

## APPLICATION FORM

2017 – 2018 SFAC GRANT ALLOCATION \$

### CONTACT INFORMATION:

ORGANIZATION NAME: The African American Art & Culture Complex

STREET ADDRESS: 762 Fulton Street

CITY/STATE/ZIP CODE: San Francisco, CA 94102

EXECUTIVE DIRECTOR: Mohammed Soriano-Bilal

OFFICE PHONE: 415-922-2049 EMAIL: mohammed@aaacc.org

IN CASE OF EMERGENCY/ CELL PHONE: 323-481-2191

SIGNATURE: 

DATE: 7/27/17

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

PRINTED NAME: Mohammed Soriano-Bilal TITLE: Executive Director

HOURS OF OPERATION: M-F 9-8; Sat 9-5; Sun 10-1

(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 2017-2018
- Organization Chart with staff (including contractors and volunteers)
- 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 29, December 29, March 30, or June 29. 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:
<p><b>1. 1.1 Visual Exhibitions:</b> <i>Provide details for each of the four exhibits, including the selection process, themes, and outreach plans.</i></p> <p>For FY17-18, AAACC plans 3-4 exhibits: 1-2 established artists and 2 emerging artists. The selection process and themes are based on cultural alignment and artistic/educational quality of the artwork. Outreach is based on social media reach (Facebook, Twitter, Instagram, etc.), press releases, public radio promotion (KPOO), email blasts, and local distribution of marketing collateral</p>	<ul style="list-style-type: none"> <li>• 3 Exhibits (Navin Norling; Eshawn; Micah Morgan)*</li> <li>• 1 curator compensated (Navin Norling)</li> <li>• 3 artists compensated (Navin Norling; Eshawn; Micah Morgan)</li> <li>• 100 people per event</li> </ul> <p>*Due to availability, artists and curators may change</p>	<p>Event Flyer Artists proof of payment (POP) Curator POP Number of attendants</p>	<p>September 2017 – Micah Morgan</p> <p>December 2017 – Eshawn</p> <p>June 30, 2018 – Navin Norling</p>

<p><b>2. 1.2 Music Performances:</b> <i>Provide details for each of the four music performances, including the selection process, themes, and outreach plans</i></p> <p>Projected musical artists: Martin Luther, Caleborate, Mara Hruby, Kimiko Joy*</p> <p>*depending on schedule and availability, artists may change</p> <p>The selection process and themes are based on cultural alignment and artistic/educational quality. Outreach is based on social media reach (Facebook, Twitter, etc.), press releases, public radio promotion (KPOO), email blasts, and local distribution of marketing collateral</p>	<ul style="list-style-type: none"> <li>• 2 music performances (two of the following four artists: Mari Hruby, Kimiko Joy, Princess Nokia, Fantastic Negrito)*</li> <li>• 1 producer compensated (Michael O’connell)</li> <li>• 4 artists compensated</li> <li>• 150-300 attendees per event</li> </ul> <p>*Due to availability, artists and producers may change</p>	<p>Event Flyer Artists POP Producer POP Number of attendants</p>	<p>TWO EVENTS:</p> <p>December 2017 – Kimiko Joy</p> <p>March 2018 – Mari Hruby</p> <p>June 30, 2018 – Princess Nokia &amp; Fantastic Negrito</p>
<p><b>3. 1.6 Literary Readings:</b> <i>Provide details for each of the four readings, including the selection process, themes, and outreach plans.</i></p> <p>The selection process and themes are based on cultural alignment and artistic/educational quality. There will be two nonfiction readings and two fiction readings. Outreach is based on social media reach (Facebook, Twitter, etc.), press releases, public radio promotion (KPOO), email blasts, and local distribution of marketing collateral. Marcus Books and the SF Historical and Cultural Society may be involved in</p>	<ul style="list-style-type: none"> <li>• 3 events* (Natalie Baszile, Joy Leary, Mari Brock Akil)</li> <li>• 3 artists compensated</li> <li>• 100-300 audience total</li> </ul> <p>*Due to availability, artists may change</p>	<p>Event Flyer Artists POP Number of attendants</p>	<p>December 31, 2017 – Mari Brock Akil</p> <p>March 31, 2018 – Joy Leary</p> <p>June 30, 2018 – Natalie Baszile</p>

planning/outreach efforts.			
<p><b>4. 1.7 Art Classes:</b> <i>Describe classes that are sponsored by the Cultural Center and offered at low to no-cost, where artists are paid directly by the Cultural Center for prep time and teaching.</i></p> <p><i>* Models akin to 'profit-sharing' are not eligible under this activity and may fall under Outcome 5.4: Affordable Rental Program.</i></p> <p>This year, we have an illustration class and a painting class. They will both be free to the public. Definite description/materials/adult education</p>	<ul style="list-style-type: none"> <li>• 2 unique courses per year</li> <li>• 4 individual sessions per course</li> <li>• 2 instructors compensated</li> <li>• 20-40 students per class</li> </ul> <p>*Due to availability, instructors may change</p>	<p>Event Flyer Instructor POP Number of attendants</p>	<p>December 2017 – Art Course #1</p> <p>June 30, 2017 – Art Course #2</p>
5.			

**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:
<p><b>1. 2.1 Artist Incubator Program:</b>  <i>Describe the program(s) where intensive support is provided, which may include mentorship, skill building, studio space and cohort learning with measurable outcomes.</i></p> <p>The African American Art &amp; Culture Complex (AAACC) Artist Residency Incubator (ART Inc) is a program that provides direct support to up-and-coming African American led art companies in recognition of exceptional original work, to foster the creation of sustainable new art institutions of color in the San Francisco Bay Area. The Artist Residency Incubator provides free office space, reduced-rate performance space and mentorship at AAACC for a period of 3 years.</p>	<ul style="list-style-type: none"> <li>• 3 artists served/supported (BATCO, Luna Malbroux, Christopher Burch)</li> <li>• 3 artists compensated (BATCO, Luna Malbroux, Christopher Burch)</li> <li>• 5 art companies supported (free space, mentorship, technical training, etc.); including BATCO, Luna Malbroux, Christopher Burch, PUSH and Fely Tchaco</li> <li>• 2 mentors compensated (Idris Ackermoor and Rhodessa Jones)</li> </ul>	<ul style="list-style-type: none"> <li>• Artist POP</li> <li>• Mentor POP</li> <li>• List of mentors</li> <li>• List of artists</li> <li>• List of participating companies</li> <li>• Program summary and feedback report from participating incubator companies</li> </ul>	<p>January 31, 2018</p>
<p>2.</p>			
<p>3.</p>			

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

Activity	Outputs	Reporting Measure	Completed by:
<p><b>3.1: Collaborative Project(s):</b>  <i>Please describe the project(s) that are led and/or facilitated by Cultural Center staff and address a current issue affecting the local neighborhood or community served.</i></p> <p>The Western Addition currently has an African-American unemployment rate of 64%! AAACC and Chicago's Barbershop, the longest-running Black-owned barbershop in San Francisco, are working on a collaborative project to educate young African-Americans about the art of hygiene and its relationship to workforce development. In other words, free haircuts and advice on becoming a self-sufficient adulthood.</p>	<ul style="list-style-type: none"> <li>• 2 staff members involved (ED and Youth Programs Coordinator)</li> <li>• 1 community group involved (Chicago's Barbershop – manager Kenneth El-Amin)</li> <li>• 20-40 community members served</li> </ul>	<p>Event posters and photos</p>	<p>April 31, 2018</p>
<p>3.2: Representation on Community Leadership Teams</p>	<p>Community leadership representation (ED and youth programs coordinator) in the following community groups:</p> <ul style="list-style-type: none"> <li>• Market and Octavia Community Advisory Committee – board member (ED)</li> <li>• Hayes Valley Neighborhood Assoc. – member (ED)</li> </ul>	<p>At least one meeting agenda from each community organization</p>	<p>December 2017</p>

	<ul style="list-style-type: none"> <li>• Mo' Magic – member (Youth Programs Coordinator)</li> <li>• Freedom West Homes – board member (ED)</li> </ul>		
<p>3.2: Representation on Community Leadership Teams</p>			

**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	AAACC current maintains FTE in key roles	Payroll outlining roles and FTE status	December 2017
4.2: Non-Profit Monitoring & Compliance [to be filled out by SFAC staff]			
4.3: Professional Development for Staff AAACC has five full-time employees. <ul style="list-style-type: none"> <li>• Michele Black will be provided with least \$500 for PD opportunities; additionally, she will have access to industry trainings on SkillSoft</li> <li>• Ruby Jackson will be provided with least \$500 for PD opportunities; additionally, she will have access to industry trainings on SkillSoft</li> <li>• Victor Lopez will be provided with least \$500 for PD opportunities; additionally, he will have access to industry trainings on SkillSoft</li> <li>• Mohammed Soriano-Bilal will be provided with least \$500 for PD opportunities; additionally, he will have access to industry trainings on SkillSoft</li> <li>• Micah Morgan, our Youth Program Coordinator, receives</li> </ul>	<ul style="list-style-type: none"> <li>• At least 8 hours PD or \$500 for PD per staff member, per year</li> <li>• \$3000 allocated</li> </ul>	<ul style="list-style-type: none"> <li>• List of staff member roles</li> <li>• Hours of training received and/or funds spent</li> </ul>	June 30, 2018



<p>more than 8 hours of trainings through DCYF</p> <p>*NOTE: PD may be substituted for PD depending on schedules/availability</p>			
<p>4.4: Board Development This year AAACC are making three trainings available to board directors: 1) Compass Point's workshop <i>Building Successful Boards Part 1</i>; and 2) Compass Point's training <i>Building Successful Boards Part 2</i>; 3) Compass Point's training <i>Change, Transition, and the Practice of Naming Adaptive Challenges</i>*</p> <p>*NOTE: course may be substituted for other courses depending on director schedules/availability</p> <p>Board director recruitment is a yearly process, with potential candidates being submitted throughout the year by community members. AAACC's board of directors then elects the optimum candidate(s). Board director's vacancies are filled per AAACC bylaws:</p> <p><i>Vacancies on the board may be filled by approval of the board or, if the number of directors then in office is less than a quorum, by (1) the unanimous written consent of the directors then in office, (2) the affirmative vote of a majority of the directors then in office at a meeting held pursuant to notice or waivers of notice complying with this Article of</i></p>	<ul style="list-style-type: none"> <li>• 2 AAACC-sponsored PD opportunities (Compass Point - \$800-2000; 1-2 board officers)*</li> </ul> <p>*NOTE: course may be substituted for other courses depending on director schedules/availability</p>	<p>Program POP</p>	<p>June 30, 2018</p>

<i>these Bylaws, or (3) a sole remaining director. If this corporation has members, however, vacancies created by the removal of a director may be filled only by the approval of the members. The members, if any, of this corporation may elect a director at any time to fill any vacancy not filled by the directors. A person elected to fill a vacancy as provided by this Section shall hold office until the next annual election of the Board of Directors or until his or her death, resignation or removal from office.</i>			
4.5: Adequate Healthcare for Staff	All employees working 20 hours over more receive health insurance	Payroll report showing health care deductions for all employees working 20 hours or more	September 31, 2017
4.6: Diversified Revenue Plan	1 budget	Budget	June 30, 2018
4.7: Liquidity Plan	N/A		
4.8: Program Reserve Plan  Starting FY 2016-2017, AAACC will develop a Program Reserve Plan to develop reserves and retained earnings	AAACC plans on placing 3% of revenue from theater rentals each year for programming reserves	BALANCE SHEET – showing programming reserves	June 30, 2018
4.9: Social Media & Marketing	Our current website is ADA-compliant	Our website: <a href="http://www.aaacc.org">www.aaacc.org</a>	September 31, 2017
4.10: Evaluation  <i>AAACC will develop a general audience evaluation survey to gather programmatic and organizational</i>	Evaluation Plan	Analysis of survey results	January 31, 2018

<i>feedback. The survey will be distributed throughout the year at shows, events, classes and programs.</i>			
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 <i>Operate per the organization's bylaws including attention to the bylaws about quorum and term limits.</i>	We operate according to AAACC By-laws	Conduct annual by-law review	October 31, 2017
4.14: Supervision of Minors	Live Scan (Verified Volunteers) conducted on all staff, contractors, and volunteers working with unsupervised minors	Live Scan receipts	September 31, 2017

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

Activity	Outputs	Reporting Measure	Completed by:
<p>5.1: Facilities Manager</p> <p>AAACC’s Facilities Manager is an integral part of the cultural center staff, responsible for building operations and maintenance. This position is the primary liaison with all building vendors and is responsible for scheduling maintenance staff, ordering all maintenance supplies, opening/closing building and overseeing repairs. A portion of each day also includes direct maintenance work and special projects. This is a full time position reporting to the Executive Director. The Facilities Manager works in partnership with other staff to assure that events, programs, and daily operations are well organized. Must interface with numerous community partners including local governments, building and exhibit vendors, and contractors.</p>	<p>1 FTE Facilities Manager</p>	<p>Performance review summary</p>	<p>October 31, 2018</p>
<p>5.2: Maintenance and Repair</p> <p>AAACC will develop a new maintenance and repair plan that complies with the Cultural Centers Maintenance and Repair Policy issued August 2014.</p>	<p>Maintenance &amp; Repair Plan</p>	<p>Updated maintenance &amp; repair plan</p>	<p>April 31, 2018</p>
<p>5.3: Recycling Program</p>	<p>Annual recycling program assessment</p>	<p>Conduct annual assessment with Green Streets</p>	<p>September 31, 2017</p>

<p><b>5.4: Affordable Rental Program</b></p> <p>AAACC launched an affordable rental program in 2015. When possible, AAACC will continue to offer low-cost or free space to artists, community groups, CBOs, and other organizations in need.</p>	<ul style="list-style-type: none"> <li>• 3-5 CBOs (free space)</li> <li>• 50-100 artists (free rehearsal space)</li> <li>• 5-15 free to low-cost rentals yearly</li> </ul>	<p>Spreadsheet showing monetary value of free and discounted rentals</p>	<p>June 30, 2018</p>
<p><b>5.5: Facilities Reserve Fund</b></p> <p>Each year, AAACC is increasing costs for event-based security and maintenance by 3%. Fifty percent of these funds will go toward a facilities reserve. The annual target is \$10K, which will be utilized in FY17-18 to facility improvements</p>	<p>Annual Facilities Reserve Fund - \$10K yearly</p>	<p>Receipts for facility upgrades</p>	<p>June 30, 2018</p>
<p><b>5.6: Capital Campaign (If applicable)</b></p>	<p>N/A</p>		