

## SUBMISSION FORM

2018 – 2019 SFAC GRANT ALLOCATION \$ 109,861

### CONTACT INFORMATION:

ORGANIZATION NAME: Asian Pacific Islander Cultural Center

STREET ADDRESS: 934 BRANNAN ST.

CITY/STATE/ZIP CODE: SAN FRANCISCO, CA 94104

EXECUTIVE DIRECTOR: Vinay Patel

OFFICE PHONE: 415-829-9467 EMAIL: vinay@apiculturalcenter.org

IN CASE OF EMERGENCY/ CELL PHONE: 4153220720



SIGNATURE: \_\_\_\_\_ DATE: 06/04/2018

(SUBMITTED BY PERSON AUTHORIZED TO SIGN CONTRACTS, REPORTS, AND INVOICES)

PRINTED NAME: VINAY PATEL TITLE: Executive Director

HOURS OF OPERATION: \_\_\_\_\_  
(IF OPERATING A FACILITY)

Please respond to the following questions:

### MPP APPLICATION CHECKLIST:

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

- Completed Management and Programming Plan with signature
- SFAC Grant budget (projected income and expense) and organizational budget for FY 2018-2019
- Organization Chart with staff (including contractors and volunteers)
- Resumes for key staff (if staff has changed) including executive director/managing director and bookkeeper
- Current list of Board of Directors with contact information
- Proof of Insurance Policies including the following: Worker's Compensation, General Liability, and Automobile Liability

Please provide an overview of the anticipated opportunities, changes, and challenges you may face this year, for example, new funding, staff succession, new partnerships, new programmatic approaches, board recruitment, etc. (500 words max)

FY2018-2019 is opening up doors for new and intriguing programmatic opportunities. This year, APICC is trying a new program approach of focusing non-festival programming on mid-career artist collaborations. Some new opportunities we are looking forward to this year: working with visual artist Nancy Hom to present her first solo exhibition, *Evolving*, that will include a retrospective of her art spanning her longtime career in San Francisco and a new community mandala piece; and working again with choreographer and dancer Alleluia Panis on a new piece called *Post-Colonial Survival Performance Ritual*, a multisensory dance performance and community-centered ceremonial process. Both will be conducting community workshops as part of their artistic process this year. Hom's workshops will allow APICC to partner with a local senior center and couple local schools as part of the mandala-making. With these two collaborations comes new funding opportunities for the year with SFAC's OPG funding Nancy Hom's solo exhibition and Creative Work Fund (pending) for Alleluia Panis's workshops in 2019 to create a final performance piece for 2020. APICC will also be producing and commissioning Irene Tu's first solo show featuring new material as she grows as a stand-up comedian and performer.

Some challenges APICC is facing this year: costs for productions are increasing every year, making it difficult to negotiate affordable rates for artistic and festival programming. Also, with the new changes in our festival structure, APICC is able to deeply invest and support its artists more, however if we wish to grow this program with more participants, it will increase the need for more staff capacity. We will look into doing so by investigating more funding partners for the program.

1. Artistic Programming: Please use the sheet below to list your key programmatic activities for the year. Your major festival can be one line; other programming like Queer Conversations on Culture and the Arts can be another line. If there is a presentation that falls outside of the festival, such as a mid-career artist exhibition, please note that as a separate line. The Activity will be Artistic Programming with a short description of the activity (ie. Month-long National Queer Arts Festival). Please add more rows if needed.
2. Economic Support for Artists: Please use the sheet below to expand on how your organization contributes to the economic vitality of artists through three of the following four areas: fiscal sponsorship, affordable grantwriting services, production assistance and training, and commission

- For Outputs, provide the quantifiable goals (ie. Number of fiscal sponsorships, number of grants written and secured, number of artists commissions and the amount).
- For Reporting Measure, please let us know what you will submit to show that the activity has been completed.
- For Completed By, please note when the activity will be completed: September 30, December 31, March 30, or June 30. These outputs should be completed and reflected in your progress report when you invoice for your quarterly payments: October 31, January 31, and April 30.

Activity	Outputs	Reporting Measure	Completed by:
<p><b>Artistic Programming: 22nd United States of Asia America Festival</b></p> <p>USAAF presents programs reflecting the artistic accomplishments and cultural diversity of San Francisco's Pacific Islander and Asian American communities in May-June 2019. USAAF showcases artists representing a diverse range of ethnic and cultural groups and aims to heighten the visibility of Asian and Pacific Islander (API) artists working in all disciplines - theater, music, dance, film, literature, visual arts, and more. An open call for submissions is released in the fall.</p>	<p>Open Call for festival distributed.</p> <p>Minimum 10 artists compensated at least \$500 in artist fees.</p> <p>Minimum 10 programs presented.</p> <p>2,000 expected attendees during festival's entire duration.</p>	<p>Open Call notification.</p> <p>MOUs with Artists outlining fee amounts.</p> <p>Audience attendance numbers and photos of at least three programs</p>	<p>Distribution by October 31, 2018.</p> <p>Artists MOUs completed by February 28, 2019.</p> <p>Audience attendance numbers submitted by June 30, 2019.</p>

<p>Artistic Programming: <b>Nancy Hom's <i>Evolving Arts Exhibition</i></b></p> <p>Commission and present a new work by artist Nancy Hom as well as a retrospective of her 45-year career in San Francisco. Curated by the Artistic Director, the show will include selected silkscreens, photos of past sculptures and mandalas, and her process. Hom's new work will be an evolving mandala on San Francisco as a political, cultural and environmental sanctuary city that will morph into a new display during the course of the exhibition.</p>	<p>1 Artist compensated \$10,000 through OPG funding</p> <p>1000 expected attendees during exhibition and its related events.</p>	<p>MOU with Artist outlining fee amounts.</p> <p>Audience attendance numbers.</p>	<p>Artist MOU completed by October 31, 2018.</p> <p>Audience attendance numbers submitted by April 30, 2019.</p>
<p>Fiscal Sponsorship: <b>Artist and/or Organizational Sponsees</b></p>	<p>2 Sponsees</p>	<p>2 MOUs with Sponsees.</p>	<p>MOUs submitted by December 28, 2018.</p>
<p>Production Assistance and Training: <b>Festival Artists Incubator Workshops</b></p> <p>Festival participants are required to sign up for workshops throughout the year that serve as professional development trainings in areas of marketing, grant writing, budgeting, bio/statement writing, production, etc.</p>	<p>10 Artist Participants</p> <p>Minimum 5 Workshops offered, mandatory participation in 3 workshops</p>	<p>List of Workshops.</p> <p>Workshop Attendance Logs.</p>	<p>List of Workshops offered and Attendance Logs submitted by April 30, 2019.</p>

<p>Artist Commissioning: <b>Irene Tu's Solo Show</b></p> <p>APICC will commission stand-up comedian and performer Irene Tu's first solo show. The show will be presented as a Featured Artist program during the <i>United States of Asian America Festival</i> in May/June 2019.</p>	<p>1 Artist commissioned</p> <p>1 Public Presentation</p>	<p>MOU with Artist outlining fees at <u>\$2,000</u></p> <p>Photo documentation of performance and audience count.</p>	<p>MOU submitted by January 31, 2019</p> <p>Photo documentation and audience submitted by June 30, 2019.</p>
---	---	---	--

	<b>EARNED</b>	<b>2018-2019</b>	<b>Notes</b>	
1	Admissions			
2	Ticket Sales	\$5,000.00		
11	Contracted Services/ Performance Fees	\$10,000.00	contract with Bindlestiff Studios to manage facility	
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	\$100.00		
19	Other Earned Revenue	\$150.00		
20	Total Earned Revenue	\$15,250.00		
	<i>SUPPORT</i>			
21	Trustee/ Board Contributions	\$500.00		
22	Individual Contributions	\$8,000.00		
23	* Corporate Contributions	\$2,000.00		
24	* Foundation Contributions	\$10,000.00	Zellerbach Family Foundation and SF Foundation including possible sponsoree's grants: Jon Jang and Lenora Lee	
26	* Government - County	\$151,932.11	CAE Grant and an OPG	
27	* Government - State	\$8,000.00	CAC CPV Grant	
28	* Government - Federal			
28a	Tribal Contributions			
29	Special Events - Fundraising			
30	* Other Contributions			
30c	Related Organization Contributions			
31	* In-Kind Contributions	\$25,000.00	Discounted and donated space, discounted or donated professional services. All of which have passed in our annual review.	

32	Net Assets Released from Restrictions			
33	Total Contributed Revenue and Net Assets Released from Restrictions	\$205,432.11		
34	Total Earned and Contributed	\$220,682.11		
	Total Earned and Contributed (minus your HTF allocation)	\$113,750.00		
35	Previous Year's Total Revenue	\$312,497.32		
36	Total Revenue	\$220,682.11		
37	Of the total unrestricted revenue reported on line 36, what was the total amount intended for operating/programmatic purposes?	\$220,682.11		
38	Of the total unrestricted revenue reported on line 36, what was the total amount intended for capital purposes?	\$0.00		
39	Total Operating and Capital Revenue	\$220,682.11		
	<b>EXPENSES</b>			SFAC HTF
1	* Salaries	\$81,600.00	(all part time) 27040 Exec. Dir, 2580 Artistic Dir, 13852.8 office admin, 1560 production assistant.	<b>\$67,932.80</b>
2	Commissions			
3	Payroll Taxes	\$10,147.35		\$7,400.00
4	Health Benefits	\$3,300.00		<b>\$3,300.00</b>
5	Disability			
6	Workers' Compensation	\$1,000.00		\$1,000.00
7	Pension and Retirement			
8	* Benefits, Other			
9	Total Salaries and Fringe	\$96,047.35	\$ -	\$79,632.80
2	Accounting	\$5,520.00		\$5,520.00
3	Advertising and Marketing	\$10,148.00		\$7,000.00
4	Artist Commission Fees	\$3,000.00		
4a	Artist Consignments			

5	Artist & Performers - Non-Salaried	\$47,000.00		\$5,472.38
6	Audit			.
7	Bank Fees			
8	Repairs & Maintenance			
9	Catering & Hospitality			
10	Collections Conservation			
11	Collections Management			
12	Conferences & Meetings			
13	Cost of Sales			
14	Depreciation			
15	Dues & Subscriptions			
16	Equipment Rental			
17	Facilities - Other			
18	Fundraising Expenses - Other			
19	Fundraising Professionals			
20	* Grantmaking Expense	\$5,000.00	Fiscal Sponsoring Jon Jang and Lenora Lee Zellerach Grants	
21	Honoraria			
22	In-Kind Contributions	\$25,000.00		
23	Insurance	\$950.00		
24	Interest Expense			
25	Internet & Website			
26	Investment Fees			
27	Legal Fees			
28	Lodging & Meals			
29	* Major Repairs			
30	Office Expense - Other			
31	* Other	\$5,480.07	SOMArts Fiscal Sponsor Fee	<b>\$5,480.07</b>
32	Postage & Shipping	\$90.00		
33	Printing			
34	Production & Exhibition Costs	\$5,500.00		
34a	Programs - Other			
35	Professional Development	\$500.00		
36	* Professional Fees: Other	\$4,500.00	Production Assistants and Technical Consultants for events	
37	Public Relations			
38	Rent	\$11,000.00		\$6,496.21
38a	Recording & Broadcasting Costs			



38b	Royalties/Rights & Reproductions			
39	Sales Commission Fees			
39a	Security			
40	Supplies - Office & Other	\$500.00		
41	Telephone	\$32.00		
42	Touring			
43	Travel	\$100.00		
44	Utilities			
45	<b>TOTAL EXPENSE</b>	<b>\$220,367.43</b>		<b>\$109,601.46</b>
	Total Expenses Less In-kind	\$195,367.43		\$109,601.46
46	Change in Net Assets	\$314.68		\$0.00