

received
5/27/13

SAN FRANCISCO ARTS COMMISSION
2013-2014 Management and Programming Plan

Deadline: ~~Open submission~~ 5/24/13

2012 - 2013 SFAC/HTF Grant Allocation \$98,603 ✓

Contact Information

Organization Name: Queer Cultural Center (QCC: The Center for LGBT Art & Culture)

Street Address: 762 Fulton Street

City/State/Zip Code: San Francisco, CA 94102

Artistic Director: Pamela S. Peniston

Telephone: (415) 298-3527 Fax: N/A

In case of emergency/ cell phone: (415) 298-3527

E-mail Address: Artistic@queerculturalcenter.org Website: queerculturalcenter.org

Twitter: @QCC_SF Facebook: facebook.com/QCCSF

YouTube youtube.com/user/dzbuoa Flickr: flickr.com/photos/queerculturalcenter

Hours of Operation: N/A
(if operating a facility)

Signature:  Date: 5/24/13
(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 Management and Programming Plan
- Signed original form
- SFAC/HTF Grant Budget (projected income and expense) and organizational budget for FY 2012-2013
- 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 sub-tenants
- List of building rental rates for the public and sub-tenants
- List of office rates for the sub-tenants

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? [Response should be no more than 2 pages, single spaced, in Times Roman 12 point]

All of QCC's 13-14 goals and objectives are aligned with programs that implement our mission: to promote the growth and development of queer art and culture. In 13 – 14, QCC will pursue the following goals:

1. To heighten the visibility of Queer arts and artists.
2. To promote the growth and diversification of the next generation of Queer artists and arts organizations.
3. To explore strategies that will transition the organization's leadership from its founders to a new generation of leadership.

In 13-14, QCC will heighten the visibility of San Francisco's Queer arts community by presenting at least 35 events at the June 2014 17th annual National Queer Arts Festival. The Festival will attract at least 15,000 people representative of a broad spectrum of ages, colors, sexual orientations and gender identities. As in previous years, all Festival events will be documented and archived on Queerculturalcenter.org to ensure a wider audience of Queer arts enthusiasts is able to access the information online. We estimate that Queerculturalcenter.org will receive at least 700,000 unique visits in 13-14.

QCC will also conduct Creating Queer Community, a DIY (Do-It-Yourself) capacity building commissioning and presenting program that promotes the growth and diversification of the next generation of Queer artists and arts organizations. After attending an informational meeting during the June festival, 30 emerging LGBT artists will be invited to attend two days of artistic planning and grantwriting workshops in July. At the workshops' conclusion, the Artistic Director will commission approximately 20 diverse emerging Queer artists to create compelling productions and exhibitions exploring social justice issues that will be presented at the 2014 festival. Additional QCC workshops addressing fundraising, publicity, social media marketing and technical production planning will enable the commissioned artists to acquire the artistic, fundraising and marketing capacities needed to stage successful events. QCC will assist the 20 commissioned artists and organizations to leverage at least \$60,000 in matching funds to support their projects.

In addition to its commissioning and presenting activities, Creating Queer Community will continue providing capacity-building fundraising, website, strategic planning and fiscal sponsorship services to LGBT organizations such as RADAR Productions, Fresh Meat Productions, Queer Rebel Productions, the Trans March, Chrysalis Printmaking Studio, Girl Talk, Fecund Arts, Black Girl Dangerous and (A)eromestiza.

In FY 13-14, QCC will also recruit an additional board member, streamline internal administrative processes and rethink how our programs engage our community through the creation of a strategic plan. By developing a new strategic plan, QCC's Board and staff will initiate the process of transitioning QCC's leadership to the next generation of LGBT non-profit arts managers and administrators.

In 13-14, the Board will add at least one new member. Board members already play an active role in suggesting event ideas to the Artistic Director. In May 2013, the Board actively participated in Give OUT Day and raised individual donations totaling over \$4,000 during a 24-hour period; in 2014, QCC's Board and staff anticipates exceeding this amount and will strive to once again secure contributions from 100% of current Board members.

QCC hired two new staff in 12 – 13: General Manger Kevin Seaman and Production Manager Sarah Guerra. Both contractors are in their thirties and have acquired a general understanding of QCC's programming after working for the organization for almost a year. Both have extensive expertise in engaging communities in artistic programs that will benefit QCC in the coming year as the founders decrease their time commitment to the organization.

2. How will you measure success? Feel free to include reporting requirements of other funding sources such as DCYF. [Response should be no more than 1 page, single spaced, in Times Roman 12 point]

Throughout the year, QCC's Artistic and Development Directors submit numerous required written evaluations to our various funders that assess our programs' successes and shortcomings. For the past 16 years, QCC has repeatedly witnessed the close relationship between the content of the works we present and our audience's demographics. To achieve our attendance and demographic goals, the Artistic Director will curate our annual National Queer Arts Festival so that the events' content reflects the lives and experiences of the LGBT community's many different demographic segments. To determine whether QCC attracts a diverse audience, our staff will distribute an audience survey at many of the June 2014 Festival's events: the survey's statistical findings will enable QCC to evaluate our efforts to attract an audience reflective of the diverse community we serve.

We will consider FY 2013—14 successful if we achieve the following:

- Approximately 15,000 people attend QCC's 2014 Festival's approximately 35 arts events and an additional 60,000 people participate in the 2014 Trans and Dyke Marches, two events we annually cosponsor.
- 700,000 visitors enter our Website in search of information about the history of the Bay Area's LGBTQ arts community and its leading artists;
- QCC commissions and presents 20 new works;
- QCC's 20 commissioned artists will engage in fundraising activities that will leverage their commissions by an additional \$60,000.
- QCC's affordable grantwriting program generates income surpassing \$300,000 to support culturally specific and gender specific Queer arts organizations;
- QCC's Artistic and Development Directors conduct two 12 hour sessions of free artistic program planning and Grantwriting workshops serving a total of 30 emerging LGBT artists;
- At least 50% of QCC's audiences, as determined by a June 2014 survey at the National Queer Arts Festival, will be people of color.

- QCC attracts at least \$4,000 in individual donations including 100% Board giving.
 - QCC develops a strategic plan that includes a section outlining the incremental reduction of the founders' current time commitments as the organization transitions to new leadership over the next three years.
3. What is your strategy for attracting and engaging San Francisco residents in your activities? How is this the same or different from last year? [Response should be no more than 1 page, single spaced, in Times Roman 12 point]

QCC's audience development strategy recognizes that our community is a microcosm of the larger society, encompassing people of all colors, ethnicities, genders, ages, classes, religions, abilities and every citizenship status. Because our community's inherent diversity enables QCC to present a wide range of culturally diverse artists, our annual Festival presentations attract some of the Bay Area's most culturally diverse audiences. Over 70,000 people attend our annual June Festival's various events.

QCC will reach our target audience by employing email blasts, our website and Facebook to publicize our FY 13-14 programs. To publicize outstanding upcoming LGBTQ arts events, the Artistic Director and Communications Director will oversee the production and distribution of bi-weekly email blasts to our database of previous ticket buyers and queer artists.

QCC will rely heavily on the artists we present to sell tickets and will incentivize them to do so by paying them 75% of the box office receipts. This strategy consistently expands our audiences.

QCC will engage the 20 commissioned artists in an online conversation via a Facebook group that allows QCC's staff and commissioned artists to interact outside of in-person events.

Finally, there has been much debate about how the rise of the tech industry has changed the City's cultural landscape. General Manager Kevin Seaman has already begun to research how to engage queer-identified individuals working at tech giants such as Twitter, Google and YouTube in the local LGBTQ arts community.

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. [Response should be no more than 2 pages, single spaced, in Times Roman 12 point]

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 annual Festivals, commissioning, fundraising and technical assistance programs have stimulated the growth in both the number and size of San Francisco's Queer artists and arts organizations. QCC has succeeded in this area because we invest our staff and financial resources in artistic programs rather than administrative overhead. Over the past 16 years, QCC's fundraising efforts have ensured the organization has the resources it needs to operate successfully. At the conclusion of 2012-13, QCC's total net assets were \$126,555; that same year QCC paid artists approximately \$160,000, which represents almost 47% of our total expenses.

To promote the artistic and economic growth of San Francisco's Queer arts community, over the past three years QCC's Development Director has assisted the emerging LGBT artists we

commission and later present to identify potential funding sources and to prepare and submit effective proposals. In 2010-11, the 20 commissioned emerging LGBT artists leveraged over \$35,000 in matching funds; this figure expanded to almost \$68,000 in 2011-12 and to over \$95,000 in 2012-13 (see attached list).

In addition to serving emerging Queer artists, QCC's technical services programs have incubated three LGBT arts organizations that have incorporated as nonprofits, secured \$100,000 grants from the SFAC's Cultural Equity Level Two grants program, and are supported by Grants for the Arts and by the CA Arts Council: Fresh Meat, the world's first successful transgender nonprofit arts organization; the Queer Women of Color Media Arts Project, now also funded by the Hewlett Foundation; and RADAR Productions, the nation's only publicly funded LGBT Literature Program. Two programs that QCC currently provides fiscal sponsorship to – Femina Potens and the CA LGBT Arts Alliance – have filed for independent nonprofit status. Six fiscally sponsored programs have also secured Arts Commission grants: Femina Potens, Army of Lovers, Queer Rebel Productions, Girl Talk, Fecund Arts and Chrysalis Printmaking Studio.

In 2012-13, QCC's affordable grantwriting program assisted the above groups to generate successful grant proposals exceeding \$350,000 and enabled the artists QCC commissioned to leverage an additional \$80,000+ to support their individual arts projects. Less than 25% of these funds are included in QCC's annual operating budget.

QCC's fiscal sponsorship, technology services and affordable grantwriting assistance programs generated over \$38,000 in earned income last year and we anticipate this number will exceed \$40,000 in 2012-13. QCC anticipates earning more than \$80,000 in 2013-14 from service fees and ticket revenues.

To support our FY 13-14 programs, QCC has already secured over \$65,000 from the CA Arts Council, The San Francisco Foundation, the Walter and Elise Haas Fund and the Folsom Street Fair. QCC currently has a major proposal pending with the Doris Duke Foundation. In the fall additional proposals will be submitted to the NEA, to Creative Capital's MAP Fund and to the Zellerbach, Horizons, Astraea, Surdna and Nathan Cummings Foundations.

In April 2013, QCC secured a pledge of at least \$11,000 from Folsom Street Entertainments that will expand our individual donor base. QCC staff will recruit and coordinate approximately 100 volunteers from Queer arts organizations to work at the Folsom Street and Dore Alley Street Fairs and will compensate the participating Queer arts organizations for each individual volunteer they recruit. These funds will be earmarked to support the fees of the artists appearing in the participating organizations' programs. QCC will also recruit our own volunteers, whose contributions of time will generate an estimated \$6,000 to support our 2013-14 programs. QCC successfully conducted this program in 2009, 2010 and 2012, generating additional funds exceeding \$40,000.

Additionally, on May 9, 2013, QCC participated in the first annual Give OUT Day, a national day of giving to LGBTQ-focused organizations. QCC raised over \$4,000 from 89 donors and we were one of the top four smaller organizations in the Bay Area. Because of the success of this fundraising effort, QCC will participate once again in 2014.

QCC, which has the most diversified and successful funding base of the 6 CAE-funded cultural centers, does not anticipate organizing additional fundraising activities; we are confident the fundraising plan outlined above will maintain or increase our 2013-14 operating budget at the same level as this year.

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.

Over 100 LGBTQ artists attended our Board's free community support meetings in 2012-13 and we anticipate a similar number will do so again in 2013-14. QCC will publicize these events to our database of all artists and arts organizations that have appeared in previous Festivals or purchased tickets to our presentations. The CA LGBT Arts Alliance also sends emails to its in-house list to publicize our July artistic planning, grantwriting and audience engagement workshops and our December open board meeting with the artists QCC has commissioned

All dates below are tentative and subject to change:

- | | | | |
|----|----------------------|--|--|
| 1. | 7/6/13
& 7/7/13 | CQC Workshop #1 | Artistic planning and grantwriting |
| 2. | 7/20/13
& 7/21/13 | CQC Workshop #2 | Grant review and feedback |
| 3. | 9/14/13 | CQC Workshop #3 | Funder review and individual donor training; social media review |
| 4. | 10/8/13 | QCC Board meeting | New business, subcommittee assignments |
| 5. | 12/3/13 | QCC open Board meeting & holiday party | CQC/Board mentorship and networking |
| 6. | 1/14/14 | CQC Workshop #4 | NQAF publicity, grassroots marketing and social media training |
| 7. | 5/20/14 | QCC Board meeting speaking training | NQAF Board assignments and public |
| 8. | 6/23/14 | CQC informational meeting | Introductory meeting as part of NQAF |

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
June 2014	17 th annual National Queer Arts Festival events and performances (at the African American Art & Culture Complex)	1,500
June 2014	17 th annual National Queer Arts Festival events (at Mission Cultural Center for Latino Arts)	250
June 2014	17 th annual National Queer Arts Festival events (at SOMArts Cultural Center)	200

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

Date	Name and Brief Description	Location	Projected Attendance
July 2013	4 6-hour artistic planning and grantwriting workshops	TBD	30
Year-round	Tentative Queer Conversations on Culture and the Arts (2)	CA College for the Arts & TBD	200
June 2014	17 th annual National Queer Arts Festival – approx. 25 events	Various locations	75,000

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

QCC has a long-standing relationship with the SF LGBT Community Center dating back to 1999; because QCC assisted the Center to raise over \$150,000 to complete the renovation of the Center's arts facilities, we only pay 50% of the normal rental rates; a much more competitive price than most venues are able to offer. QCCA programs are produced in collaboration with California College of the Arts and are primarily hosted at their San Francisco campus. The Garage is a small theatrical venue for emerging artists not replicated at the Centers; our long history of co-production with Joe Landini and SAFEhouse Productions/The Garage allows us scheduling flexibility and better rates.

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). [Response should be no more than 1 page, single spaced, in Times Roman 12 point]

QCC directly serves queer artists, arts organizations and audiences by annually commissioning at least 20 new works and by presenting their world premieres at the National Queer Arts Festival. We also serve the community by promoting LGBT artists' work on the world's most frequently visited Queer arts website. QCC's technical assistance programs enable lesbian, transgender and culturally diverse queer arts organizations to access public and foundation funding. QCC provides fiscal sponsorship to emerging Queer arts organizations and fosters their development as a strategy to increase the quantity and diversity of the cultural services available to the City's LGBT community

Facility

9. Describe the regular maintenance plan that you have to fulfill the requirements in your lease.
10. What facilities projects would you like to see your organization complete on the facility and what are your plans for funding them?

As a virtual cultural center, QCC does not have facility repair, maintenance, or capital improvement projects on which to report.

Personnel

11. 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. Please be mindful of the requirement to have a bookkeeper and facility manager.

Please see attached chart. All QCC staff are independent contractors. Since the organization does not hire salaried personnel, QCC does not have personnel policies.

Budget and Revenue Target

Complete the following budget for FY12 following the definitions described by the CCDP. **Budget notes are required** for the areas with an asterisk and for significant changes from the previous year (increase or decrease by 50 percent) to explain external or unusual factors and your decision-making process.

These points will assist you in providing the Arts Commission with the necessary information to evaluate your proposal:

- PLEASE TYPE
- Project budgets should not project a deficit. If you are projecting a surplus, provide an explanation of how the surplus will be used
- Be as detailed as you can in your budget notes and explain how the numbers are derived. For instance, when explaining admissions, discuss the number of people you expect to attend and at what cost per person. For example, a budget note for a \$1,000 line item for Ticket Sales can explain that you anticipate 50% capacity of a 100-seat venue over 2 nights with tickets at \$10 apiece.
- Discuss any significant in-kind support in your budget notes.
- Indicate your plans for obtaining support (indicate: secured, pending, to apply) and if you have had previous success with each support sources

	EARNED	
1	Admissions	
2	Ticket Sales	\$45,000
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	\$35,000
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
19	Other Earned Revenue	
20	Total Earned Revenue	\$80,015

	SUPPORT	
21	Trustee/ Board Contributions	\$1,000
22	Individual Contributions	\$12,000
23	* Corporate Contributions	\$6,500
24	* Foundation Contributions	\$96,000
26	* Government - County	\$135,513
27	* Government - State	\$29,500
28	* Government - Federal	\$10,000
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 and Net Assets Released from Restrictions	\$290,513
34	Total Earned and Contributed	\$370,528
	Total Earned and Contributed (minus your HTF allocation)	\$271,925
	Previous Year's Total Revenue	Est. \$350,000
	Was the 20% Revenue Target met?	Yes
36	Total Revenue	\$370,528
37	Of the total unrestricted revenue reported on line 36, what was the total amount intended for operating/programmatic purposes?	100%
38	Of the total unrestricted revenue reported on line 36, what was the total amount intended for capital purposes?	\$0
39	Total Operating and Capital Revenue	\$370,528

	EXPENSES	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	\$7,500	\$4,103

3	Advertising and Marketing	\$8,000	
4	Artist Commission Fees	\$20,000	
4a	Artist Consignments		
5	Artist & Performers - Non-Salaried	\$61,000	
6	Audit	\$4,500	\$4,500
7	Bank Fees	\$200	
8	Repairs & Maintenance		
9	Catering & Hospitality	\$2,500	
10	Collections Conservation		
11	Collections Management		
12	Conferences & Meetings		
13	Cost of Sales		
14	Depreciation		
15	Dues & Subscriptions	\$400	
16	Equipment Rental		
17	Facilities - Other		
18	Fundraising Expenses - Other		
19	Fundraising Professionals	\$45,000	\$25,000
20	* Grantmaking Expense	\$52,400	
21	Honoraria		
22	In-Kind Contributions		
23	Insurance	\$3,700	
24	Interest Expense		
25	Internet & Website	\$35,000	\$20,000
26	Investment Fees		
27	Legal Fees		
28	Lodging & Meals		
29	* Major Repairs		
30	Office Expense - Other		
31	* Other		
32	Postage & Shipping	\$500	
33	Printing	\$200	
34	Production & Exhibition Costs		
	Programs -- Other (Fiscal sponsorship fees)		
34a		\$4,000	
35	Professional Development		
36	* Professional Fees: Other	\$112,400	\$45,000
37	Public Relations		
38	Rent	\$12,000	
38a	Recording & Broadcasting Costs		
38b	Royalties/Rights & Reproductions		
39	Sales Commission Fees		
39a	Security		

40	Supplies - Office & Other	\$200	
41	Telephone		
42	Touring		
43	Travel		
44	Utilities		
45	TOTAL EXPENSE	\$369,500	\$98,603
	Total Expenses Less In-kind	\$369,500	\$98,603
46	Change in Net Assets	\$1,028	

Budget Notes-

Income

Corporate

US Bank	\$3,500	To be submitted
Rainbow Grocery	\$3,000	To be submitted
Total	\$6,500	

Foundations

SF Foundation	\$20,000	To be submitted
Doris Duke	\$15,000	Pending
Fdtn for Cont. Arts	\$5,000	To be submitted
Zellerbach	\$12,500	To be submitted
Horizons	\$7,500	To be submitted
Folsom Street	\$11,000	Awarded
Rainin Foundation	\$10,000	To be submitted
Walter and Elise Haas	\$15,000	Awarded
Total	\$96,000	

County/City

Cultural Centers	\$98,603	Awarded
SFAC- OPG	\$18,550	Awarded
SFAC- Level 1	\$15,360	Awarded
West Hollywood	\$3,000	Awarded
	\$135,513	

State- CA Arts Council

Creating Public Value	\$17,500	Awarded
Statewide Networks	\$12,000	Awarded
	\$29,500	

Federal

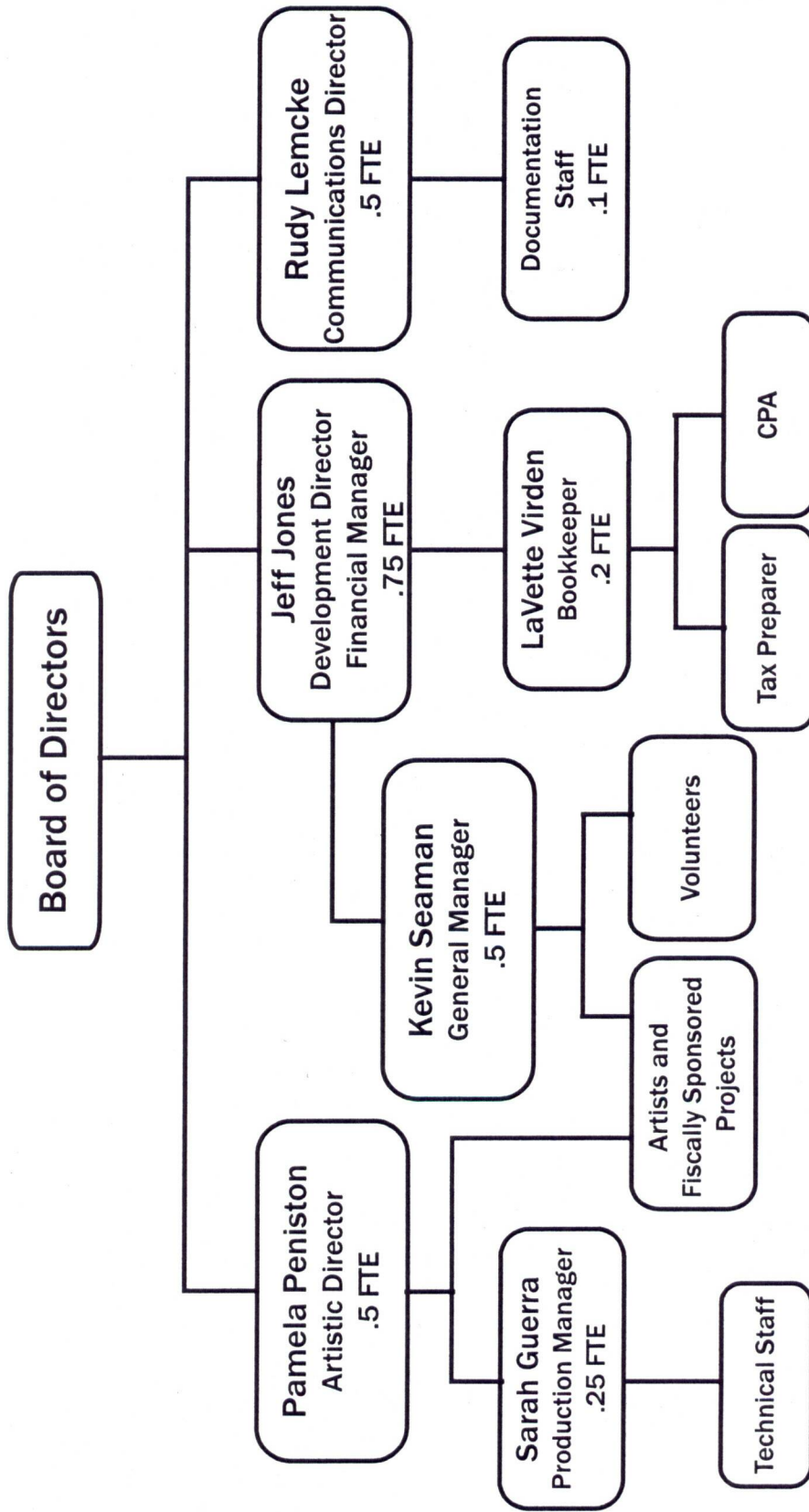
NEA	\$10,000	Pending
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Expenses**Grantmaking expenses****Payments to Fiscally sponsored clients****Professional fees- Other**

Artistic Director	\$25,000
Alliance staff	\$12,000
Exhibition Curators	\$2,000
Gallery Coordinator	\$1,200
Financial Manager	\$10,000
General Manager	\$36,000
Production Manager	\$12,000
Strategic Planning Consultant	\$5,000
Workshop facilitators	\$3,000
CQC Manager	\$6,000
Box Office staff	\$200
<hr/>	
Total	\$112,400



Queer Cultural Center
2013-14 Organizational Chart



Kevin Seaman

2913 22nd St, #4
San Francisco, CA 94110

(415) 309.5092
Kevin.L.Seaman@gmail.com

Summary of Qualifications

- Excellent customer service and interpersonal skills
- Detail-oriented with exceptional multitasking abilities
- Thoughtful, cooperative, and humorous team player
- Self motivated & disciplined individual worker
- Tech savvy on Macs, PCs, and other office technology
- Proficient on Raiser's Edge, Grants Management System, Microsoft Office Suite, Adobe Creative Suite, and with online forms and systems
- Extensive training in social and new media
- Basic html skills

Employment

The San Francisco Foundation (TSFF), San Francisco, CA
Program Assistant, Arts and Culture

July 2008 – Present

- Writing and editing correspondence including requests for proposals, press releases, and board memos
- Coordination of Art Awards program and proactive programs (e.g., Fund For Artists Bay Area Documentary Fund and Matching Commissions programs, Leveraging Social Media)
- Budget management of internal and external funds
- Writing and editing narrative and budget reports to major funders of proactive projects
- Managing all Arts and Culture grants (200+/year) and assisting applicants with online portal (500+/year)
- Database maintenance of Arts and Culture grantees
- Website maintenance of all Arts and Culture and Art Award pages on sff.org and participation on Web Team (and Social Media Sub-Committee)
- Providing support for The Wallace Foundation Cultural Participation Initiative
 - Producing and managing community workshops and trainings (e.g., National Arts Marketing Project 2009 Bay Area Advanced Marketing Boot Camp and 2011 conference)
 - Drafting contract agreements for commissioned artists and consultants
 - Contributing to Wordpress blog
- Program Strategy Task Force (as part of strategic planning)
- Leading trainings and workshops in social/new media, marketing, and grantmaking

Receptionist

June 2006 – June 2008

- Public facing contact for all visitors and callers
- Answered all general information requests (60+/week)
- Coordinated in-house and off-site How to Apply Workshops (14/year)
- Administrative assistance for multiple departments including Arts & Culture, Executive Office, and Public Affairs
- Interim web content management and page building for multiple departments

Kevin Seaman

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San Francisco, CA 94110

(415) 309.5092
Kevin.L.Seaman@gmail.com

The Living Room Gallery, Berkeley, CA
Co-Founder and Gallery Coordinator

October 2006 – June 2008

- Created interactive multimedia atmospheres to enhance participatory elements of gallery exhibitions
- Collaboratively conceptualized and constructed yearly calendar of gallery exhibitions, opening receptions, and special events
- Generated call for submissions, artist contracts, press releases, and other gallery correspondence
- Processed art and merchandise sales
- Designed exhibition and gallery publicity materials
- Oversaw event management including development, preparation, and volunteer and talent coordination

Education

University of Northern Colorado

Bachelor of the Arts, Theatre Arts (with Emphases on Acting and Costuming), 2004

Additional Experience

- Public workshops and panels
 - Panelist, San Francisco Arts Commission 2012 Individual Artist Commissions in Theater, San Francisco Arts Commission
 - Curator of queer performing artists and participant engagement activities at the *Art Bar, Beyond Dynamic Adaptability*, Marines Memorial Hotel and Club
 - Panel and video commission co-facilitator, *Queering the Arts: Aesthetics and Economics*, Grantmakers in the Arts 2011 Conference, CounterPULSE
 - Panelist and facilitator, *Your Proposal: From Start to Finish*, 2011 National Queer Arts Festival, SOMArts Cultural Center
 - Panelist and facilitator, *Building Patterns: Collaboration in the New Paradigm*, 2011 National Queer Arts Festival, Harvey Milk Arts Center
- Volunteer
 - Yerba Buena Center for the Arts Big Idea Night steering committees
 - Building Patterns (Bay Area queer artist survey) coordinator (in collaboration with THEOFFCENTER)
 - Consultant for individual artist fundraising campaigns

Interests and Activities

- Contributing artist – The LAB, Yerba Buena Center for the Arts, The Garage, Home Theatre Festival, FRAMELINE35, THEOFFCENTER
- Artistic interests – Theatre (Shakespearean, improvisation, sketch comedy, etc), performance art, scriptwriting, video production, art curation, event management, craft/decorative arts, fashion design, fiber arts, silk-screening, media arts, and illustration

SARAH GUERRA

1416 34th Ave., Oakland, CA 94601 | saranflas@gmail.com | 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. Artusts 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

El Teatro Campesino

2002-2005

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 2nd 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



Center for Lesbian, Gay, Bisexual, and Transgender Art & Culture
1655 Mission Street, Suite 1137
San Francisco, CA 94103
415-621-1012
center@cultralevents.org

Board of Directors

Tina Takemoto, President

1655 Mission Street #1137
San Francisco, CA 94103
415-621-1012, ttakemoto@gmail.com
California College of the Arts
Member since 2008

Cheryl Dunye, Vice President

Filmmaker, Producer
626-319-1244, CDunye@gmail.com
California College of the Arts, UCLA
Member since 2010

Juba Kalamka, Secretary/Treasurer

Artist, Activist, Organizer
5546 E. 16th St.
Oakland, CA 94621
510-282-9244, juba@jubakalamka.com
Sugartruck Recordings
Member since 2010

Blackberri

Singer/songwriter
2421 12th Avenue
Oakland, CA 94606
510-777-0089, Blackberri69@yahoo.com
Queers for Cuba, Community Services United
Member since 1994

Jacqueline Francis, Ph.D.

Art historian, Author, Professor
101 27th Street, #8
San Francisco, CA 94110
415-642-1257, jfrancis@cca.edu
Adjunct Professor, USF
Member since 2013

Jordy Jones, Ph.D.

Artist, Curator, Professor
PO Box 642
Laytonville, CA 95454
414-730-3049, drjordyjones@gmail.com
College Arts Association, Society for Cinema
and Media Studies, Fraternal in The 15
Association, SF Camerawork
Member since 2010

Jeff Jones

Long Range Planning and Fundraising
Consultant
424 Belfast, Pacifica, CA 94044
650-359-5182, redthink@aol.com
San Francisco Arts Democratic Club, Political
Action Chair
Member since 1993

Rudy Lemcke

Visual Artist
540 Alabama #322
San Francisco, CA 94110
415-626-8724, Rudy2000@earthlink.net
Developing Environments (artists'
cooperative) - Member (since 1980)
Member since 1993

Mia Nakano

523 53rd Street
Oakland, CA 94609
415-577-0287, mia@mianakano.com
Founder, Visibility Project, Hyphen Magazine
Co-Director of RayKo Photo Center
Member since 2012

Pamela S. Peniston

182 Lisbon St.
San Francisco, CA 94112
415-298-3527, Pampen1@att.net
Member Cultural Affairs Taskforce 2 - 2006
Consortium of Neighborhood Cultural
Centers, Founding Member
SF Artists Committee - 1993
Cultural Affairs Task Force 1992 - appointed
by R. Achtenberg
Assistant Artistic Director - Theater
Rhinoceros, 1992-94
Member since 1993



SCOTTSDALE INSURANCE COMPANY®

Home Office:

One Nationwide Plaza ▪ Columbus, Ohio 43215

Administrative Office:

8877 North Gainey Center Drive ▪ Scottsdale, Arizona 85258

1-800-423-7675

A STOCK COMPANY

In Witness Whereof, the Company has caused this policy to be executed and attested.

Secretary

President

The information contained herein replaces any similar information contained elsewhere in the policy.

COMMON POLICY DECLARATIONS

Renewal of
CPS1499644



SCOTTSDALE INSURANCE COMPANY®

Policy Number
CPS1772083

Home Office:
One Nationwide Plaza ▪ Columbus, Ohio 43215
Administrative Office:
8877 North Gainey Center Drive ▪ Scottsdale, Arizona 85258
1-800-423-7675
A STOCK COMPANY

ITEM 1. Named Insured and Mailing Address

QUEER CULTURAL CENTER
934 BRANNAN STREET
SAN FRANCISCO, CA 94103

Agent Name and Address

M.J. HALL AND COMPANY, INC.

3278 VILLA LANE
NAPA, CA 94558

Agent No.: 040AO Program No.: NONE

ITEM 2. Policy Period From: 04/01/2013 To: 04/01/2014 Term: 365 DAYS

12:01 A.M., Standard Time at the mailing address shown in ITEM 1.

Business Description: NON PROFIT ORGANIZATION PROMOTING CULTURAL DIVERSITY

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy. This policy consists of the following coverage parts for which a premium is indicated. Where no premium is shown, there is no coverage. This premium may be subject to adjustment.

Coverage Part(s)	Premium Summary
Commercial General Liability Coverage Part	\$ <u>2,400</u>
Commercial Property Coverage Part	\$ <u>NOT COVERED</u>
Commercial Crime And Fidelity Coverage Part	\$ <u>NOT COVERED</u>
Commercial Inland Marine Coverage Part	\$ <u>NOT COVERED</u>
Commercial Auto Coverage Part	\$ <u>NOT COVERED</u>
Professional Liability Coverage Part	\$ <u>NOT COVERED</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Policy Premium:	\$ <u>2,400.00</u>
STATE TAX (3.0%)	\$ <u>72.00</u>
STAMP FEE (.20%)	\$ <u>4.80</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Policy Total:	\$ <u>2,476.80</u>

Counterigned By Rupert C. Hall
Surplus Lines Broker

Form(s) and Endorsement(s) made a part of this policy at time of issue:

SEE SCHEDULE OF FORMS AND ENDORSEMENTS

LISA PROVENCAL
MH
04/12/13

THIS COMMON POLICY DECLARATION AND THE SUPPLEMENTAL DECLARATION(S), TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART(S), COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, COMPLETE THE ABOVE NUMBERED POLICY.



SCOTTSDALE INSURANCE COMPANY®

SCHEDULE OF FORMS AND ENDORSEMENTS

Policy No. CPS1772083 Effective Date: 04/01/2013

12:01 A.M., Standard Time

Named Insured QUEER CULTURAL CENTER Agent No. 040AO

UTS-COVPG 12-09	Cover Page
OPS-D-1 8-10	Common Policy Declarations
UTS-SP-2 12-95	Schedule Of Forms and Endorsements
COMMON FORMS	

UTS-3g 3-92	Change Endt
UTS-SP-3 8-96	Locations Schedule

GENERAL LIABILITY FORMS

CLS-SD-1L 8-01	GL Supplemental Dec
CLS-SP-1L 10-93	GL Ext Supplemental Dec
CG 00 01 4-13	General Liab Cov
CG 00 68 5-09	Recording/Distribution Of Material/Info
CG 20 02 11-85	Al-Club Members
CG 20 10 4-13	AI-Scheduled Person Or Org
CG 20 11 4-13	AI-Managers Or Lessors Of Prem
CG 21 01 11-85	Excl-Athletic-Sports Partic
CG 21 16 4-13	Excl-Designated Prof Services
CG 21 44 7-98	Designated Premises Limitation
CG 21 73 1-08	Exclusion-Certified Acts Of Terrorism
CG 24 07 1-96	Prod-Comp Ops Haz Redefined
CG 24 26 4-13	Amend Of Insured Contract Definition
GLS-44s 9-10	Sexual-Physical Abuse Liab Cov
GLS-45s 8-04	Sexual-Physical Abuse Excl
GLS-106s 1-11	Total Liquor Liab Excl
GLS-289s 11-07	Known Injury/Dmg Excl-Personal/Advertise Injury
UTS-128s 10-07	Optional Provisions Endt
UTS-246s 12-12	Amendatory Endts Without Med Pay Excl
UTS-365s 2-09	Amend Of Nonpayment Cancel Condition

STATE FORMS

CG 32 34 1-05	CA-Changes
UTS-253-CA 1-97	CA-Amendatory Endorsement

POLICYHOLDER NOTICES

NOTX0178CW 2-06	Claim Reporting Information
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ADDITIONAL FORMS

D-2 (07/11) NOTICE



SCOTTSDALE INSURANCE COMPANY®

ENDORSEMENT NO. _____

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
CPS1772083	04/01/2013	QUEER CULTURAL CENTER	040AO

EVENTS AT THE GARAGE - 715 BRYANT STREET, SAN FRANCISCO, CA 94107

- 1) STILL HERE PERFORMANCE - DATE 6/12 & 13, 2013
- 2) GUAVA - DATE 6/17 & 18, 2013

EVENTS AT SOMARTS - 934 BRANNAN STREET, SAN FRANCISCO, CA 94103

- 1) ZEITGEIST-EXHIBITION - DATE 6/1/13

EVENTS AT MISSION CULTURAL CENTER FOR LATION ARTS (MCCLA) - 2868 MISSION STREET, SAN FRANCISCO, CA 94110

- 1) REMEMBERING TEDE MATHEWS LITERATURE/POETRY - DATE 6/6/13
- 2) QUEER DIASPORA POETRY - DATE 6/9/13
- 3) LA ROSA MIXTAPE FILM AND PERFORMANCE - DATE 6/20/13

EVENTS AT BRAVA THEATER CENTER - 2781 24TH STREET, SAN FRANCISCO, CA 94110

- 1) THIS QUEERLESQUE PERFORMANCE/DANCE - DATE 6/21/13
- 2) TOPSY TURVY CIRCUS PERFORMANCE - DATE 6/22/13

EVENTS AT LGBT COMMUNITY CENTER

- 1) SICK - DATE 5/9/13

/ 04/12/2013 MH

AUTHORIZED REPRESENTATIVE

DATE

INSURED