

Community Arts & Education
2011-2012
Cultural Centers
Funding Guidelines and Reports

SAN FRANCISCO



ARTS COMMISSION

Cultural Centers Reporting and Funding Calendar

July 11, 2011	Approval of advance at full Commission
August 1 or September 6, 2011	Management and Programming Plan submitted
September 12 or October 3, 2011	Approval of grants at full Commission
August 26, 2011.....	FY 11 Reconciliation of advanced funds and Final Report due
February 24, 2012	FY11 Audited Financial Statements and CDP report due
April 13, 2012.....	Mid-Year Report (Draft of Final Report and draft of next fiscal year's MPP) due
August 24, 2012	FY 12 Reconciliation of Advanced funds and Final Report due

Guidelines

The following guidelines are excerpted from the Hotel Tax Fund legislation and grant agreement to provide clarification on submittal requirements and expectations. This management and programming plan outlines the organization's plan for the fiscal year to meet the expectations set in the legislation to "support the operation, maintenance and programming of the City-owned community Cultural Centers to assure that these Cultural Centers remain open and accessible and remain vital contributors to the cultural life of the City."

Starting in 2009, the Arts Commission included reporting requirements with the California Cultural Data Project (CCDP). The 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. SFAC, along with other funders in California, requires applicants to complete a Cultural Data Profile through the CCDP website (<http://www.caculturaldata.org>). Applicants 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 provides 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. The logo is downloadable here:

http://sfartscommission.org/ceg/Logo/SFAC_Vector_Blk.eps

Organization Documents

The following documents should be on file at the Arts Commission. When changes are made, SFAC should be sent revisions within 30 days.

- Personnel Policy and Procedures
- Articles of Incorporation and By-Laws
- Board members and contact information
- Proof of 501(c)3 status
- Resume of current staff in key positions

Community Support Requirements

In order to fulfill the community support requirements in the Hotel Tax Fund legislation, each Cultural Center must hold six publicly noticed and publicly accessible meetings a year dedicated to community outreach, fundraising and advocacy. These meetings can be accomplished in any combination of the following:

- Independent community support board meetings
- Community support sub-committee of the board of directors that are open to the public
- Board of directors meeting with specific discussion of above topics that are open to the public
- 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

Agendas for community support board meetings or equivalents should be sent to the CAE program manager prior to the meeting. Minutes shall be delivered with the mid-year and final-report.

Programming

SFAC encourages the Cultural Centers to provide low-cost cultural opportunities through events produced by the tenant organization and rentals. Grantees and sub-grantees should use their best effort to produce events at one of the four City-owned Cultural Center facilities.

Programming listed should reflect items in Section 11/Section G of the CCDP including G1 (live productions self-produced), G1a (live productions presented only), G2 (public performances home), G4 (permanent exhibitions such as murals), G5 (temporary exhibitions), G6 (classes/workshops for the public), G7 (classes/workshops for professional artists), G9a (film screenings), G10 (lectures), G16 (workshops or readings of new works)

Listed separately, include G3 (public performances away) for events not housed in the Cultural Center, G8 (tours), G18a (off-site school programs occurrences)

Attendance should be calculated following the CCDP Section 11/Section C

For the sake of consistent reporting, G21 (rentals of your facility by others) should reflect non-art rentals such as food or toy give-aways, public meetings held by City agencies, fitness classes, etc.

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 buildings should also employ a facility manager. These positions should be reflected in your organizational chart along with contractors and volunteers.

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

Financial Statements

Budgets for the MPP should follow the line items (and definitions) outlined in the CCDP and reflect the organization's total budget and an SFAC/HTF budget.

Fiscally sponsored projects SHOULD show up in revenue, and should be listed as expenses (with budget notes) under line 20 (grantmaking expense).

Should you wish to revise your approved budget, you must submit a budget revision for approval by May 31, 2012. Otherwise, your line item expenses should not deviate beyond ten percent of the approved budget.

SAN FRANCISCO ARTS COMMISSION
2011-2012 Management and Programming Plan

Deadline: Open submission

2011 – 2012 SFAC/HTF Grant Allocation \$ _____ 311,658

Contact Information

Organization Name: Bayview Opera House, Inc. _____

Street Address: 4705 Third Street _____

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

Executive Director: Barbara Ockel _____

Telephone: 415-824-0386 _____ Fax: 415-824-7124 _____

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: <http://twitter.com/BVOperaHouse>

Facebook: <http://www.facebook.com/BVOperaHouse>

YouTube <http://www.youtube.com/bvoh1> Flickr _____

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



Signature: _____ Date: August 1, 2011 _____

(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) and organizational budget for FY 2011-2012
- Organization Chart with staff (including contractors and volunteers)
- 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
- List of rental rates

Cultural Center Goals

The Hotel Tax Fund is allocated to the Arts Commission to “support the operation, maintenance and programming of the City-owned community Cultural Centers to assure that these Cultural Centers remain open and accessible and remain vital contributors to the cultural life of the City.”

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. Increase and diversify sources of funding for our programs, events and building improvements
- ii. Continue to grow the “Dare to Dream ARTS” youth enrichment program, providing high quality arts education to more Bayview children and youth during school breaks, after school and mornings for preschoolers.
- iii. Continue to improve the quantity and quality arts events and performances as well as visibility to attract larger and paying audiences both locally in Bayview and from the larger San Francisco Bay Area

b. Objectives

- i. **Goal #1:** *Increase and diversify sources of funding for our programs, events and building improvements*

The BVOH’s status as a member of the National Register of Historic Places, the successful Dare to Dream ARTS program and highly visible events such as Sunday Streets, Holiday celebrations, Open Studios and other art exhibits, as well as increased efforts by board members to attract funding have already significantly improved corporate and individual giving this past fiscal year.

This section gives a summary of our fundraising goals. A detailed fundraising plan is provided in the fundraising section of this report.

1. Build the Board of Directors

The Board is considered of major importance in making and/or supporting connections to major donors and institutional giving.

2. Build Earned Revenues

There will be a renewed focus on building earned revenues through rentals, program fees, concessions and other services.

3. Use 2010/2011 Financials to Raise Funds

A supreme effort is already under way to complete the

2010/2011 audit as early as possible to use in future grant applications, and no later than October 31st.

4. Apply for More Grants

We will work harder to identify grant opportunities and apply for more grants than ever before. We will reach out and have quality personal interaction with potential funders.

We are hoping that improved financials for the last fiscal year as well as a solid financial track record for the last three years will also help to secure more grant funding both from foundation and government sources. We are also working on getting help with improving our grant language.

5. Pursue Corporate and Individual Giving

The BVOH plans to put forth a significant effort to wards this end, and possibly engage the services of an outside consultant in addition to staff resources.

- ii. **Goal #2:** *Continue to grow the "Dare to Dream ARTS" youth enrichment program, providing high quality arts education to more Bayview children and youth during school breaks, after school and mornings for preschoolers.*

Now in its second year, *Dare to Dream ARTS* is our most popular and successful program. It is the culmination of the BVOH Board's decision in 2009 to renew its focus on youth programming. After struggling in 2009/2010 to gain a critical mass of participants for the after school program, the summer program in 2010 was a resounding success. The BVOH took the program in-house after subcontracting with the YMCA for the previous two years and was able to improve the quality, quantity and diversity of our offerings, including media arts for the first time. The relationships built during the summer with surrounding schools and CBOs whose kids participated in the summer led to a solid after school program. For the first time ever in the history of the BVOH, a morning preschool arts education program was added that included two special education groups.

Media Arts

More Computers

The BVOH strives to grow the media arts programs, and a goal for this year is to acquire more computers and related equipment than the current five that are shared with the office.

Competent Partners

The BVOH will continue its successful partnerships with organizations

such as

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

Expert Teachers

The BVOH will continue to hire expert teachers, many with Masters degrees in their field with proven curricula, to ensure high quality instruction and tangible outcomes the kids are proud of.

Teach Media Arts to Younger Children

Media arts are a great way to teach computer literacy while kids have fun making art. While our media partners were initially reluctant to teach younger children, because they lacked basic computer skills, we are now aiming to teach children as young as 3rd graders.

Expand our Offerings

The BVOH will work to expand the digital media offerings because of their high potential for skill building for our youth. Last year we offered digital composition, video and photography. We have already introduced a new DJ class this summer and we are keeping our eyes open for new ideas and programs.

Traditional Arts

Goals for Orff Music Program

This past year saw the beginnings of our flagship music program that we plan to build on in the current year.

Participation in Music By All Children

The Orff teaching method uses tuned and un-tuned percussion instruments to teach music to children by making music instead of just listening to it. The method has no prerequisites and does not require reading music, so that all children can participate successfully. Selected bars can be inserted and removed from the xylophone-like tuned percussion instruments, making it easy for even very young children to play the correct notes.

Advanced Classes

Offer advanced classes to those who've had some practice. This will benefit children with a special interest in music and develop their skills. Older children with more practice can play complex music like classical or jazz on Orff instruments.

More Instruments

Purchase additional instruments so that all children in a class can play simultaneously.

Other Goals

Expand offering of other traditional arts classes and keep up high quality by hiring professional teaching artists as instructors to inspire our youth:

1. Painting
2. Graffiti Art
3. Break Dance
4. Hip Hop Dance
5. Capoeira
6. Modeling
7. Drama (new in 2011)
8. Ceramics (new in 2011)
9. Choir (new in 2011)

Dare to Dream HEALTH

Teach the Garden to Table Connection; Strengthen Curriculum

We will put more emphasis on curriculum development in this area, in particular on the connection between our garden and cooking programs.

The majority of children in our programs have no connection to the origin of food or experience cooking from scratch. Because both are essential to their education about healthy eating, gardening and growing food, harvesting eggs from our chickens and cooking with vegetables from our garden and other local produce have become a popular part of *Dare to Dream*.

Teach the Body Mind Connection

Yoga is offered to increase body and mind awareness and show the children how they can actively take control of their own state of mind.

The goal for this year is to make the body-mind connection a more integral part of all arts classes and increase self-direction, self-control and self-esteem.

Counseling

Professional Development for Teachers

We will add a professional development program for the art teachers we engage as well as the teachers who bring the kids to us from other programs. There are differences in teaching and discipline methods

between our teachers and the outside teachers and it would be helpful to engage all in discussions with professionals in the field present about the difficult issues all of them face.

Counseling

We would love to have a counselor on hand to get to know the children, work with them when difficult situations arise and possibly counsel the teachers bringing the children as to how best to help a particular child. Additional grant funding is needed to make this a reality or a volunteer working pro bono.

Many youth in our programs come from difficult and sometimes traumatic home situations, resulting in behavior issues, being distracted easily and impulse control problems. While our teachers do an outstanding job integrating the children who exhibit difficulties participating, the problems are not always manageable within the classroom setting.

Parent/Toddler Classes

Connect With Parents

In an effort to engage parents as well as their children we will continue to offer our successful parent/toddler music class we started last year in collaboration with Parent University as well as the new parent/toddler yoga class.

Parent University is running a parent education program out of Malcolm X Elementary School and is associated with Edgewood. The free classes are drop-in based. We provide healthy snacks to the children as well.

Goal #3: *Continue to improve the quantity and quality of arts events, performances and programs as well as visibility to attract larger and paying audiences both locally in Bayview and from the San Francisco Bay Area*

Attract community partners with visibility

We will continue to conduct many youth programs outdoors. The local visibility from Third Street of our youth enrichment program 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 Dare to Dream ARTS. Seeing the children at the BVOH on a regular basis as well as other activities during large outdoor events in turn has attracted attention from individuals and organizations wanting to work with us, offer programs, teach or volunteer. For example, when we were denied the summer lunch program by DCYF, the Salvation Army that just opened a branch in Bayview came forward and served hot lunches to our children during the summer program.

Attract more quality events with improved facility

We will continue to promote our historic building as an attractive venue for the arts in San Francisco by creating marketing materials and using our many newly developed partnerships and contacts to get the word out that we are “open for business.”

Both the restored auditorium with its ambience of quiet elegance and restored splendor and our status as a member of the Register of Historic Places is making it easier to attract quality acts to the BVOH. We have hosted performances by the San Francisco Chamber Orchestra, the Westmont College 60-piece classical orchestra, two major beautiful sculpture exhibits that would not have happened on the old floor, held an Aids benefit and a Breast Cancer Benefit, as well as weddings, baptisms, anniversaries and birthday parties that help bring in rental revenues.

Arts infusion into community events

The BVOH will increase its efforts to add arts components into events that attract large crowds, but previously had no or too few arts elements.

For the toy give-away kids had to earn their toy by first completing an arts “passport” that required participation in at least three arts activities including gift making and a Kwaanza table. The arts passport will be featured again at this year’s backpack give-away, changing the event from just a hand-out to promote active participation in the arts.

Partnerships as key element to building programs

The BVOH will continue to maintain and increase community partnerships.

The BVOH will continue to maintain and develop new partnerships with youth program providers and community stakeholders through the channels developed this past fiscal year. The BVOH will also strive to develop partnerships in areas where we have not made significant inroads in the past.

Outreach into the immediate neighborhood

We will make a concerted effort to connect with our immediate residential neighbors. This past year we have seen an influx of new residents into newly built condos on Third Street and community initiatives such as public gardens and streetscape improvements. Casual research has shown that many of these residents are not aware of the offerings of the BVOH. We will distribute printed materials in our immediate neighborhood going door to door and connect with neighborhood groups to make presentations to their constituency.

Churches

While the BVOH has enjoyed patrons from nearby Providence Church at several events, we have not connected to other

churches in the neighborhood. We will contact them and invite their congregations to participate in our programs and events. With additional grant funding we are applying for we hope to have more regular Sunday afternoon performances, traditionally a time when churchgoers like to go out for activities.

Closure contingency

In the event that the BVOH must be closed for any part of 2011/2012 (not likely at this point), we plan to take many of our programs out into the community. While the children love to come to the BVOH for arts classes, we also have come to their regular facilities to teach when weather conditions made it impossible for the kids to walk to the BVOH. In the event of a building closure we would do the same and might even be able to expand to facilities that are too far away for the children to walk to the BVOH during the short after school hours.

Programs and events might also take place at the Joseph Lee Rec Center. We have held dance classes there before when the floor restoration was underway and have used the gym for events when we were overbooked. We might sponsor performances to be held in the auditorium of the Leola M. Havard Early Childhood School that features a beautiful stage. We are putting our feelers out now, so that when a date for the closure is set, we are ready to move and assure our partners in programs and events that alternate venues will be available.

2. How will you measure success? Feel free to include reporting requirements of other funding sources such as DCYF.

We are in the process of developing several ways to measure success:

a. Dare to Dream ARTS

We will develop questionnaires for participating children to find out from their perspective what they learned in our programs.

BVOH staff will conduct class as well as individual interviews with the children based on standardized questions that aim to gather data about the children's learning experience. The questions will address knowledge and/or skills acquired, inspiration experienced, and personal development. We may engage a consultant to take this concept further.

b. Dare to Dream HEALTH

We will develop questionnaire's that will measure change in the children's outlook on food and self-awareness.

We ask the children the same questions at the beginning and end of a class. We will consult with professionals to make sure we are following best practices.

c. **Partnerships**

We are keeping track of the number and quality of collaborations with other groups, as well as the duration of these partnerships.

The quantity and quality of our partnerships is an important measure of our reach into the local Bayview community as well as the larger Bay Area arts community. High quality partnerships mean that we can rely on an organization to work with us in the long run, that there is enough trust to overcome obstacles and disagreements, and that we mutually support each other where needed.

d. **Attendance**

We are regularly using sign-in sheets and sometimes clickers to more accurately track participation at our events.

Higher attendance, and also continued attendance of ongoing programs is an important measure of success.

3. **What is your strategy for attracting and engaging San Francisco residents in your mission-driven activities? How is this the same or different from last year?**

a. **Engaging the Bayview Community**

We are employing a multi-pronged approach to engage the Bayview community in our programs and events.

i. **Publicity through stakeholders**

Pushing information about upcoming events and programs out through our community partners has been and will be in the future a major tool for disseminating information.

As our connections to the other groups grow stronger, they are more inclined to disseminate our information. So while this strategy is the same as last year, its effectiveness is increasing.

ii. **Publicity through print**

We regularly print sets of 5,000 postcards to hand out throughout the surrounding community to promote events and programs.

Some include translations into Spanish and even Mandarin. We have cards on hand for ongoing programs such as our toddler parent music and yoga classes to give to potentially interested persons when they attend other events at the BVOH. We also post posters for major events in surrounding store windows and public places such as the library. Programs for children and families are often advertised by getting an SFUSD stamp and distributing the approved flyers through the surrounding schools, especially those we partner with. This is similar to last year's efforts, and we are learning how and where to best distribute printed information and maximize the outcome of our efforts

iii. **Publicity through online media**

We will send out regular emails, post to Facebook and tweet.

Despite limited effectiveness in Bayview for our local audience (only about 20% of recipients read their email), we continue to communicate by electronic means to reach a smaller but growing audience of people who are online in Bayview, mostly professionals and newer community members. We use other means described above to communicate to those on the other side of the digital divide.

iv. **Scheduling**

We will continue our efforts to schedule events so they are convenient for the community to attend.

We have paid attention to times and days where attendance of events and programs is best. One example is that Sunday afternoon events tend to be very well attended when they take place to coincide with the end of nearby church services, especially those aimed at older adults and church-going families. Youth programs are scheduled in close consultation with the programs that bring kids to us. Last year we accommodated the Carver ExCEL program by providing two hours instead of one of arts instruction on Thursdays, when their program started at 1PM instead of 3PM due to early dismissal at their school.

b. **Engaging people from outside of Bayview**

Our outside engagement takes place mostly through personal email and phone contact, through mass emails, our website and social media and public media such as newspapers and television.

i. **Personal contacts**

We plan to continue to use any and all contacts of staff and board members to increase our reach.

Personal contacts and relationships as well as organizational partnerships have played a major role in attracting events, programs and art exhibits to the BVOH. Getting the shipyard artist community involved was a direct result of the art exhibit with art colony founder Jacques Terzian, which in turn was only possible due to a long-standing relationship of the managing director with Mr. Terzian and The Point Art Colony. This exhibit resulted in a very successful fundraiser (over 8k in total) and a lot of goodwill and future opportunity to utilize the talents of shipyard artists. We have outreached to the African American Shakespeare Company due to a personal contact with Commissioner Young, and hope to welcome them at the BVOH at some point this fiscal year.

ii. **Mass emails**

This year we will increase the frequency of our updates and improve the

format of our newsletters.

More people from outside of Bayview read and communicate by email than locals, and mass emails are an effective way to keep our more general audience informed about our activities.

iii. **Social Media**

We plan to devote more staff time to these promotional activities and learn more about how to use them effectively by attending workshops and trainings.

We have recently added a Twitter presence and plan to increase our postings both on Twitter and Facebook. We have created and posted a YouTube movie about our *Dare to Dream* Program and plan to post more movies and pictures this year.

iv. **Website**

We will improve the website by posting more information and also by reviewing and then improving its format.

Our website has been an important tool both for publishing information about our events and programs to the more general audience, but its primary use has been perusal by potential funders. In more than one case we have received feedback that the information on our website was of key importance in funding decisions.

v. **Partnership with SF Travel Association**

The BVOH was just awarded a membership grant with the SF Travel Association that includes a mentor to help us outreach to tourists and convention goes. Through this important partnership we hope to organizer Bayview Tours, secure rentals and attract visitors to our events.

4. Please attach a fundraising plan that provides a sense of how the organization will ensure it has the resources necessary to succeed. The plan should outline your efforts over the next one to three years.

The BVOH has now firmly established itself as a major player in the so-called “town center” of the redevelopment area in BVHP. A real opportunity to attract more funding exists, building on recent successes such as the Save America’s Treasures restoration, acceptance into the National Register of Historic Places, a successful and highly visible youth program and being a major hub for community events such as Sunday Streets, B-MAGIC back pack give-away and holiday celebrations. Already the City is making available unprecedented funds for building improvements that were hoped for but never materialized in prior years. Two foundations with no previous connections to the BVOH recently made significant contributions towards facility as well as program upgrades. Earned rental income has increased by more than 50% over last year.

The BVOH will employ several strategies to further the goal of increasing and diversifying funding:

a. Build the Board of Directors

The current board of eight members is too small to cover all areas of expertise and sheer time investment that is needed to have an effective fundraising as well as governing board. The building of the board will be a careful process of vetting applicants and recruits; **we seek to recruit board members capable of increasing the reach and promote growth of our organization; help with recruitment by members of the Arts Commission would be most appreciated.**

b. Increase Earned Revenues

i. Rentals

We will actively promote rentals to city agencies as well as corporations. We also plan to offer additional services around events such as catering and promotion.

ii. Fees for programs and events

We are starting to charge for some adult classes and ask parents who bring their kids to summer camp or after school classes to at least make a contribution to the cost of the program. This transition away from always free has been met with some resistance, but it is necessary for sustainability. Scholarships or reduced fees are always available to people wanting to participate who cannot afford to pay. For now, we have no plans to charge CBOs bringing groups to our programs, but we welcome voluntary contributions.

We will also have more events for which tickets are required and we sell rather than give away food at many otherwise free events. In doing so, we will always keep in mind the neighborhood we serve and ensure access for people who truly cannot pay.

c. Leverage 2010/2011 Financials to Raise Funds

The new financial data will be invaluable for all future grant applications because of our improved revenues this past fiscal year. Completing the audit early this year is a top priority.

BVOH funding besides the SFAC grant increased dramatically in 2010/2011, in part due to the Save America's Treasures program, but also due to the award of three specialized grants for building and program improvements.

d. Apply for More Grants

We will

- i. Aggressively research grant opportunities and create table by date and grant type for a more efficient application process. Be able to review a number of grant opportunities at once and pick out those where our programs align most closely with the funder's priorities. Make a concerted effort to apply for as many grants as possible.

- ii. Engage a consultant to perfect the language we use for recurring questions such as who we are, the demographics we serve and descriptions of our core programs.
- iii. Get strong letters of support well ahead of deadlines.
- iv. Call grant program managers ahead of applying and discuss what we would like support for and invite them for site visits.
- v. Apply for grants with governmental agencies such as the Mayor's Office of Housing or the SFPUC to provide services to their areas of impact and clientele.

e. Pursue Corporate and Individual Giving

The BVOH plans to aggressively pursue corporations and individuals, especially in San Francisco, to attract donations. We will strive to pursue corporate partnerships that meet the promotional and outreach needs of San Francisco corporations such as P,G&E or a high tech company with youthful clients and the financial needs of the BVOH.

5. The Hotel Tax Fund legislation requires an active community support board which meets six times a year. The board should be “dedicated to community outreach, fundraising and advocacy on behalf of the Cultural Center.” List below the tentative dates for the six required community support board Meetings or equivalents.

The BVOH intends to engage in a variety of different types of outreach meetings that reach into different sectors of the community. Our most successful community support board meeting last year was when B-MAGIC agreed to give us time during their monthly meeting that allowed us to hear from many organizations that service youth in the Bayview. This outreach directly resulted in new connections made; one example is a field trip this summer by our kids to a Zaccho Dance Theatre workshop. As these meetings will have to be coordinated with other organizations, the dates for these meetings listed below are highly tentative.

- a. August 17th Center Director Meeting
- b. September 14th –BVOH Public Board Meeting with public comment
- c. October 27th – Third Street Stakeholder outreach meeting
- d. January 17th – B-MAGIC outreach meeting
- e. March 17th - Outreach meeting at Dr. George W. Davis Senior Center
- f. May 2 - BVOH Public Board Meeting with public comment

Programming

- 6. In order to fulfill Cultural Center guidelines, list and describe all planned events including classes and performances within a City-owned Cultural Center.**
- **Please follow the instructions outlined in the guidelines.**

- **Feel free to attach additional pages as necessary, but include the categories of information listed below.**

Date	Name and Brief Description	Projected Attendance
	Please see attached document	

7. Please list the programming you plan to hold off-site

At this time we have no plans to hold offsite programs except in the event of a building closure and occasional arts programming at local schools when bad weather makes coming to the BVOH impractical for the children.

Date	Name and Brief Description	Location	Projected Attendance
	N/A		

Please note why these events were not held at a City-owned Cultural Center.

8. Please list other ways your organization serves the community including items like G3a (online/radio/television programs), G7a (publications), G12 (world premieres), G13 (national premieres), G14 (local premieres), and G15

(works commissioned).

The BVOH as town center for the Bayview neighborhood open its doors to many events and programs that are not related to the arts, although we try to infuse an arts component whenever possible and appropriate. We also provide affordable space to other artists and arts organizations to hold their events. We are active looking for funding to host higher profile performers that we've been able to pay for in the past.

- a. G-14: Long-time BVOH collaborator Mary Booker plans to produce the musical play "A Little Piece of God" by Thelma Stiles in a collaboration with local jazz talent Lester Carnegie.
- b. G3a: We plan to collaborate with Bay Area Video Coalition to broadcast some of our events on local cable channels.
- c. We let B-MAGIC and Third Street Corridor Stakeholders hold their monthly meetings at the BVOH for a nominal fee, as well as planning meetings for community events such as Sunday Streets and Holiday celebrations.
- d. We provide affordable space for private meetings, family gatherings, weddings, birthday parties, job fairs, health education, small business workshops, community town hall meetings, etc.
- e. We hire professional teaching artists for our youth arts classes.
- f. We support emerging community artists by paying them a stipend to participate in Open Studios at the BVOH.
- g. We provide art exhibit opportunities to community artists and children from our programs
- h. We provide affordable space for artists and producers to hold their performances, galas or benefits.
- i. We enhance the ambience on Third Street with the BVOH garden and chickens (a great hit with young and old alike)

Facility

9. **Describe the facility repair, maintenance, or capital improvement projects that your organization will undertake which pertain to building systems and must therefore be approved by SFAC staff. Building systems include: interacting or interdependent components that comprise a building such as structural, roofing, side wall, plumbing, HVAC, water, sanitary sewer, and electrical systems.**

Plans to improve the physical facility of the BVOH are abundant and mostly not finalized at this time. Describing all planned projects to be undertaken in conjunction with the Arts Commission in detail is beyond the scope of this document. It is notable that a large part of this funding had been promised to the BVOH long ago, and we are extremely pleased that it is becoming a reality at this time. We are proud of an exceptional collaboration with the SFAC around the SAT improvement and National Register of Historic Places acceptance that we believe has greatly contributed to restoring faith by city agencies into the ability of the Arts Commission and BVOH,

Inc. to work together to achieve long-planned goals around building improvements. We'd like to take this opportunity to acknowledge with gratitude the tireless work of CAEG Program Director Judy Nemzoff and Director of Programs Jill Manton to push these plans forward and help secure the needed funding.

New Interior Sound System

In May the BVOH was awarded a grant of \$25,000 from the Bothin Foundation to replace the interior audio system. We will seek expert professional advice to decide on the best possible system and vendor to work with.

This project will proceed independently and before the remaining improvements and we plan to complete it before the end of the calendar year.

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. Include contractors and volunteers to reflect the breadth of your community.**

Organizational Chart

Barbara Ockel

Interim Managing Director (1 FTE)

Direct Reports

Rebecca Gallegos - Manager of Fundraising & PR (1 FTE)

Errol Hall - Facilities Manager (.25 FTE)

Sam Watson - Youth Program Supervisor (.6 FTE)

La Shea Sanchez - Youth Program Assistant (.5 FTE)/Office Assistant (.5 FTE)

Ules Tabron, Custodian (.9 FTE)

Zachary Johnson, Custodial Assistant (.5 FTE), Events & Program Assistant (.3 FTE)

Michele Pense, Bookkeeper (.4 FTE)/Office Assistant (.2 FTE)/Staff Photographer (.025 FTE)

Arts Instruction Contractors

Mario Benton (Theatrical Modeling)

Blue Bear School of Music (Digital Composition)

Mary Booker (Adult Drama)

Brushfire Painting Workshops (Expressive Painting)

Joseph Colmenares (Graffiti Art)

Danielle Hoang (Ceramics)

Armando Luna (Yoga for children and adults)

Jacob Kramer (Music)

Jarrel Phillips (Capoeira)

Meghann Riepenhoff (Digital Video, Digital Photography)