer arts camp almost entirely outdoors in the BVOH fenced yard with tents erected for this purpose, and making full use of the exterior stage. The lower yard with its high visibility from Third Street is being converted into a garden landscape for the summer, complete with chickens, vegetables and decorative plants, led by a landscape architect/garden educator.

The local visibility from Third Street combined with word of mouth and help from our community partners has already resulted in an unprecedented number of Bayview children and youth participating in this year's summer arts camp. It is the intention of the BVOH to capitalize on this success to ensure participation in our upcoming *Dare to Dream* fall after school arts programs.

The restored auditorium floor is going to change the feel of the Opera House completely to one of quiet elegance and restored splendor of the past. It is the Opera House's hope that this will attract more quality performances as well as revenue-generating rentals. The year has already gotten off to a good start with an invitation-only luncheon for Bayview community leaders as well as downtown supporters to observe our summer program and is continuing with an *Artspan Mixer* (SF Open Studios artists, July 29th) and a public meeting led by San Francisco Police Chief Gascon with five precinct captains, discussing crime statistics for the first time outside of police facilities (August 4th). This fall will be the second time the BVOH

participates in the Annual SF Open Studios as a group site, with many artists from the community as well as the surrounding city already committed to exhibit. The last fiscal year saw two artist residencies at the BVOH and the inauguration of our outdoor sculpture garden. Both the BVOH indoor and outdoor galleries will continue to support emerging as well as established artists and bring visibility to the Opera House. A concert series by the SF Chamber Orchestra with four concerts throughout the year has also been scheduled.

For the first time in years the BVOH has a staff member fully dedicated to PR, marketing and fundraising. Her efforts have already resulted in several outstanding events, including two Sunday Streets Festivals that attracted hundreds throughout the day. One of her focus areas is to build positive relationships with other community stakeholders, as the Opera House strives to be a "town center," for the greater Bayview and surrounding community. The BVOH has emerged from the '09/10 fiscal year with strong connections to many important local organizations, such as Renaissance Entrepreneurship Center, the Bayview YMCA, Joseph Lee Recreation Center, Providence Foundation, Fire Station 49 (ambulance and EMS dispatch), Bayview Police Station and many others. The BVOH plans to build on and expand these positive relationships, attract events by and for these organizations to the BVOH, and grow up fully as a center for the arts and community.

A re-branding effort started in 09/10 had to be put on hold due to lack of available funding, but will be resumed in '10/11. A new logo, website and marketing materials will do justice to the reborn BVOH, with a higher quality facility as well as programming. The BVOH presence on social media sites will also be emphasized and increased.

- iii. **Goal #3:** *Improve the Bayview Opera House historic building so it can more adequately attract and support quality performances and other events.*
The completion of the improvements with the restored proscenium and auditorium floor under the SAT grant is a giant step forward for the Bayview Opera House. The building floor was a major eyesore, not to mention that it had an asbestos backing that had been damaged in several areas and was held together with duct tape. The beautiful 1888 Douglas Fir floor that has emerged completely transforms the building. Another important part of the SAT grant is that it allows the BVOH to be nominated to the *National Register of Historic Places*, and the BVOH is engaging ARG to perform the historic nomination work. If successful, being a member of the register will enable the BVOH to apply for grants only available to registered properties.
A community challenge grant from the Mayor's Office for Economic and Workforce Development for \$89,000 is still available to the Bayview Opera House for property improvement. The BVOH is

currently working with the Arts Commission to decide what the best use for these funds would be. The work under this grant is expected to be completed in fiscal year '10/11.

The BVOH has also been working closely with the Arts Commission to shepherd plans for two improvement projects, one for interior ADA access and balcony stabilization and the other for exterior plaza improvements through the necessary processes. This process will continue in the current fiscal year and it is expected that a firm timeline for completing these projects will emerge in the near future. The BVOH now has staffing to research and write grants and plans to aggressively pursue money to continue the upgrades to the BVOH property. Urgently needed, but currently not funded improvements include a completely new electrical system for theatre and house lighting, the theatre and house lighting itself, a sound system, a ceiling mounted projector, new computers and other office equipment, new theatre drapes and interior painting.

A major problem with the integrity of the South Wall between the exterior and interior stages was discovered during an attempt to fix a leakage problem with SAT funds. The entire wall has suffered water damage that has already resulted in extensive dry rot and mold. The BVPH is currently working with the Arts Commission and the City to find funding for this very urgent repair.

iv. **Goal #4:** *Complete the 3-year strategic plan started in 09/10*

This was a goal for the past fiscal year that has not been accomplished and therefore remains as an important task to be completed. This challenge begins with the goal to recruit additional board members for the organization to build the capacity needed to develop a full-fledged strategic plan. While the BVOH was successful in attracting new board members last fiscal year, there was also some attrition, and while the new members have added tremendous spirit and energy, their addition has not been sufficient to allow for the kind of thoughtful and work-intensive process that must take place to develop the 3-year plan. It is the hope of the BVOH that the higher visibility it has achieved will attract future quality board members. Current board members have been tasked with recruiting new members.

The challenges of the past year have shed light on what role the Opera House can and will play as a Bayview Town Center as well as Arts Center. Emerging from several years of adversity, the organization is still finding its footing and has been experimenting with different short-term strategies. In the long run it is the organization's belief that this recent experience will result in a much better thought out long-term strategy. A subcommittee has been formed to start work on the strategic plan, and we expect this

process to take up the remainder of the current fiscal year to complete.

2. *How will you measure success?*

Success for the BVOH will be measures in several different ways:

a. Connections forged to the Bayview and larger San Francisco Community

One important measure of success is the number and quality of partnerships and other connections the BVOH forges with organizations and community leaders throughout the immediate and larger community. This has been the main focus of the PR/Marketing staff and has already yielded much success. The BVOH strives to have relationships with Bayview and surrounding schools and after school programs, organizations and working artists that can provide quality arts education at the BVOH, San Francisco government agencies that can schedule events at the BVOH as well as provide funding, granting agencies and individual donors with a focus on the arts and/or serving disadvantaged youth, as well as influential and well-connected persons who can connect the BVOH with referrals to quality programs, excellent teachers and funding sources.

b. Participation in and feedback about our events and programs

The BVOH has implemented sign-in procedures that allow for better tracking of event and program participation for all events and classes. Program and event supervisors as well as senior staff are encouraged to spend significant time engaging with program and event organizers, teachers, parents and participants rather than just getting things started and disappearing into the office. Much is learned from direct observation and conversations. Surveys are used to ask program participants about their experience in the class, and are evaluated to improve program design. The Managing Director and PR Manager are directly involved with teachers and EDs of CBOs who bring students to classes, making themselves available, constantly soliciting feedback and responding to the needs and requests expressed. They are also spending time observing classes, engaging directly with the children and learning from the direct interaction. All BVOH staff members are encouraged to do the same. Regular staff meetings are used to share observations and discuss appropriate changes.

c. Growth of After School Programs

A direct measure of success is the increase in participation in after school programs. Last year saw several classes with low attendance numbers that had to be canceled, because the cost per student was just too high. This year the BVOH really hopes to be able to offer programs that are well attended and appreciated.

d. BVOH events and rentals

The BVOH strives to put on quality artistic events such as concerts, plays, dances and art exhibits. Success is measured by the BVOH's ability to attract quality acts to perform and artists to exhibit, resulting in high attendance.

Another measure of success is the number of paying rentals the BVOH can attract, so that these rentals, even if some of them are co-sponsored by the BVOH with discounts and services, contribute to the bottom line. In some cases just the fact that a high-profile organization holds their event at the BVOH can be considered a success.

e. Support

Funds contributed to the BVOH are direct measures of the confidence funding organizations have in the BVOH’s ability to put the granted or donated money to good use. Inspiring this confidence is not only a function of the actual quality of our programs, but also a result of effective PR and marketing efforts.

Budget and Revenue Target

3. Please fill in the chart below.

	Projected Total Budget	% of Total Budget	SFAC/HTF Line Item Budget	% of SFAC/HTF Budget
Revenue				
Earned	31,000	4.9%	0	0%
Contributed	604,941	95.1%	312,705	100%
Total Revenue	635,941	100%	312,705	100%
Expense				
Program	210,305	33%	152,805	49%
Fundraising	53,250	8%	31,424	10%
General & administrative	372,386	59%	128,475	41%
Total Expenses	635,941	100%	312,705	100%

* Total SFAC/HTF Line Item Budget should equal grant allocation.

List all projected additional sources of revenue including all federal, state, and city contracts. Other additional sources may include earned revenue, foundation grants, individual donations, or service fees. All additional sources of revenue should be reflected by the same name in your income and expense budget. *In accordance with your grant agreement, you must demonstrate a minimum revenue target of 25% of the SFAC/HTF grant.

Revenue Source	Status: Pending or Confirmed	Amount of Revenue
Ticket Sales	Pending	2,000
Tuition/Program Fees	Pending	3,000
Gallery Sales	Pending	500
Concession (food sales)	Pending	2,500

Rental Income	Pending	20,000
Interest and Dividends	Pending	1,000
Other Earned Revenue	Pending	2,000
Trustee/Board Contributions	Pending	5,000
Individual Contributions	Pending	30,000
Corporate Contributions	Pending	20,000
Foundation Contributions	Pending	20,000
Government Contributions - City	Pending	48,000
Government Contributions – City (CCG)	Confirmed	86,000
Government Contributions – Fed (SAT)	Confirmed	68,236
Special Events – Fundraising	Pending	10,000
In-kind-Contributions	Pending	5,000
Total Additional Revenue		\$ 323,236
Percent of your allocation		103 %

Programming

-
4. In order to fulfill cultural center guidelines, list and describe all planned events including classes and performances **within a city-owned cultural center**.
- Please do not include private rentals that are not accessible to the public.
 - For events that involve collaborations, please list the collaborating organization and describe the role your organization played.
 - Note public events that are rentals vs. those that are produced by your organization.
 - Cluster events to be held outside of a cultural center and explain why.
 - Feel free to attach additional pages as necessary, but include the categories of information listed below.

Events July 1, 2010 - June 30, 2011 at BVOH (projected)					
Date	Name of Event	Description	Collaborating Organization *	Projected Attendance	
8/6/2010 and all other first Fridays of the month	Friday Night Jive	FRIDAY NIGHT JIVE is a community dance hall night FREE and open to all residents of the Bayview/Hunter's point. Dance lessons from 6-7pm, a dance performance, live or DJ music and great food served by the youth of Old Skool Cafe.	Koshland Fellows	1,650	150 each event
7/7/2010 and every first Wednesday of the month thereafter	BVOH Public Board Meeting	Bayview Opera House Board Meetings are open to the public and always include Public Comment periods. The community is welcome to attend the entire meeting with the exception of closed sessions.		180	15-20 each event
7/10/10	Respect my Mind	Wellness event for women with HIV	Black Coalition on Aids	150	
7/29/10	Artspan Mixer	Please join us for live music, a youth art exhibit and complimentary snacks and beverages! This event is free to the public. All are welcome!	ArtSpan	100	
8/3/10	National Night Out	Anti-violence event incorporating performances and vendors throughout Mendell Plaza, the Opera House parking lot and the Opera House yard with two ambulances from Fire Station 49 offering free health screenings. Station 17 will bring its fire engine for tours.	Renaissance Entrepreneurship Center, Fire Station 49, Fire Station 17	1,000	
8/4/10	Police Compstat meeting	Bayview has been selected as very first district in the City to host the off sight compstat meeting with chief Gascon and assistant chief Godown.	SFPD	150	
8/4/10	Dare to Dream Final Celebration	Bayview Opera House invites all participants, their families and CBOs to come see what the kids have accomplished this summer. Free food, performances and information about the upcoming fall Dare to Dream program.		300	
8/14/10	B-Magic Back Pack Give away	Annual backpack give-away to Bayview Children. School supplies provided by various community organizations	BMAGIC	2,000	
8/14/10	SFMOMA Atlas of San Francisco	Treasure Hunt	SFMOMA	200	
8/18/10	Mario's Hair Show Fundraiser for BVOH	All day event with barbers and salons putting forth their talents	Mario B. Productions	250	
8/21/10	Seastrunk Brother's	Performance	Seastrunk Brothers	200	
8/28/10	Rapha house summer showcase	Final celebration of their summer program, open to the public	Rapha House	150	
9/11/10	Hear Our Voices	campaign event and party for high school kids		100	
9/15/10	Home Buying Workshop	Lennar hosting a class on how to go about buying a home.	Lennar	100	
9/18/10	Carver School Math Literacy Day	Informational event for parents and kids about SFUSD math curriculum	SFUSD	100	
9/30/10	Opening Open Studios Show	Artists participating in Open Studios group show at the Bayview Opera House have a "pre-Open Studios" exhibit. Reception for the artists, live music and refreshments		150	
10/14/10	Open Studios Setup in evening	Open Studios artists set up their displays		12	
10/15/10	Playback Theatre Troupe	Improvational theatre illustrates situations of domestic violence that participants speak about.	Bayview YMCA	100	
10/16/2010 and 10/17/2010	Open Studios	The Bayview Opera House will be a group site for Artspan Open Studios. So far 11 artists are signed up.	ArtSpan	300	
10/21/10	William Rhodes and Jason Webster Art Show opens	Show opening featuring two local artists whose work incorporates symbols of Eastern and Western religion			
sometime in October	SAT Final Celebration	Celebration of completion of SAT renovations, trying to get Speaker Pelosi to commit to date and attend. Fundraising event		250	
11/4/10	Jason Webster and William Rhodes Art Opening	Reception for the Artists		200	

11/6/2010 and 3/12/2010 and 5/14/2010	SF Chamber Music Concert	The SF Chamber Music Orchestra will perform classical music for the whole family free of charge.	SF Chamber Music Orchestra	600	200 per event
12/1/10	Various Holiday events including toy give-away and xmas tree lighting		Community partners	800	
1/14/11	MLK poster and Essay Contest	Final event and celebration for this traditional event.	Association of Black Educators	200	
2/1/10	Black History Month celebrations	various shows and performances, details tbd		800	
March onward	Other events will be scheduled but are not finalized at this time	BVOH possibly closed for renovations. Will watch construction timeline and schedule additional if renovation does not materialize.		3,000	
	Fall, Winter and Spring Session final celebrations or last day of classes			400	100 per session
Total Attendance Events				13,442	
Note re all events listing partners: only events in which the Bayview Opera House plays a significant role in organizing or provides staff and facility for free or at low cost are listed here. Most collaborations are planned with the partner and include activities conducted by Bayview Opera House staff.					
Art Exhibits					
August 4 - September	Dare to Dream Children's Art Show	Summer campers exhibit the products of their art classes		200	
September 30 - October	Open Studios Art Exhibit	11 or more artists exhibit in a pre Open Studios show and on the weekend of October 15/16		500	
10/21/2010 - 12/5/2010	William Rhodes and Jason Webster Art Exhibit	Featuring two local artists who use Eastern and Western religious symbolism in their work		400	
12/9/10 - 1/9/11	Holiday Art Show	Children's Art Show		300	
1/17/11 - 3/6/11	History of the Bayview Opera House	History of the Bayview Opera House, with special sub-exhibit on Ruth Williams		500	
March on	to be determined if facility is open			300	
Total Attendance Exhibits				2,200	
Programs					
7/1/2010 - 8/4/2010	Dare to Dream Summer Arts Camp	various arts classes, programming Mo - Th 10-5PM		300	
9/7/2010 - 10/28/2010	Dare to Dream Fall Arts Session I	various arts classes, Mo-Th 4-7PM		50	
11/1/2010 - 11/16/2010	Dare to Dream Fall Arts Session I	various arts classes, Mo-Th 4-7PM		50	
12/20/2010 - 12/23/2010	Dare to Dream Winter Break Arts Camp	various arts classes, programming Mo - Th 10-5PM		20	
1/3/2011 - 2/24/2011	Dare to Dream Winter Arts	various arts classes, Mo-Th 4-7PM		50	
2/28/11 - 5/6/2011	Spring arts classes possibly offsite if building closed for various dates			50	
	Arts Camp on School Furlough days			60	
7/20/11 - 8/25/2010	Mary Booker Drama Workshop	Drama classes for adults		10	
	Other classes will be offered, but are not finalized at this				
Total Attendance Arts Programs				590	
TOTAL ESTIMATED ATTENDANCE				16,232	

5. *What other ways does your organization plan to serve its community? (i.e. private rentals, technical services, consultant services, fiscal sponsorship, and off-site programming) Please be as specific as possible.*

The BVOH serves the community by providing a theatre complete with lighting and sound for use of theatre groups, dancers, musicians and movie screening. Often the space and staffing are made available for free or at low cost to quality acts that promise to bring an enriching experience to the Bayview audience.

Lighting and sounds technicians, equipment such as tables and chairs, podium, microphones, a projector and large movie screen are also available to renters.

The BVOH is also available for private rentals to community members for birthday parties, baptisms, weddings, school dances, etc. Rentals are sometimes donated if the benefit the community, such as outreach and training for the census.

Offsite programming is planned in the event that the BVOH has to be closed for construction for an extended period of time.

6. *What marketing strategies will you use to grow your audience this year?*

The BVOH will use several marketing strategies, including, but not limited to:

- a. Outreach through community partners, attending planning meetings for events and enlisting partners to spread the information about our programs.
 - b. Word of mouth: we hope to get many more referrals from current program participants. Teachers from other programs recommend BVOH classes to their colleagues, teens tell their friends and parents tell their peers.
 - c. Wide local distribution of postcards advertising programs and events, often bilingual (Spanish and English so far, may include other languages in the future). Cards are placed in the library, local banks, stores, youth clinics and other youth centers, CBOs.
 - d. Through the new marketing staff member the BVOH will attempt to get coverage in local newspapers and television.
 - e. The website as well as our Facebook page regularly publicizes events and programs.
 - f. Direct email and regular mail are used to disseminate information.
 - g. The BVOH distributes interest forms for various programs and people who have expressed interest are contacted when a new program matches their interest.
7. *The Community Support Board meetings are required by the legislation to assure that the community has a voice in the cultural centers' plans. How will you get members of the community to participate in the CSB meetings? What topics or areas of your organization's goals and objectives will you ask for community input on?*

This year we will solicit feedback and input for the 3-year strategic plan under development. Several of the above marketing strategies will be employed to get the community to participate, especially distribution of cards or flyers and email and through contacting our community partners.

8. List below the tentative dates for the four required Community Support Board Meetings or equivalents.

All board meetings of the BVOH are open to the public and include public comment times. Members of the public are always welcome and often are invited to comment on regular board meeting topics even outside the designated public comment period. The board meeting generally takes place every 1st Wednesday of the month from 6:30 – 8:30PM. The agenda is posted on the website in advance of the meetings.

Once or twice a year a special meeting is held to actively solicit community input on a particular topic. Generally one such meeting takes place in the fall at the time of the regular board meeting. The actual board meeting is then either kept very short or moved to an earlier time just before the public input session. Tentative date for the first such meeting this year is Wednesday, October 6th.

Facility

9. Describe the facility repair, maintenance, or capital improvement projects that **your organization** will pay for and complete in 2010-2011, which must be approved by the SFAC and the building and grounds superintendent.

As described above, the BVOH will pay for a new auditorium floor through the SAT grant. The SAT project also includes the nomination to the National Register of Historic Places and the 50-year easement with SF Architectural Heritage. The BVOH will also use its Community Challenge Grant to upgrade the facility; the exact project the money will be used for is not known at this time.

Project Description	Project Budget	Sources of Funding	Responsible Staff	Timeline
Repair and restore original wood floor in auditorium, offices, kitchen, stair landings, stage and stairs	~70,000	SAT	Barbara Ockel	Completion by early August '10
Nomination to Register of National Historic Places	14,295	Applied for grant to Historic Preservation Committee (City of SF)	Barbara Ockel	Completion by August 31 st , final acceptance up to one year later.
Easement	15,000	SAT	Barbara Ockel	20-year easement for historic preservation to be signed with SF Architectural Heritage by August 31 st , '
To be determined	86,000	CCG	Barbara Ockel	Completion by March, 2011

Personnel

10. Attach an organizational chart showing all staff positions and the time committed to that position. If a member of the staff serves in more than one role in the organization, show the person in each position and the amount of time dedicated to each position.

