

SAN FRANCISCO ARTS COMMISSION

2012-2013 Mid-Year Report

Deadline: January 31, 5 p.m. in office

Contact Information

Organization Name: QCC: The Center for LGBT Art & Culture
Street Address: c/o African American Art & Culture Complex, 762 Fulton Street
City/State/Zip Code: San Francisco, CA 94102
Executive Director: Pamela S. Peniston, Artistic Director
Telephone: (415) 935-5948 Fax: N/A
In case of emergency/ cell phone: (415) 298-3527
E-mail Address: Artistic@queerculturalcenter.org Website: queerculturalcenter.org
Signature:  Date: 1/30/13
(Submitted by person authorized to sign contracts, reports, and invoices)
Printed Name: Pamela S. Peniston Title: Artistic Director

CHECKLIST:

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

- Completed Mid-Year Report
- Signed original form
- SFAC/HTF and organizational Profit and Loss statement for July 1, 2012 to December 31, 2012
- Revised organization chart (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, Automobile Liability, and Property if they have expired
- List of major press (with links if possible) mentions so far this year

REMAINING DEADLINES

December 3, 2012 Revisions to MPP due in SFAC office
January 8, 2013 CAEG Committee reviews revised MPPs
January 31, 2013 Mid-Year Report due
February 25, 2013 FY12 Audited Financial Statements and CDP report due
(As mentioned in the MPP guidelines, Centers with budgets <\$250,000 may submit a financial review)
August 26, 2013 FY 12 Reconciliation of advanced funds and Final Report due

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. Provide update on the organization’s goals and objectives based on the measures of success outlined in the Management and Programming Plan.

1. QCC is promoting the artistic growth and diversification of the City’s queer community through our commissioning and presenting programs that give voice to diverse queer perspectives and foster cultural equity.
 - a. QCC’s Creating Queer Community (CQC) program has commissioned 20 diverse artistic projects solicited from the community and has conducted a fundraising workshop, a publicity workshop and a meeting of all commissioned artists. These activities will enable the commissioned artists to fully execute their artistic events as part of the June 2013 National Queer Arts Festival or our year-round Healthy Community programs.
 - b. Before June 30, 2013, QCC staff will enable each of the 20 diverse artists to create and implement a content-driven project-based marketing plan that will attract at least 75% capacity audiences to their presentations and to form at least one new partnership with a social service or advocacy organization that matches the content of their program.
 - c. To date, QCC has organized one Queer Conversations on Culture and the Arts (QCCA) program that fostered public dialogue about aesthetic issues implicit in the emergence of queer art and culture in San Francisco. QCC has organized 6 Healthy Community programs that address medical and mental health issues in the queer community. These events addressed issues relevant to our constituents and attracted audiences exceeding 200 people.
 - d. From July through December 2012, queerculturalcenter.org has attracted over 100,000 visitors who are exploring or researching the evolution of queer arts and culture in San Francisco.
 - e. To increase the production, fundraising and marketing skills of the 20 commissioned 2012-13 presentations, the Communications Director has established an integrated Facebook network comprising QCC’s Communications, Artistic and Development Directors, the General and Production Managers and the 20 commissioned artists.
2. QCC’s affordable grantwriting and other services will continue to generate earned income and to stimulate the financial expansion of the queer arts community and will assist the artists we commission to identify and pursue matching funds to support their projects.
 - a. To date, the artists we are presenting at the 2013 Festival have leveraged over \$35,000 and an additional 10 proposals are pending.
 - b. To date, QCC’s year-round fiscal sponsorship, affordable grantwriting and technology services program have generated fees surpassing \$18,000.
 - c. In fall 2012, QCC’s affordable grantwriting assistance program has generated grant income in excess of \$200,000 for culturally diverse queer arts groups.

- d. QCC currently serves as the fiscal sponsor for at least 10 different groups: the statewide California LGBT Arts Alliance, Army of Lovers, Queer Rebel Productions, Femina Potens, the Trans March, Chrysalis Studio, Lost Sock Productions, Man Dance, Girl Talk, Fecund Arts and several others.
- 3. QCC will determine and implement the most appropriate staffing pattern and board structure to foster the artistic and financial growth of queer art and culture.
 - a. During the fall, Kevin Seaman became QCC's General Manager and Sarah Guerra became the Production Manager. These two staff represent the first step in the implementation of our succession plan and the organization's transition to a new generation of leadership.
 - b. During the fall QCC recruited one new Board member and engaged all Board members in activities supporting the organization.
- 4. QCC will continue its diversification efforts by building alliances and ongoing collaborations with four of the Bay Area's leading arts organizations of color.
 - a. QCC will co-present programs with the Asian/Pacific Islander Cultural Center during the 2013 United States of Asian America and National Queer Arts Festivals.
 - b. QCC will continue presenting programs at Berkeley's La Peña Cultural Center.
 - c. QCC has presented two co-commissioned works at Galería de la Raza.
 - d. QCC is now located at the African American Art and Culture Complex.

2. Provide an update on the fundraising plan. What activities have been implemented and what benchmarks have been met?

QCC's fundraising activities promote the artistic and economic development of the City's queer arts community as well as finance QCC's annual operating budget. Over the past 16 years, QCC's consistently successful fundraising activities have promoted the artistic and economic development of the City's queer arts community and has financed QCC's annual operating budget. Over the past 15 years, QCC's consistently successful fundraising efforts have ensured the organization has the resources it needs to operate successfully. On December 31, 2012, QCC's total equity was \$108,204. In fall 2012, QCCs assisted the emerging LGBT artists we commissioned to leverage over \$35,000 in matching funds. QCC also secured a grant from the California Arts Council to hire an attorney and launched the non-profit incorporation process of the CA LGBT Arts Alliance. To date, QCC's fiscal sponsorship, technology services and affordable grantwriting assistance programs have generated over \$18,000 in earned income.

In 2012-13, QCC has secured funds from the CA Arts Council, the Arts Commission's Artists in Communities and Organizational Projects Grants Program, the San Francisco Foundation, the Kenneth Rainin Foundation and the Folsom Street Fair. Proposals are currently pending with the National Endowment for the Arts, the Zellerbach Family Foundation and the Walter and Elise Haas Fund.

In the fall, QCC secured a grant of \$12,000 from Folsom Street Entertainments by recruiting and coordinating approximately 75 volunteers who worked at the Folsom Street and Dore Alley Street Fairs. QCC compensated the participating Queer arts organizations for each individual volunteer they recruited. QCC's Board and staff decided in the fall not to organize a fundraising event during FY 12 – 13.

3. **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 per year dedicated to community outreach, fundraising, and advocacy.**

- July 6: 6-hour Artistic Program planning and fundraising workshop – 13 Participants
- July 7: 6-hour Artistic Program planning and fundraising workshop – 18 participants
- July 21: 6-hour Artistic Program planning and fundraising workshop – 13 participants
- July 22: 6-hour Artistic Program planning and fundraising workshop – 18 participants
- September 22: 2 hour workshop with commissioned artists to identify matching funds – 31 participants
- December 5: Open QCC Board meeting with commissioned artists – 47 participants

Programming

4. List and briefly describe all events including classes and performances that have been held **within a City-owned Cultural Center**. 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)
- Attendance should be calculated following the CCDP Section 11/Section C
 - Feel free to attach additional pages as necessary, but include the categories of information listed below.

Date	Name and Brief Description	Location	Attendance
7/6 & 7/7	The Fully Functional Cabaret	AAACC	410
		Total:	410

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

Date	Name and Brief Description	Location	Attendance
7/7 & 21/12	Creating Queer Community workshop #1 (NQAF)	Galeria de la Raza	13
7/8 & 22/12	Creating Queer Community workshop #1 (HC)	Galeria de la Raza	20
7/18/12	Smak Dab Open Mic (Co-Presentation with Army of Lovers)	Magnet	50
8/15/12	Smak Dab Open Mic (Co-Presentation with Army of Lovers)	Magnet	50

9/19/12	Smak Dab Open Mic (Co-Presentation with Army of Lovers)	Magnet	50
9/22/12	Artist fundraising workshop	Root Division	31
9/28/12	Ann Cvetkovich in Conversation with Tammy Rae Carland (QCCA)	California College of the Arts, Timken Hall	125
10/17/12	Smak Dab Open Mic (Co-Presentation with Army of Lovers)	Magnet	50
11/9 & 11/12	Transgender Film Festival	CounterPULSE	400
11/21/12	Smak Dab Open Mic (Co-Presentation with Army of Lovers)	Magnet	50
12/5/12	QCC Open Board Meeting	Wix Lounge	47
12/19/12	Smak Dab Open Mic (Co-Presentation with Army of Lovers)	Magnet	50
		Total:	889

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

As a cultural center that operates without it's own venue, QCC often produces events in collaboration with other cultural organizations. Additionally, QCC often books spaces that are offered to the organization free of charge or at reduced rates more affordable than cultural centers. Also, many of the events we produce are appropriate for 50-seat houses such as the Garage.

6. **Which of these items have occurred: G3a (online/radio/television programs), G7a (publications), G12 (world premieres), G13 (national premieres), G14 (local premieres), and G15 (works commissioned).**

QCC has commissioned 20 artistic projects for our Healthy Communities and National Queer Arts Festival programs as part of Creating Queer Community; all of these events are s commissioned (G15) and will be world premieres (G12), national premieres (G13) and local premieres (G14). A list of these commissions is attached.

Facility

7. **Describe the facility repair, maintenance, or capital improvement projects that your organization has undertaken which pertain to building systems and must therefore be approved by SFAC staff.**

N/A

Personnel

8. If your organizational chart or the staff at your Center has changed, please revise your organizational chart. Show 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.

Organizational Chart: Attached

Budget and Revenue Target

9. Complete the year-to-date profit and loss statement from July 1, 2012 to December 31, 2012 following the definitions described by the CCDP. Please include budget notes for the line items with an asterisk.

	EARNED	BUDGETED	JULY- DECEMBER
1	Admissions		
2	Ticket Sales	45000	
3	Tuitions		
4	Workshop & Lecture Fees		
5	Touring Fees		
6	Special Events - other		
6a	Special Events - Non-fundraising		
7	Gift Shop/ Merchandise		
7a	Gallery/Publication Sales		
8	Food Sales/ Concession Revenue		
8a	Parking Concessions		
9	Membership Dues/Fees		
10	Subscriptions - Performance		
10a	Subscriptions - Media		
11	Contracted Services/ Performance Fees	35000	18401
12	Rental Income - Program Use		
13	Royalties/Rights & Reproductions		
14	Advertising Revenue		
15	Sponsorship Revenue		
16	Investments-Realized Gains/Losses		
17	Investments-Unrealized Gains/Losses		
18	Interest & Dividends	15	6
19	Other Earned Revenue		
20	Total Earned Revenue	80015	18407
	SUPPORT		
21	Trustee/ Board Contributions	1000	
22	Individual Contributions	8000	9331
23	* Corporate Contributions	6500	1250
24	* Foundation Contributions	108000	39265
26	* Government - County	142670	60116
27	* Government - State	37000	37000
28	* Government - Federal	10000	
28a	Tribal Contributions		
29	Special Events - Fundraising		
30	* Other Contributions		

30c	Related Organization Contributions			
31	* In-Kind Contributions			
32	Net Assets Released from Restrictions			
33	Total Contributed Revenue	313170	146962	
34	Total Earned and Contributed	393185	165369	
	EXPENSES	BUDGETED	TOTAL ORG.	SFAC HTF
1	* Salaries			
2	Commissions			
3	Payroll Taxes			
4	Health Benefits			
5	Disability			
6	Workers' Compensation			
7	Pension and Retirement			
8	* Benefits, Other			
9	Total Salaries and Fringe			
2	Accounting	7500	3600	3600
3	Advertising and Marketing	12000	206	
4	Artist Commission Fees	20000	500	
4a	Artist Consignments			
5	Artist & Performers - Non-Salaried	78000	7479	7479
6	Audit	6000	6950	4500
7	Bank Fees	200	165	
8	Repairs & Maintenance			
9	Catering & Hospitality	2500	1025	
10	Collections Conservation			
11	Collections Management			
12	Conferences & Meetings			
13	Cost of Sales			
14	Depreciation			
15	Dues & Subscriptions	400	325	
16	Equipment Rental			
17	Facilities - Other			
18	Fundraising Expenses - Other			
19	Fundraising Professionals	44600	30285	21500
20	* Grantmaking Expense	52400	42461	
21	Honoraria			
22	In-Kind Contributions			
23	Insurance	3700	774	
24	Interest Expense			
25	Internet & Website	45000	18260	16320

26	Investment Fees			
27	Legal Fees		2608	
28	Lodging & Meals			
29	* Major Repairs			
30	Office Expense - Other			
31	* Other			
32	Postage & Shipping	500	26	
33	Printing	200	59	
34	Production & Exhibition Costs			
34a	Programs - Other (FS Fees)	4800		
35	Professional Development			
36	* Professional Fees: Other	103000	59829	16320
37	Public Relations			
38	Rent	12000	874	
38a	Recording & Broadcasting Costs			
38b	Royalties/Rights & Reproductions			
39	Sales Commission Fees			
39a	Security			
40	Supplies - Office & Other	200	334	
41	Telephone			
42	Touring			
43	Travel			
44	Utilities			
45	TOTAL EXPENSE	393000	175760	69719
	Total Expenses Less In-kind	393000	175760	69719
46	Change in Net Assets	185	10603	

BUDGET NOTES:

PROFESSIONAL FEES: SFAC/HTF:

-GENERAL MANAGER/ ASST DEV. 17,266

Budget Notes- MPP**Income****Corporate**

LGBT Community Center	\$250
University of California SF	\$250
Rhineaux Media Corp	\$250
TD Ameritrade Clearing	\$500
Total	\$1,250

Foundations

Horizons	\$10,765
Irvine Fdtn	\$500
Rainin Fdtn	\$10,000
Open Meadows	\$1,000
Folsom Street Events	\$12,000
Theater Bay Area	\$4,000
Sisters of Perpetual Indulgence	\$1,000
Total	\$39,265

County/City

Cultural Centers	\$55,866
SFAC Level ONE	\$4,250
Total	\$60,116

State

CAC - Creating Public Value	\$25,000
CAC - Statewide Networks	\$12,000
Total	\$37,000

Salaries

QCC has no salaried employees; all are contractors who work from their home offices.

Grantmaking Expenses Payments to Fiscally sponsored clients

Fecund Arts	\$4,000
Femina Potens	\$12,750
Man Dance	\$12,971
Mujadarra Girls	\$300
Queer rebel Productions	\$4,690
Radar	\$1,000
Trans March	\$6,750
Total	\$42,461

Professional Fees- Other

Artistic Director	\$11,418
Alliance staff	\$6,372
Curators	\$600
Financial Manager	\$9,310
Gen Mgr/ Program Mgr	\$20,881
Tech. Production staff	\$4,762
Workshop facilitators	\$2,256
CQC Manager	\$4,080
NEA Registration Specialist	\$150
Total	\$59,829

Queer Cultural Center
 Creating Queer Community
 2012-13 Commissions

Artist First	Artist Last	QCC Program	Commission Title	Short Purpose	Awarded
Amy	Cancelmo	NQAF	<i>Strange Bedfellows</i>	to support <i>Strange Bedfellows</i> , a curatorial project exploring collaboration in contemporary and historical queer art-making practice.	\$1,000
Edgardo	Cervano-Soto	NQAF	<i>La Rosa Mixtape</i> (working title)	to support the production and exhibition of <i>La Rosa Mixtape</i> (working title), a 5-10 minute documentary exploring how young immigrant Latino queers of color in the Bay Area respond to anti-immigration policies through drag performance.	\$800
Erika Viviana	Céspedes	NQAF	<i>Stories of Queer Diaspora</i>	to support <i>Stories of Queer Diaspora</i> , a performance based literary reading and writing workshop series that explores how self identified Queer immigrant, 1st generation, and undocumented peoples navigate their bodies, geography, language, and history.	\$1,000
Celeste	Chan	Both NQAF & HC	<i>Spirit: A Century of Queer Asian Activism</i> (Working Title)	to support <i>Spirit: A Century of Queer Asian Activism</i> (working title), a 2-day event that features an evening of performance, followed by a weekend day panel.	\$1,000
Gina	de Vries	Both NQAF & HC	<i>Girl Talk</i>	to support <i>Girl Talk</i> , a spoken-word performance show that will explore relationships of all kinds between transgender and cisgender (i.e., non-transgender) women.	\$1,000
Dylan	Do	HC	<i>100 Transmen in 100 Days Health Project</i>	to support the <i>100 Transmen in 100 Days Health Project</i> ; a microphotography initiative that will explore the new genital flora found inside of medically transitioned transmen at various stages of testosterone therapy.	\$1,000
Cherry	Galette	NQAF	<i>FREE</i>	to support <i>FREE</i> , a people of color centered multi-genre production that will invite 8-10 artists to explore legacies of queer and trans people of color uprisings and revolutions, both in North American and global contexts; attract an estimated audience of 200 people.	\$800
Diego	Gomez	Both NQAF & HC	<i>Queer Mythologies: Rewriting History for a Queer Future</i>	to support <i>Queer Mythologies: Rewriting History for a Queer Future</i> , a multimedia gallery exhibition of comic & fantasy art, drag performance and literary readings.	\$800
Rik	Haber	Both NQAF & HC	<i>SICK</i>	to support <i>SICK</i> , a multi-disciplinary performance and visual arts instillation piece that will bring together a diverse group of 8 gender variant artists to explore their experiences navigating queer communities and chronically ill communities.	\$1,000
Miss Vagina	Jenkins	NQAF	<i>This Was Queerlesque</i>	to support <i>This Was Queerlesque</i> , a performance art showcase and event that will explore intergenerational queer erotic performance art (or queerlesque) and it's evolution over the course of the last century.	\$800
Andrew V.	Ly	Both NQAF & HC	<i>Brothers in Arms</i> (Working Title)	to support <i>Brothers in Arms</i> (working title), a joint documentary film and chamber music performance that will explore the issue of post-traumatic stress disorder (PTSD) among gay and lesbian veterans in San Francisco; will attract an estimated audience of 80 persons.	\$1,000
Maria Victoria	Mata Soledad	NQAF	<i>Discendant</i>	to remount <i>Discendant</i> during one night of the National Queer Arts Festival in 2013.	\$1,000
Indi	McCasey	NQAF	<i>Topsy-Turvy</i>	to support <i>Topsy-Turvy</i> , a theatrical performance exploring queer stories through circus arts that will attract an estimated audience of 400 people.	\$1,250
Jean	Melesaine	15-Jan	<i>Navigating Queer Pacific Waves</i>	to support <i>Navigating Queer Pacific Waves</i> a gallery exhibition with performances that will explore the lives of queer Pacific Islanders.	\$500
Yvonne Fly	Onakeme Etaghene	NQAF	<i>GUAVA</i>	to support <i>GUAVA</i> , a multi-media solo performance piece interspersed with video that will explore queer African sexuality.	\$1,000
Krista	Smith	NQAF	<i>White Lies</i> (Working Title)	to support the development and production of <i>White Lies</i> (working title) that will expose the hidden agenda of compulsory whiteness and aim to create a more anti-racist LGBTQ and social justice movement.	\$800
Natalia	Vigil	NQAF	<i>Still Here</i>	to support <i>Still Here</i> , an evening of performance and community dialogue, which will explore the experiences of LGBTQI individuals raised in San Francisco during the 80s and 90s and currently residing in San Francisco.	\$800
Helen	Klonaris	Both NQAF & HC	<i>Mixed, Blended & Whole</i>	to support <i>Mixed, Blended & Whole</i> (MBW), a collaborative performance troupe whose members use theater, music, dance, and spoken word to explore un-talked about realities of the queer community.	\$1,000
Anthony	Williams	Both NQAF & HC	<i>Shafted: The Blaxploitation Project</i>	to support <i>Shafted: The Blaxploitation Project</i> , a multimedia theater production that will deconstruct the 1970s Black cinema aesthetic from a black queer perspective.	\$1,000
Greg	Youmans	NQAF	<i>Remembering Tede Mathews</i>	to support <i>Remembering Tede Mathews</i> , a literary event that explores the life and legacy of the Bay Area queer poet, performer, and activist, who died of AIDS in 1993.	\$800

2012-13 Leveraged Funds

Fecund Arts	SFAC-IAC	\$10,000
Fecund Arts	Theater Bay Area	\$4,000
Sick	Sisters of Perp. Indulgence	\$750
Spirit	Open Meadows Fdtn	\$1,000
Spirit	Horizons	\$2,500
Queer Rebel Productions	SFAC Level One	\$15,000 *
Brothers in Arms	Stanford Medical Assoc.	\$1,000
SF Transgender Film Fest	Zellerbach	\$1,500
SF Transgender Film Fest	Sisters of Perp. Indulgence	\$1,000
		<hr/>
		\$36,750

* - Based on panel recommendations - amount not solidified

Pending

Sick	Rainbow Cooperative
Fecund Arts	SFAC - OPG
Fecund Arts	Zellerbach
Fecund Arts	Sisters of Perp. Indulgence
Girl talk	Zellerbach
Girl talk	SFAC - OPG
Queer Rebels	Zellerbach
Brothers in Arms	Met Life Composers
Brothers In Arms	Zellerbach
Chrysalis	Zellerbach
Strange Bedfellows	Sisters of Perp. Indulgence

Notes for Queer Cultural Center public meeting

July 6 & 7, 10 AM – 4 PM

Galería de la Raza, 2857 24th Street, San Francisco

QCC offered a 6-hour artistic program planning and fundraising workshop offered for artists to better learn the details of conveying their original artistic ideas in writing and how to fit them into funding application components.

13 people attended on July 6, 18 people attended on July 7

The meeting content was offered to one group on July 6 and to another on July 7 to ensure that participants had enough face time with instructors. The workshop was free and publicized through QCC's website, newsletter and Facebook.

The workshop gave an overview of general components usually seen on local funder applications including: artistic vision, project summary, creative process, target audience, leadership, biography, budget and work samples. Instructors went through these application components and offered an inside perspective of what funders are looking for and how best to construct response for these different components. After going through each section, participants had opportunity to construct the narrative components of the application and ask further questions before moving on to the next section.

Workshop instructors were: Pamela S. Peniston, Artistic Director for Queer Cultural Center, Jeff Jones, Development Director for Queer Cultural Center, Marie Acosta, Director of Galería Posada, and Carolina Ponce de Leon, Executive Director of Galería de la Raza.



QCC's Development Director, Jeff Jones, addresses artists that arrive early for the workshop.

Notes for Queer Cultural Center public meeting

July 21 & 22, 10 AM – 4 PM

Galería de la Raza, 2857 24th Street, San Francisco

QCC offered a 6-hour artistic program planning and fundraising workshop offered for artists to better learn the details of conveying their original artistic ideas in writing and how to fit them into funding application components on July 6 and 7; this follow up meeting allowed participants to experience how their submitted application would be reviewed by a panel of professionals.

13 people attended on July 21, 18 people attended on July 22

The meeting content was offered twice; once on July 21 and to another on July 22 – this format would ensure participants coming to the meeting would have more face time with instructors. The workshop was free and publicized through QCC's website, newsletter and Facebook.

Attendees heard general feedback for all applications including making sure that the narrative tells an overall story, using budget notes to ensure readers understand how numbers are formulated, ensuring that the formatting is true to the original form and being clear about the role of collaborators. Next, a panel of readers utilized the format used by San Francisco Arts Commission's Cultural Equity Grants staff to review applications: having one lead reader break down the strong and weak points of the proposal and allowing other reviewers to add on other thoughts. Panelists did not offer scores for applications in this mock jury. Panelists were not able to defend their applications or have a dialogue with panelists during the process but were able to confer with instructors and panelists after the panel was complete.

Workshop instructors were: Jeff Jones, Development Director for Queer Cultural Center, Marie Acosta, Director of Galería Posada, and Carolina Ponce de Leon, Executive Director of Galería de la Raza. Application reviewers were: Pamela S. Peniston, Artistic Director for Queer Cultural Center, Kevin Seaman (then) Development Associate of Queer Cultural Center, and Sarah Guerra, (then) Program Manager at La Peña Cultural Center.

Following the panel process, instructors offered participants an opportunity to give feedback on the overall process and to react to what had just happened. Some artists felt it would be better to break applications into sections to avoid fatigue but generally felt that it was helpful to hear feedback on all applications as the same comments were often repeated. Participants also would have liked to see a sample proposal to refer to while constructing their individual proposals.

Following the feedback session, instructors and panelists paired up with artists to review their applications and provide feedback on ways to strengthen their applications. Participants said that this step of the process was critical to incorporating the panel feedback and greatly appreciated the 1:1 attention.

Notes for Queer Cultural Center public meeting

September 22, 2012, 10 AM – 12 PM

Root Division, 3175 17th Street, San Francisco

QCC's Fall public meeting was held at Root Division thanks to the generosity of their staff.

31 people attended.

The meeting presented a workshop focusing on local grant opportunities and running individual donor campaigns. The workshop was free and publicized through QCC's website, newsletter and Facebook.

The workshop ran through local funding opportunities for individual artists and fiscally sponsored projects. It gave a thorough profile of each funder and helped attendees to identify potential sources of foundation, government and corporate funding (such as Zellerbach Family Foundation, Poets & Writers, Theatre Bay Area CA\$H Grants, Sisters of Perpetual Indulgence, Rainbow Grocery Collective, San Francisco Arts Commission's Cultural Equity Grants program, City of Oakland, Horizons Foundation, East Bay Community Foundation and Southern Exposure). It also presented overall best practices for engaging donors individually or for running a successful online donor campaign (such as Kickstarter or IndieGoGo).

The workshop instructors were: Jeff Jones, Director of Development for Queer Cultural Center and Kevin Seaman, General Manager for Queer Cultural Center.

Jones presented profiles of funders and then offered helpful hints for completing grants to each funder as well as giving an overall perspective on best practices on grantwriting. Seaman offered best practices in engaging individual donors and went over language for approaching, thanking and continuing to engage donors after their gift. Both instructors offered opportunity for questions throughout their presentations and held general Q & As after their presentations.



QCC Development Director Jeff Jones addresses best practices for pursuing foundation funding.

Notes for Queer Cultural Center public meeting

December 5, 2012, 6 – 8 PM

Wix Lounge, 2601 Mission Street, Suite #300

QCC's Winter public meeting was an open Board meeting and provided the public an opportunity to interact with QCC Board members and Creating Queer Community commissioned artists. Meeting space was provided free by the Wix Lounge.

47 people attended.

The open board meeting allowed newly elected Board President, Tina Takemoto, to interface with the public, for Board members to finalize decisions on Creating Queer Community artists and to allow the Board and the general public to interface with the newly commissioned artists. The workshop was free and publicized through QCC's website, newsletter and Facebook.

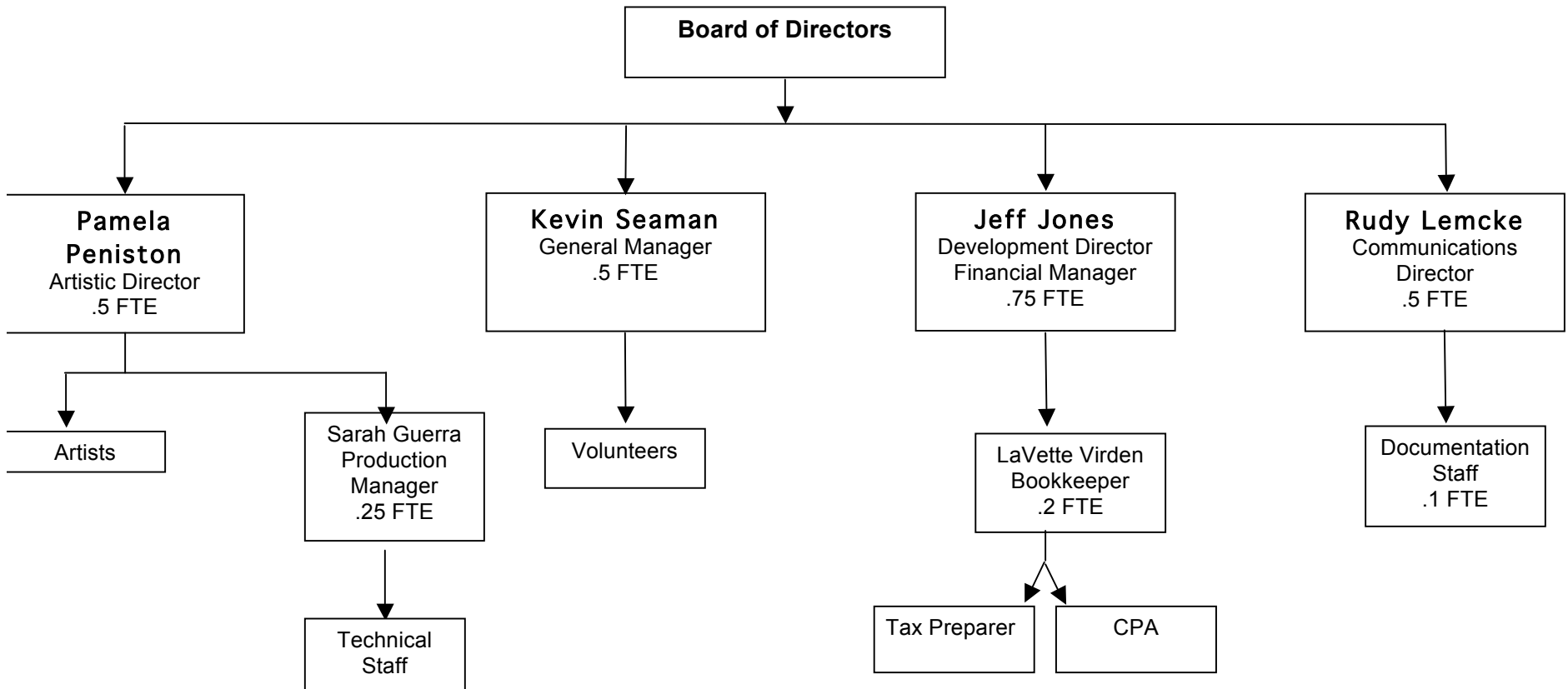
Artistic Director Pamela S. Peniston and Board President Tina Takemoto opened the meeting by welcoming those in attendance, giving an overview of the organization and introducing the artists commissioned through the Creating Queer Community program. They then showed special appreciation for volunteers that were present and their support during the Dore and Folsom Street Fair events. As a networking event, those in attendance were encouraged to interface with individuals they had not previously met to build community amongst Board, artists and the public.

QCC received positive feedback from attendees, generally hearing that all present enjoyed the accessibility to QCC's Board. Artists, specifically, enjoyed receiving insight on their projects from Board members and volunteers were happy to have their prior time commitment honored by the organization.



QCC Board and artists in conversation

**Queer Cultural Center
Organizational Chart 2012-13**



All current QCC staff are independent contractors who work from their home offices. Since the organization does not hire salaried personnel, QCC does not have personnel policies.

SARAH GUERRA

1416 Ave., Oakland, CA 94601 | [@gmail.](#) | 210-323-7108

PROGRAM DIRECTOR

La Peña Cultural Center

2005-2011

Pro-actively booked and responded to artists, performers and community groups working with La Peña within the context of fulfilling their mission. Coordinated Next Generation arts programming and special programming, ie. commissioning of new works, artist residencies and curating La Peña's annual Hecho en Califas Festival. Represented La Peña in national conferences, festivals and convenings to recruit and create partnerships with artists, presenters and funders such as Ford Foundation Future Aesthetic Cohort, National Performance Network and National Association of Latino Arts and Cultures.

GRANTS READER

Galería de la Raza

2010-Present

Panelist in reviewing grant proposals developed by grant writing participants applying for funds through Galerías ReGen Artist Fund and Grantwriting for Indigenous and Native American Artists (GINNA). Successful applicants have free use of Galería's venue to present exhibitions, film screenings, performances, literary readings, panel discussions, community gatherings and other events.

Queer Cultural Center (QCC)

2010-Present

Panelist in reviewing grant proposals developed by grant writing participants applying for funds through the QCC's Creating Queer Community and Creating Healthy Community programs. Artists selected receive funds to present their proposed program at QCC's annual Queer Arts Festival.

PRODUCTION MANAGER

YouthSpeaks, Inc.- Brave New Voices International Poetry Festival

2010-Present

Managed venue during quarter and semifinals of the festival. Made sure all technical aspects were met at venue to ensure the even playing field for all poets competing and made sure sound quality upheld the artistic integrity of each poem.

STAGE MANAGER

Katoic Good Productions- *The Diabetes of Democracy* (tour)

2011-Present

Skype teleconferencing with production team in advance of tour. Assisted with the installation & strike of the performance space. Performed stage manager duties at Pop-Up Shows, public events, and assisted with workshops. Duties included pre-sets, running lights/sound/projections, preparing food, managing volunteers, etc. Fulfilled additional production duties with fellow performers & crew, including cooking & cleaning for show-related activities.

SoloProd. Productions- *La Equinita USA* (tour)

2010-Present

Communicated with venues regarding technical needs for a successful show. Directed technical staff provided by venue on lighting and sound. Successfully mounted and called cues during performance.

El Teatro Campesino

2001-2005

Managed artist schedules; coordinated rehearsal and performance locations; managed rehearsals; recorded blocking and notes for actors; coordinated stage crew; called cues during performance

PRODUCER

2002-2005

El Teatro Campesino

Managed production budget; hired support staff; assisted with casting; negotiated contracts with artists and locations; coordinated volunteers; coordination of marketing efforts

FESTIVAL ADMINISTRATION

CINÉ FESTIVAL, Guadalupe Cultural Arts Center 1999-2004
(Longest-running Chicano/Latino Film Festival in the United States)
 Coordinated festival logistics: scheduled transportation and travel for domestic and international visiting artists; managed office; prepared press packs; reviewed entries to festival

OFFICE ADMINISTRATION

(General office management; coordinated volunteers; managed press coverage)

- Press Director/Program Manager, El Teatro Campesino 2001 – 2005
- Apprentice to Technical Director, Jump Start Theater Co. 1999 – 2001

FILM/VIDEO PRODUCTION

Coordinated schedule for Directors; assisted with casting; supervised script; scouted locations; coordinated travel for artists; negotiated contracts of collaborating artists; assisted the Art Director; drove talent to and from location (detailed production CV available upon request)

EDUCATIONAL WORKSHOPS & PERFORMANCE

(Assisted instructors; coordinated curriculum; prepared educational materials)

- *Theatre of the Sphere/ Vibrant Being Workshop* Performance Workshop
 - Teatro Camp. El Teatro Campesino, San Juan Bautista, CA 2001
 - Grupo Animo, Guadalupe Cultural Arts Center, San Antonio, TX 2004
- Founding Company Member, Writer and Actor: Grupo Animo 1992 – 1995
 Guadalupe Cultural Arts Center

PROFESSIONAL DEVELOPMENT

- Western States Arts Federation (WESTAF) professional development seminar, which is focused on convening promising leaders of color in the Western region. 2010
- National Association of Latino Arts in Culture (NALAC) Leadership Institute 2008
 Professional development program for the Latino arts field, providing invaluable administrative skills and leadership training to the next generation of Latino arts leaders.
- NPN regional desk- represented the NPN Western Region at regional and national convening's 2005-2008

COMMUNITY SERVICE

CULTURAL ARTS ORGANIZATIONS

San Francisco/Oakland Bay Area, CA

- La Peña Cultural Center Gen working group 2011-Present
- La Peña Cultural Center Mural Committee 2010-Present
- YouthSpeaks, Inc.- Stage manager annual Life is Living Festival 2008-Present
 Oakland and San Francisco
- NALAC - National Conference local planning committee 2010
- MACLA/Movimiento de Arte y Cultura Latino Americano- Art Auction volunteer 2007

San Antonio, TX

- Esperanza Peace and Justice Center 1995-2001
- Jump Start Performance Company. 1994-Present
- Grupo Animo/Guadalupe Cultural Arts Center 1992-2001

REFERENCES:

AVAILABLE UPON REQUEST