

## APPLICATION FORM

2017 – 2018 SFAC Grant Allocation \$ \$106,932.11

### 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: \_\_\_\_\_ June 20,  
2017 \_\_\_\_\_ Date:

(Submitted by person authorized to sign contracts, reports, and invoices)

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_  
(if operating a facility)

### MPP APPLICATION Checklist:

- ✓ Completed Management and Programming Plan with signature
- ✓ SFAC Grant budget (projected income and expense) and organizational budget for FY 2015-2016??
- ✓ 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
- N/A Personnel Policies and Procedures (if this has changed)
- N/A Current list of Board of Directors with contact information (if members have changed)
- ✓ Proof of Insurance Policies including the following: Worker's Compensation, General Liability, Automobile Liability, and Property Insurance
- N/A List of sub-tenants
- N/A List of building rental rates for the public and sub-tenants
- N/A 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>1. <b><u>1.8 Interdisciplinary Events</u></b>  <b>United States of Asian America Festival 2018</b> - Each year, the United States of Asian American Festival (USAAF) presents between 10-15 different programs reflecting the artistic accomplishments and cultural diversity of San Francisco’s Pacific Islander and Asian American communities. 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.</p> <p>An open call for submissions will be released in the late summer, and the</p>	<p>Open Call for festival distributed.</p> <p>Jury of 3 arts and/or community representatives selected by the Artistic Director.</p> <p>Minimum 15 artists compensated \$500 or \$1000 artists fees.</p> <p>Minimum 10 programs presented.</p> <p>2,000 expected attendees during festival’s entire</p>	<p>Open Call notification.</p> <p>MOUs with Artists outlining fee amounts.</p> <p>MOUs with Jurors.</p> <p>List of Events</p> <p>Audience attendance numbers.</p>	<p>Distribution by October 31, 2017</p> <p>Artists MOUs completed by December 29, 2017.</p> <p>Jurors MOUs completed by October 31, 2017.</p> <p>Program calendar submitted by June 30, 2018.</p> <p>Attendance numbers</p>

<p>festival programs will be selected by a jury comprised of 3 arts and community representatives in the fall under the guidance of the Artistic Director.</p> <p>Outreach for the festival will target other Asian American and Pacific Islander arts organizations to distribute the call for submissions through their respective channels.</p>	<p>duration.</p>		<p>report completed by June 30, 2018.</p>
<p><b>2. <u>1.1 Visual Exhibitions</u></b>  <b>- Nancy Hom's Mandala Retrospective (working title)</b>  For this project, Hom will create a mandala that focuses on life, death and rebirth. She will introduce a performance aspect to the project, engaging the audience in the making of new pieces for the mandala as it reincarnates into another form. Exhibit is proposed at Luggage Store Gallery in Spring of 2018.</p> <p>Pieces for the show will be selected by a curator chosen by the Artistic Director.</p> <p>Outreach will target the Asian American arts community. APICC will partner with organizations relevant to Nancy Hom's career such as Kearny Street Workshop, Asian American Womens Artist</p>	<p>1 Artist compensated</p> <p>1 Curator compensated</p> <p>1 Assistant Curator compensated</p> <p>500 expected attendees during exhibition and its related events.</p>	<p>Artist MOU outlining fee amounts.</p> <p>Curator MOU outlining fee amounts.</p> <p>Assistant Curator MOU outlining fee amounts.</p> <p>Audience attendance numbers.</p>	<p>Artist MOU completed by October 29, 2017.</p> <p>Curator MOU completed by December 29, 2017.</p> <p>Assistant Curator MOU completed by December 29, 2017.</p> <p>Attendance reports completed by June 30, 2018.</p>

<p>Association, and Manilatown Heritage Foundation.</p>			
<p><b>3. <u>1.1 Visual Exhibitions</u></b>  <b>- USAAF 2018 Art Show</b>  Annually, APICC produces an arts exhibition at SOMArts Cultural Center in affiliation with its annual <i>United States of Asian America Festival</i>. The show's theme will address the overall festival theme that will be chosen by the Artistic Director.</p> <p>APICC will co-present the show with another API community arts organization who will curate and aid in the production of the exhibition and all its related public programs. Together, both APICC and the chosen arts organization will create outreach strategies to bring attendees to the exhibition.</p>	<p>Co-presentation Partnership with an API arts organization.</p> <p>10 Artists compensated.</p> <p>1 Curator compensated.</p> <p>1,000 expected attendees during exhibition's duration.</p>	<p>MOU with Partner Organization.</p> <p>MOU with Artists outlining fee amounts.</p> <p>MOU with Curator outlining fee amounts.</p> <p>Audience attendance numbers.</p>	<p>MOU with Partner Organization completed by October 29, 2017.</p> <p>MOU with Artists completed by March 30, 2018</p> <p>MOU with Curator completed by December 29, 2017.</p> <p>Attendance report completed by June 30, 2018.</p>
<p>4.</p>			
<p>5.</p>			

**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. <u>2.1 Artist Incubator Program - USAAF 2018</u></b></p> <p>APICC will help artists accepted into the <i>United States of Asian America Festival</i> create, implement and execute a Production Plan, Marketing Plan, and Fundraising Plan. Priority will be given to first year artists. This program will not only increase professional development of artists but also increase the quality of the arts that is presented to the community.</p> <p>We will continue to gather feedback and analyze what types of support artists need in order to properly showcase their artwork.</p>	<p>10 Artists served with production, marketing, and/or fundraising plans created.</p> <p>5 Artists who fundraise 25% of their budget for their program.</p>	<p>MOUs with Artists outlining participation.</p> <p>Artists' Final Project Budgets outlining fundraised amounts.</p>	<p>Artists MOUs completed by December 29, 2017.</p> <p>Artists Final Budgets submitted June 30, 2018.</p>
2.			
3.			

**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><u>3.1: Collaborative Project - URBAN x INDIGENOUS (UxI)</u></b>            APICC seeks to collaborate with SAMMAY to expand UxI's engagement in communities of color in reflection, connection, and deeper understanding of their relationship to the land with a multi-day, interdisciplinary showcase co-curated by SAMMAY and the Artistic Director during USAAF 2018. APICC will encourage artists, activists, educators, students, and beyond to investigate their respective genealogies; remember their ancestral lineages; and reclaim their indigeneity in order to find the intersectionality that highlight our similarities.</p> <p>Between July 2017 and January 2018, APICC will produce year-round programming co-curated by the Artistic Director and SAMMAY that includes outreach workshops, circle discussions, and open mic events. The first half of this one-year process will focus on outreach and initial community-building while the second half will focus on a collective creative recruitment process and preparation for culminating public events to take place in May 2018. The Artistic Director will work closely with SAMMAY to refine and focus the program's overall artistic vision. APICC will host a series of community events to provide a space for shared inquiry, critical dialogue, and opportunities to build</p>	<p>1 Collaborative Partnership with Lead Artist/Facilitator</p> <p>1 Workshops, 1 Open Mic, 1 Circle Discussion produced</p> <p>6 Artists compensated for Cumulative Presentation.</p>	<p>MOU with Lead Artist/Facilitator.</p> <p>Notification outlining Dates for Workshops, Open Mics, Circle Discussions.</p> <p>MOUs with Artists outlining fee amounts.</p>	<p>Lead Artist/Facilitator MOU completed October 29, 2017.</p> <p>Notification of Dates by October 29, 2017.</p> <p>Artists MOUs completed by March 30, 2018.</p> <p>Project completed by June 2018.</p>

<p>with an arts-based community, facilitated by SAMMAY and curated by the Artistic Director. Each workshop will highlight a community artist who engages their ancestry and/or story of migration, settlement, and process of decolonization through dance, writing, visual art, and/or storytelling.</p> <p>APICC's target populations include Asian Americans, Pacific Islanders, as well as people of color artists and educators within the Bay Area. Every event will be promoted as sliding scale/donation-based at accessible community venues.</p>			
<p><b>3.2: Representation on Community Leadership Teams - Coalition on Prop S.</b> APICC Executive Director is a founding and current member of Arts United SF. Arts United SF is a coalition that includes large and small organizations, from the San Francisco Opera and Ballet to ArtSpan and the Museum of the African Diaspora, dedicated to the stability and long term solutions for the entire San Francisco arts eco-system.</p>	<p>Regular attendance at meetings.</p>	<p>Dates of Attendance</p>	<p>Sept 30, 2017</p>
<p><b>3.2: Representation on Community Leadership Teams - Arts for a Better Bay Area</b> APICC Executive Director sits as a Steward for ABBA - a coalition of people and organizations coming together to create a member powered network, cultivate a healthy and accessible environment for arts and culture to thrive, and to inform and mobilize individuals, organizations and coalitions on policies connected to a rapidly changing region.</p>	<p>Regular attendance at meetings.</p>	<p>Dates of Attendance</p>	<p>Sept 30, 2017</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:
<p><b>4.1: Maintain Adequate Staffing</b>            APICC grant is about 1/3 of the largest grant given by SFAC Cultural Centers program. The organization has been successfully maintained for over 20 years with under 3 FTE. Executive Director (.6 FTE in 2016-17) and Office and Communications Manager (.6 FTE in 2016-17) handle fiscal and administrative duties. Artistic Director (.6 FTE in 2016-17) and Production Assistant (.45 FTE in 2016-17) will handle artistic duties. APICC is working to maintain near 2.25 which was the goal last year.</p>	<p>2.25 FTE</p>	<p>1 sentence description of the core responsibilities of the employees who comprise of the 2.25 FTE.</p>	<p>Sept 30 2017</p> <p>Laura Paule: Office &amp; Communications Manager.            Duties include: office management, official org communications through social media, bookkeeping, assisting executive director, special projects.            7/1/17-12/31/17            Development .01 FTE            Finance: .2 FTE            Program .09 FTE</p> <p>Melanie Elvena: Artistic Director.            Duties include: Artistic program development/design and execution, budget creation with Executive Director, communicate with Board of Directors, assist with fundraising and grant writing / reporting.            7/1/17-12/31/17            Development .13 FTE            Finance: .1 FTE            Program .41</p>



			<p>Vinay Patel: Executive Director. Duties include: Communicate with Board of Directors, Construct Agency Budgets, Manage Staff and HR, Book Keeping, Signatory on all contracts and checks, Represent organization in meetings and public events.</p> <p>7/1/17-12/31/17  Development .12 FTE  Finance: .17 FTE  Program .36 FTE</p>
<b>4.2: Non-Profit Monitoring &amp; Compliance</b> [to be filled out by SFAC staff]			
<b>4.3: Professional Development for Staff</b> APICC staff do a collaborative check-in quarterly to investigate opportunities each staff can participate in as professional development opportunities. Supervisors will develop a plan which can include on site / off site / or online trainings. Professional development for staff can also include setting up one on one time for staff to meet with key community arts leaders to gain knowledge.	Each staff will be given an equivalent of \$500 in staff time or a combination of \$500 in staff time and budget for their individual development opportunities.	Brief report containing the development experience for each staff member including dates, times, and costs.	June 30, 2018
<b>4.4: Board Development</b> APICC Board will have an annual board development training. Board will review terms limits and compliance check every year as well. Board will review and update	1 Updated Board Bylaws Up to \$500 towards a Board Training	Brief report containing the development experience for each	March 30, 2017

Board Bylaws. Board has a quarterly check in regarding board recruitment.	activity.	Board Member including date times and costs.	
<b>4.5: Adequate Healthcare for Staff</b> APICC provides a \$1000 health care reimbursement plan for all employees working at or more than 50% FTE. This plan covers all or close to all costs for single employees under Covered California. APICC will work on a plan to offer full health care coverage by July 1, 2018.	Offer \$1000 per 50% or more FTE employees.  Create a plan for offering employees full coverage by July 1, 2018.	1 plan	June 30, 2018
<b>4.6: Diversified Revenue Plan</b>	Create a plan to increase non-city funds.	Implementation of Plan. Increased number of grants: Creative Work Fund (40k), CAC Regional (18k).	June 30, 2018
<b>4.7: Liquidity Plan</b>	N/A	N/A	N/A
<b>4.8: Program Reserve Plan</b> APICC has diligently worked to create a Program Reserve in excess of \$40000 which constitutes over 5 months of reserves.	.05 of total operating budget added to programmatic reserve annually.	PnL showing increase.	June 30, 2018
<b>4.9: Social Media &amp; Marketing</b>	1 plan	Outline of Strategies.	March 31, 2018

<p><b>4.10: Evaluation</b>  APICC will distribute 2 types of surveys - 1 for attendees to all events and programs and 1 for participating artists.</p> <p>Surveys will collect meaningful data about constituent income, ethnicity, age, and cultural communities.</p> <p>Audience surveys will measure impact and relevance of programs and events and will allow audiences to provide feedback to APICC. Artists surveys will be mandatory following an artist's participation in an APICC program measuring impact on artist professional development that will allow artists to provide feedback to APICC.</p>	<p>90% Artist Survey Response Rate.</p> <p>10% Audience Survey Response Rate.</p> <p>1,000 Total Surveys Distributed.</p>	<p>Evaluation of program results and recommendations for future programming.</p>	<p>June 30, 2018</p>
<p><b>4.11: Third Party Organizational Support</b>  [to be filled out by SFAC staff]</p>			
<p><b>4.12: Debt Repayment Plan</b> (If applicable)</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>4.13: Bylaws</b></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>4.14: Supervision of Minors</b></p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>