

SUBMISSION FORM

2018 – 2019 SFAC GRANT ALLOCATION **\$753,322.16**

CONTACT INFORMATION:

ORGANIZATION NAME: SOMArts Cultural Center

STREET ADDRESS: 934 BRANNAN ST

CITY/STATE/ZIP CODE: San Francisco, CA 94103

EXECUTIVE DIRECTOR: Maria Jenson

OFFICE PHONE: 415-863-1414 EMAIL: info@somarts.org

IN CASE OF EMERGENCY/ CELL PHONE: 310-266-1758

SIGNATURE:



DATE: 6/1/2018

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

PRINTED NAME: Maria Jenson TITLE: Executive Director

HOURS OF OPERATION: ___9AM-7PM MON-FRIDAY, 11AM-5PM

SATURDAY _____

(IF OPERATING A FACILITY)

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)

N/A Resumes for key staff (if staff has changed) including executive director, facility manager, and bookkeeper

- Current list of Board of Directors with contact information
- Proof of Insurance Policies including the following: Worker's Compensation, General Liability, Automobile Liability, and Property Insurance
- List of sub-tenants
- List of building rental rates for the public and sub-tenants
- List of office rates for the sub-tenants

After reviewing the menu of grant activities provided, please list the activities your organization will engage in this fiscal year.

- For Activity, please provide a thorough explanation of the activity (no more than a paragraph).
- For Outputs, provide the quantifiable goals; examples were provided in the menu above.
- 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.

Outcome 1: Promote cultural equity and enhance the understanding of and respect for diverse cultural traditions, heritages and forms of expression.

Activity	Outputs	Reporting Measure	Completed by:
1. 1.1 Visual Exhibitions: <ul style="list-style-type: none"> • Something (you can't see, on the other side, of the wall from this side) casts a shadow (deliverables completed by September 30, 2018) • TSFF & SOMArts Contemporary Art Awards Exhibition (deliverables completed by September 30, 2018) • The Black Woman is God (deliverables completed by December 29, 2018) • Dia de Los Muertos (deliverables completed by December 29, 2018) • The Ramp Gallery exhibitions 1 of 2 (deliverables completed by December 29, 2018) • Reorienting Imaginaries (deliverables completed by 	Something (you can't see, on the other side, of the wall from this side) casts a shadow <ul style="list-style-type: none"> - 1 guest curator compensated at \$5000 - 12 exhibiting artists - 4 artists compensated a total of \$800 - 250 opening night TSFF & SOMArts Contemporary Art Awards Exhibition <ul style="list-style-type: none"> - 1 guest curator compensated at \$2000 - 10 exhibiting artists - 10 visual artists compensated by exhibition partner TSFF - 250 opening night attendees 	Something (you can't see, on the other side, of the wall from this side) casts a shadow <ul style="list-style-type: none"> - 3–5 photos from the exhibition - # of actual attendees for each event - List of artists and/or project stipend awards TSFF & SOMArts Contemporary Art Awards Exhibition <ul style="list-style-type: none"> - 3–5 photos from the exhibition - # of actual attendees for each event - List of artists 	Sept 30, 2018 DELIVERABLES <ul style="list-style-type: none"> - Something (you can't see, on the other side, of the wall from this side) casts a shadow - TSFF & SOMArts Contemporary Art Awards Exhibition Dec 29, 2018 DELIVERABLES <ul style="list-style-type: none"> - The Black Woman is God - Dia de Los Muertos - The Ramp Gallery 1 of 2 Mar 30, 2019 DELIVERABLES <ul style="list-style-type: none"> - Reorienting the

<p>March 30, 2019)</p> <ul style="list-style-type: none"> • Forever, A Moment : Black Meditations on Time and Space (deliverables completed by June 30, 2019) • The Ramp Gallery exhibitions 2 of 2 (deliverables completed by June 30, 2019) 	<ul style="list-style-type: none"> - 50 SOMArts Social and Workshop attendees - 5 artists compensated for facilitating a workshop <p>The Black Woman is God</p> <ul style="list-style-type: none"> - 40 exhibiting artists - 2 guest curators compensated at \$2,500 each - 5 artists compensated at a total of \$1000 - 800 opening night attendees <p>Dia de Los Muertos</p> <ul style="list-style-type: none"> - 1 staff curator & 1 guest curator - 60 exhibiting visual artists - 6 performing artists - 6 artists compensated - 650 opening night attendees - 40 attendees at second public program - 350 closing night attendees <p>The Ramp Gallery Exhibitions, 1 of 2</p> <ul style="list-style-type: none"> - 5 exhibiting artists <p>Reorienting the Imaginaries</p> <ul style="list-style-type: none"> - 8 exhibiting artists - 3 panelists - 2 performers 	<p>and/or project stipend awards</p> <p>The Black Woman is God</p> <ul style="list-style-type: none"> - 3–5 photos from the exhibition - # of actual attendees for each event - List of artists/curators and/or project stipend awards <p>Dia de Los Muertos</p> <ul style="list-style-type: none"> - 3–5 photos from the exhibition - # of actual attendees for each event - List of artists/curator and/or project stipend awards <p>The Ramp Gallery Exhibitions, 1 of 2</p> <ul style="list-style-type: none"> - List of artists and a link to the archive page <p>Reorienting the Imaginaries</p> <ul style="list-style-type: none"> - 3-5 photos from the exhibition 	<p>Imaginaries</p> <p>June 30, 2019 DELIVERABLES</p> <ul style="list-style-type: none"> - Forever, A Moment : Black Meditations on Time and Space - The Ramp Gallery exhibitions 2 of 2
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	<ul style="list-style-type: none"> - 1 project stipend of \$5,000 to SOMArts Curatorial Residency recipient - 200 opening night attendees - 50 panel & community dinner attendees - 30 workshop attendees <p>Forever, A Moment : Black Meditations on Time and Space</p> <ul style="list-style-type: none"> - 8 exhibiting artists - 3 filmmakers - 3 performers - 1 project stipend of \$5,000 to SOMArts Curatorial Residency recipient - 300 opening night attendees - 100 Embodied Time Performance Night attendees - 30 video screening attendees <p>The Ramp Gallery Exhibitions, 2 of 2</p> <ul style="list-style-type: none"> - 4 exhibiting artists 	<ul style="list-style-type: none"> - MOU with guest curator - # of attendees for each public event - list of artists and/or project stipends awarded <p>Forever, A Moment : Black Meditations on Time and Space</p> <ul style="list-style-type: none"> - 3-5 photos from the exhibition - MOU with guest curator - # of attendees for each public event - list of artists and/or project stipends awarded <p>The Ramp Gallery Exhibitions, 2 of 2</p> <ul style="list-style-type: none"> - List of artists and a link to the archive page 	
<p>2. 1.8. Interdisciplinary event</p> <ul style="list-style-type: none"> • La Pocha Nostra Performance Workshop & Culminating Event 	<ul style="list-style-type: none"> - Curatorial stipend and workshop facilitation fee: \$3500 - (1) 10 day workshop - 1 culminating event 	<ul style="list-style-type: none"> - 3–5 photos from the exhibition - # of actual attendees for each event - # of workshop 	<p>September 30, 2018</p>

<p>SOMArts is partnering with La Pocha Nostra to host one 10-day workshop at SOMArts and a culminating event on Saturday, August 4th. SOMArts is contributing a curatorial stipend, space, and contributing towards artists tuition fees.</p>	<ul style="list-style-type: none"> - 500 audience members - \$2000 contributed towards workshop tuition cost - 13 workshop attendees and performers in culminating performance 	<p>attendees</p> <ul style="list-style-type: none"> - List of artists/performers 	
<p>3. 1.3 Dance Performance</p> <ul style="list-style-type: none"> • SOMArts Queer Performance Residency 2019 - <p>Given the success of SOMArts' incubator for visual art curators, SOMArts launched a new residency program in 2017-18 for emerging curators of performing arts. Prioritizing queer work and underrepresented artists, the program will provide mentorship and support to emerging curators to produce a weekend-long festival of performing arts. Selected through an open call, one performing arts curatorial resident will benefit from 3 months of planning and mentorship from SOMArts staff and other leaders in Bay Area performing arts curation. Residency recipient will determine a curatorial theme, select artists, and produce a weekend-long festival</p>	<ul style="list-style-type: none"> - 10 performing artists - 1 project stipend of \$2000 awarded to Residency recipient - 300 attendees of 2-night performance festival 	<ul style="list-style-type: none"> - 3–5 photos from the exhibition - # of artists involved - # of actual attendees for each event - List of artists and/or project stipend awards 	<p>June 30, 2019</p>

<p>4. 1.7 Art Classes</p>	<p>Printmaking</p> <ul style="list-style-type: none"> - 7 unique classes per year - 67 individual sessions - 1 teacher paid - 90 students per year <p>Ceramics</p> <ul style="list-style-type: none"> - approx 40 sessions per year - 1 teacher paid - 10-15 students per month-long session <p>Figure Drawing</p> <ul style="list-style-type: none"> - class is \$8 per person - fees collected help pay for the model, who receives \$86 per session - approx 45 sessions per year - approx 123 students attend throughout the year 	<ul style="list-style-type: none"> - # of students - # of unique classes - per year - revenue 	<p>June 30, 2019</p>
<p>5. 1.9 Responsive Public Programming</p> <ul style="list-style-type: none"> • Bathroom Line Project <p>SOMArts is partnering with RADAR productions to produce a queer literary arts intervention called THE BATHROOM LINE: Queer Intimacy in Public Spaces, which will culminate in a Fall 2018 exhibition at SOMArts. The exhibition will be in The Ramp Gallery and an installation will be included in one of</p>	<ul style="list-style-type: none"> - 1 community partnership with Radar Productions - 3 artists compensated at a total of \$500 - \$300 materials stipend - 5 exhibiting artists - 100 opening night attendees 	<ul style="list-style-type: none"> - 3-5 photos from the exhibition - # of actual attendees - # of artists involved - List of exhibiting artists 	<p>March 30, 2019</p>

our public bathrooms. SOMArts will also host an unveiling reception in November.			
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Outcome 2: Support artists, arts administrators, and technicians rooted in historically underserved communities to build their capacity, resilience and economic viability.

Activity	Outputs	Reporting Measure	Completed by:
2.5 Internship Program	- 1 Communications Intern working 8 hours/week for 4 months	1 wrap up survey about intern's experience	June 30, 2019
2.3 Fiscal Sponsorships	- 10 fiscal sponsorships	MOUs with fiscal sponsees	September 30, 2019

Outcome 3: Invest in a vibrant arts community by playing a critical role in strengthening neighborhoods and communities and responding to community needs.

At least one project under 3.1 and two projects under 3.2 are required for all Cultural Centers.

Activity	Outputs	Reporting Measure	Completed by:
3.1: Collaborative Project(s) SOMArts/SFUUSD/Local students orgs	<ul style="list-style-type: none"> - 350 students participating in free docent-led tours of Day of the Dead exhibition - 10 volunteers from local colleges, serving as docents 	<ul style="list-style-type: none"> - # of students, classrooms, schools, and docent participation 	December 30, 2018
3.2: Representation on Community Leadership Teams	<ul style="list-style-type: none"> - 10 hours of staff time spent each month in steward and committee meetings - 20 hours/month of committee work outside of meetings - 2 staff members attending ABBA public convening - 1 public advocacy/education event hosted by SOMArts 	<ul style="list-style-type: none"> - 1 paragraph describing the work of each ABBA committee - # of total meetings attended - # of staff involved 	June 30, 2019

Outcome 4: Ensure the sustainability of a healthy nonprofit arts organization and the adequate compensation and retention of staff.

Activity	Outputs	Reporting Measure	Completed by:
4.1: Maintain Adequate Staffing	at least 1 FTE working in programming, fiscal oversight, and development	List of staff and their FTE that comprise the required staffing for programming, fiscal oversight, and development	Sept 30, 2018
4.2: Non-Profit Monitoring & Compliance	Participate in the annual monitoring visit	Monitor letter	March 30, 2019
4.3: Professional Development for Staff	<ul style="list-style-type: none"> - \$5,500 and 60 staff hours spent on staff professional development - Minimum of 5 staff members participate in professional development opportunities 	<ul style="list-style-type: none"> - Brief report containing the workshop or class title, date, duration, cost, and names of staff attending 	June 30, 2019
4.4: Board Development SOMArts spends \$300 a year to attend Board Match in the Spring for recruiting purposes. The remaining \$700 is available to board members who are interested in training workshops about board service through CompassPoint, and to bring in outside consultants to advise the board on fundraising and strategic planning.	<ul style="list-style-type: none"> - \$1000 spent on board recruitment and development - Board includes at least 10 members - Term limits are observed 	<ul style="list-style-type: none"> - Board manual - Board matrix updated with current board members' terms, skillsets, join dates, committee affiliation and term limits - Description of board trainings and attendance record 	June 30, 2019

4.5: Adequate Healthcare for Staff	Evidence of coverage for staff that work 20 or more hours	- Copy of Kaiser plan documents and list of enrollees	Sept 30, 2018
4.6: Diversified Revenue Plan	- \$35,000 in corporate contributions for the fiscal year	- Updated Budget to Actuals report	June 30, 2019
4.7: Liquidity Plan	1 Plan (Demonstrate that ratio is 1 or greater)	- Financial Health Analysis Report	Sept 30, 2018
4.8: Program Reserve Plan	Maintain a programmatic reserve fund with unrestricted funds that can meet the compliance standard of having a three-month cash reserve.	- Balance sheet	Sept 30, 2018
4.9: Website	Fully ADA compliant website that includes program updates, blog posts, etc.	1 report on website accessibility measures	Sept 30, 2018
4.10: Evaluation	- 40% response rate to artist surveys - 10% response rate to audience surveys - 1,000 total surveys distributed	- Summary of response rate of artists and audience - Analysis of survey results	December 31, 2018
4.11: Third Party Organizational Support [to be filled out by SFAC staff]			
4.12: Debt Repayment Plan (If applicable)			N/A
4.13: Bylaws	Operate per the organization's bylaws including attention to the	- board roster with term dates - 4 examples of meeting minutes	March 30, 2019

	bylaws about quorum and term limits.	confirming presence of a quorum	
4.14: Supervision of Minors	Compliance with state law	Certificates of staff and volunteers live-scanned	December 31, 2018

Outcome 5: Maintain, enhance and increase access to neighborhood-based arts and cultural facilities.

Activity	Outputs	Reporting Measure	Completed by:
5.1: Facilities Manager	1 FTE Facilities Manager	Facilities manager job description & confirmation that the position has not been vacant for more than 60 days	September 30, 2018
5.2: Maintenance and Repair	List of projects to be completed by SOMArts in this fiscal year and requests for work by SFAC.	- List of projects - Maintenance & Repair Check List	Sept 30, 2018
5.3: Recycling Program	Participation in the city's recycling and compost program. Update signage: https://sfenvironment.org/recycle-compost-how-to	Evidence of staff training; photos of updated signage	Sept 30, 2018
5.4: Affordable Rental Program	- 10 free uses of the Bay gallery, 10 discounts on rentals	1 Description of affordable rental program - lists of renters, discount given	June 30, 2019
5.5: Facilities Reserve Fund	- Add ~\$6000 to the fund, or 2.5% of our earned income	1 Report/Bank statement	Dec 31, 2018
5.6: Capital Campaign (If applicable)	Update per the SFAC regarding the tentative scope of work for the pending SOMArts condition assessment and conceptual	1 Report	Mar 31, 2018

	redesign		
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BUDGET AND REVENUE TARGET:				
Complete the following budget for FY19 following the definitions described by DataProject.				
Budget notes are required for 1) the lines items with an asterisk and 2) for significant changes from the previous year (increase or decrease by 50 percent) to explain external or unusual factors and how you arrived at those figures.				
INCOME		TOTAL ORG.	SFAC-GRANT	Budget Notes
	EARNED			
1	Admissions	-		
2	Ticket Sales	30,000.00		DOD open/close, Behind the Scenes tour (2), Social Happy Hours (3), Summer Showcase, Multimedia Festival
3	Tuitions	-		
4	Workshops & Lecture Fees	15,000.00		life drawing class / ceramic class / clay class / printmaking class / exhibit educational tours
5	Touring Fees	-		
6	Special Events - Other	-		
6a	Special Events - Non-fundraising	-		
7	Gift Shop/Merchandise	3,000.00		
7a	Gallery/Publication Sales	-		
8	Food Sales/Concession Revenue	20,000.00		Bar Sales
8a	Parking Concessions	-		
9	Membership Dues/Fees	-		
10	Subscriptions - Performance	-		
10a	Subscriptions - Media	-		
11	Contracted Services/Performances Fees	25,000.00		Fiscal Sponsorship Fees
12	Rental Income - Program Use	302,000.00		
13	Rental Income - Non Program Use	14,000.00		
14	Advertising Revenue			
15	Sponsorship Revenue			
16	Investments-Realized Gains/Losses			
17	Investments-Unrealized Gains/Losses			
18	Interest & Dividends	400.00		
19	Other Earned Revenue	1,500.00		50 vendor booths at \$30 per booth [25 DOD / 25 TBWIG]
20	TOTAL Earned Revenue	\$ 410,900.00	\$ -	
	SUPPORT			
21	Trustee/Board Contributions	7,500.00		12 board members
22	Individual Contributions	20,000.00		40 yr Anniversary Giving Campaign
23	*Corporate Contributions	35,000.00		Google/AT&T/Facebook/Dolby / WFB corp asks
24	*Foundation Contributions	65,000.00		Pending: NEA \$50000 and SF Foundation \$80000 [2yr grnt]. Will apply: Zellerbach \$10000 / Kimball \$15000 / Rainin \$15000

25	*Government - City	772,128.47	772,128.47	sfac line item grant: SOMArts \$662527.01 / APICC \$109601.46
26	*Government - County	-		
27	*Government - State	-		
28	*Government - Federal	-		
28a	Tribal Contributions	-		
29	Special Events - Fundraising	70,000.00		Dinner 200 guest x \$140 = \$28000 / Dance party 300 guest x \$40/\$30/\$10 = \$8000 [100 tix sold per price point] / Corp Sponsors \$10000 / Bar&Merch Sales \$4000 / Auction \$15000 [50% to artist] / Day Appeal \$5000 [40 yrs serving the Arts]
30	*Other Contributions	-		
30c	Related Organization Contributions	-		
31	*In-Kind Contributions	1,040,760.00		sfac in-kind occupancy [annual rent]
32	Net Assets Released from Restrictions			
33	Total Contributed Revenue and Net Assets Released from Restrictions	2,010,388.47		
34	TOTAL Earned and Contributed	2,421,288.47	772,128.47	
	Total Earned and Contributed (minus your SFAC allocation)	361,228.47		
	Previous Year's Total Revenue	1,985,441.00		
	Was the 20% Revenue Target met?	yes		
37	Of the total unrestricted revenue reported on line 34, what was the total amount intended for operating/programmactic purposes?	2,412,688.47		
38	Of the total unrestricted revenue reported on line 34, what was the total amount intended for capital purposes?	8,600.00		
39	Total Operating and Capital Revenue	2,421,288.47		
EXPENSES		TOTAL ORG.	SFAC-GRANT	
1	*Salaries	735,649.00	440,000.00	Admin \$256292 / Programming including fundraising \$412180 / Facility \$53350 / Bonuses \$13827
	Commissions	-	-	
	Payroll Taxes	64,831.00	41,137.01	
	Health Benefits	73,688.00	42,000.00	
	Disability	-	-	
	Workers' Compensation	26,506.00	-	
	Pension and Retirement	-	-	
	*Benefits, Other	6,780.00	-	cell phone and self care monthly allowance
	Total Salaries and Fringe	907,454.00	523,137.01	

2	Accounting	11,000.00	3,390.00	
3	Adversiting and Marketing	11,350.00	3,000.00	
4	Artist Commission Fees	40,000.00	5,000.00	
4a	Artist Consignments	-	-	
5	Artist & Performers - Non-Salaried	12,000.00	5,000.00	
6	Audit	10,500.00	10,500.00	
7	Bank Fees	200.00	-	
8	Repairs & Maintenance	22,700.00	18,000.00	
9	Catering & Hospitality	6,000.00	-	
10	Collections Conservation	-	-	
11	Collections Management	-	-	
12	Conferences & Meetings	-	-	
13	Cost of Sales	4,300.00	-	
14	Depreciaiton	-	-	
15	Dues & Subscriptions	800.00	-	
16	Equipment Rental	2,100.00	2,100.00	
17	Facilities - Other	7,500.00	-	
18	Fundraising Expenses - Other	22,500.00	-	caterer \$9500 / artist auction pymt \$7500 / Artist Fees \$3000 / Supplies \$2000 / Advertisting \$500
19	Fundraising Professionals	-	-	
20	*Grantmaking Expense	109,601.46	109,601.46	
21	Honoraria	-	-	
22	In-Kind Contributions	1,040,760.00	-	sfac in-kind occupancy [annual rent]
23	Insurance	20,000.00	8,000.00	
24	Interest Expense	100.00	-	
25	Internet & Website	4,000.00	2,000.00	
26	Investment Fees	-	-	
27	Legal Fees	6,000.00	-	
28	Lodging & Meals	7,000.00	-	
29	*Major Repairs	8,600.00	5,000.00	Replace Lekos / rear stage lights and ceiling wash
30	Office Expense - other	3,180.00	-	
31	*Other	-	-	
32	Postage & Shipping	4,000.00	1,500.00	
33	Printing	500.00	-	
34	Production & Exhibition Costs	25,300.00	8,000.00	
34a	Programs - Other	25,078.00	20,000.00	
35	Professional Development	6,000.00	1,500.00	
36	*Professional Fees: Other	19,400.00	3,000.00	Development \$3000 / IT \$3000 / Teaching \$2200 / Misc. Contractor \$5000 [web,strategic plan] / Misc. Prog. Contractor \$6500 [dod exhibit design, etc]
37	Public Relations	-	-	
38	Rent	-	-	
38a	Recording & Broadcasting Costs	-	-	
38b	Royalties/Rights & Reproductions	-	-	
39	Sales Commission Fees	-	-	
39a	Security	20,000.00	10,000.00	
40	Supplies - Office & Other	13,500.00	8,000.00	
41	Telephone	5,400.00	5,400.00	

42	Touring	-	-	
43	Travel	3,500.00	-	
44	Utilities	34,000.00	20,000.00	
45	TOTAL EXPENSE	2,414,323.46	772,128.47	
	Total Expenses Less In-Kind	1,373,563.46	772,128.47	
46	Change in Net Assets	6,965.01	-	
	ADDITIONAL BUDGET NOTES:			
EXPENSE		TOTAL ORG.	SFAC-GRANT	
1	*Salaries	735,649.00	440,000.00	Admin \$256292 / Programming including fundraising \$412180 / Facility \$53350 / Bonuses \$13827
	Executive Director	99,116	50,000	
	Financial Director	75,520	40,000	
	Dir. Administrative Operations	62,933	30,000	
	Administrative Support Associate	6,240	6,240	
	Director of Communications & Strategic	4,463	4,463	
	Director of Communications & Strategic	54,000	25,000	Vacant
	Director of Communications & Strategic	6,000	6,000	Vacant
	Special Events Coordinator	40,914	18,000	
	Director of Facilities & Technical Operations	57,275	40,000	
	Lead Technician	45,819	30,000	
	Maintenance Coordinator	38,695	20,000	
	Event Rentals Manager	49,761	20,000	
	Event Rentals Coordinator	18,639	10,000	
	Curatorial Partnership Manager	52,460	25,000	
	Curatorial Partnership Associate	19,121	10,604	
	Receptionist	9,230	9,230	
	Building Manager (3)	50,000	50,000	
	Program/Facility Support Staff	45,463	45,463	
Total		\$ 735,649	\$440,000	