

## APPLICATION FORM

2017 – 2018 SFAC GRANT ALLOCATION \$

### CONTACT INFORMATION:

ORGANIZATION NAME: Bayview Opera House

STREET ADDRESS: 4702 3<sup>rd</sup>

CITY/STATE/ZIP CODE: San Francisco, CA 94124

EXECUTIVE DIRECTOR: Barbara Ockel

OFFICE PHONE: 415-824-0386 EMAIL: barbara@bvoh.org

IN CASE OF EMERGENCY/ CELL PHONE: 415-640-6626

SIGNATURE:  DATE: 6/1/017  
(SUBMITTED BY PERSON AUTHORIZED TO SIGN CONTRACTS, REPORTS, AND INVOICES)  
PRINTED NAME: Barbara Ockel TITLE: Executive Director

HOURS OF OPERATION: \_\_\_ 10-5PM MONDAY – FRIDAY, PLUS DURING PROGRAMS AND ECVENTS  
(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 (already on file, renews August)
- List of sub-tenants N/A
- List of building rental rates for the public and sub-tenants
- List of office rates for the sub-tenants N/A

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>Dare 2 Dream ARTS Youth Enrichment classes  D2D classes are offered to groups of elementary students in after school programs at Bayview schools year round in three separate sessions, fall, spring and summer. Students are taught at BVOH or at their school site. There is no cost to the students. Disciplines offered are chosen from painting, ceramics, mixed-media art, dance, music, poetry, theatre, yoga, photography, music composition and others.</p>	<p>1. At least 5 disciplines are offered.</p> <p>There are 3 sessions, fall, spring and summer.</p> <p>At least 200 students from three different after school programs participate in at least one session.</p> <p>Each class consists of 6-15 class hours of teaching, except for a few select shorter workshops in conjunction with 3<sup>rd</sup> on Third.</p> <p>At least 5 different artists are compensated for teaching.</p>	<p>1. Class Schedules  2. List of teaching artists compensated  3. List of participating after school or summer programs</p>	<p>9/30/17  3/30/18  6/30/18</p>

<p>Winter Wonderland is a large annual holiday community celebration that features seasonal activities, vendors, art making and musical and other performances. It engages low income children and their parents in the arts, brings together community members from different backgrounds and visitors from the larger Bay Area to celebrate the values of culture and family and builds community cohesion.</p>	<ol style="list-style-type: none"> <li>1. At least 5 collaborators planning the event and/or contributing resources or activities.</li> <li>2. At least 10 artists paid</li> <li>3. At least 500 audience members</li> <li>4. At least three corporate contributions and/or other grants help support the event.</li> <li>5. At least 20 volunteers help with the event.</li> </ol>	<ol style="list-style-type: none"> <li>1. List of collaborators</li> <li>2. List of artists compensated</li> <li>3. Audience count</li> <li>4. List of supporters</li> <li>5. List of volunteers</li> </ol>	<p>12/30/17</p>
<p>2 music performances that will appeal to the Bayview community. All events will be promoted on our website and Facebook pages, emails and direct outreach to our partners and the community, and also require the performers to support the promotion by posting and emailing to their own fan base.</p>	<ol style="list-style-type: none"> <li>1. At least 2 music performances chosen from this list and artists compensated:             <ol style="list-style-type: none"> <li>A. One music performance specifically aimed at youth. We are hoping to get the Sphinx Ensemble back.</li> <li>B. One jazz performance by an accomplished Bay Area jazz musician.</li> <li>C. One outdoor concert event with multiple musical presentations centered around a specific theme or style of music, such as jazz, gospel or world music.</li> <li>D. One concert</li> </ol> </li> </ol>	<p>Invoice for artist(s) Pictures of the events Audience count</p>	<p>12/31/17 6/30/18</p>

	<p>presenting indigenous or traditional music</p> <p>2. At least 100 audience members for each concert.</p>		
<p>One art exhibits in the BVOH auditorium focused on a theme relevant to the Bayview community. One curator will work with the artist(s) to select the word and design the additional event. There will be a reception for the artist(s), and at least one other event, such as an artist talk, a visit by a school group interacting with the artist or similar.</p>	<p>1 visual art exhibit of at least 6 weeks in duration 1 curator 1 or more artists 1 opening reception 1 additional arts event related to the show</p>	<p>1. Pictures of exhibit 2. 1 curator compensated 3. 1 artist compensated for additional event 4. Audience count for reception and event, count of total people who attendee events while the show was up.</p>	<p>3/31/18</p>
<p>One Open Studios art exhibits in the BVOH auditorium with at least 8 artists. One curator will select the exhibiting artists and coordinate the weekend event, plus a reception on Friday night. Selected artists from this event will be invited to continue to show their work for an additional month after the event.</p>	<p>1 visual art reception and weekend event 1 curator 8 artists 1 opening reception 1 continued exhibit with artists selected from the event by curator</p>	<p>5. Pictures of exhibit 6. 1 curator compensated 7. Audience count for reception and event</p>	<p>12/31/17</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:
Youth/young adult Theatre Tech Training Program	1. A cohort of at least 5 young people aged 13-22 will participate in a training 2. 8 weeks or 16 hours of training, facilitated by our production manager 3. Graduates of the program are eligible to apply for paid production work assisting with event production during BVOH and rental events. Available internships will cover stage management, audio, lighting and A/V engineering.	List of students who completed the training program. List of graduates who applied for and received paid work opportunities	6/30/18
<b>Earned Income for Artists</b> We pay artists for arts-event related jobs such as sign painting, outreach, leading of volunteer projects and event and program planning, and curating.	1. At least 5 artists are paid for additional work outside their regular teaching or performance work. 2. Artists learn about arts event management, promotion, customer service and de-escalation, volunteer cultivation and other marketable event-related skills. 3. At least \$5,000/year is spent on artists' event-related work.	List of payments to artists for such work.	6/30/18
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:
3.1: Collaborative Project(s)	National Night Out – collaboration with Bayview Station, BMAGIC, Joseph Lee Rec Center, Salvation Army This event addresses the issue of community violence and strives to improve relations between the police department and the community.	List of event activities List of event collaborators Audience count	9/30/2017
3.2: Representation on Community Leadership Teams	1. ED is board member of Shipyard Trust for the Arts (STAR) and participates in regular board meetings. 2. ED assists STAR with overcoming their historic disconnectedness from the BVHP community by facilitating community partnerships for STAR. 3. ED assists in involving BVHP residents, businesses and non-profits in activities STAR is offering. 4. ED provides assistance with fundraising to put organization on more solid financial footing,	1. List of activities STAR conducted to further community engagement that ED helped facilitate. 2. List of organizations/businesses STAR has been able to connect with as a result of ED assistance 3. List of funding opportunities ED has assisted with securing.	6/30/2017
3.2: Representation on Community Leadership Teams	Youth Program Coordinator or Engagement Coordinator participate in monthly BMAGIC convener meetings BMAGIC serves to increase	1. Agendas of at least 6 convener meetings 2. List of collaborative events that BVOH and BMAGIC participated in.	6/30/2017

	awareness and coordination between the work of various youth serving agencies operating in Bayview. For BVOH it provides the opportunity to create collaborations and partnerships with other agencies.		
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**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	1. Development: ED .4 FTE, Development Assistant .5 FTE, Program Coordinator .1 FTE 2. Programs: ED .1 FTE, Program Coordinator .9 FTE, Event Coordinator 1 FTE 3. Fiscal Oversight .5 FTE ED, .5 FTE Bookkeeper	Org Chart	9/30/2017
4.2: Non-Profit Monitoring & Compliance [to be filled out by SFAC staff]			
4.3: Professional Development for Staff	<ul style="list-style-type: none"> <li>- ED participating in LeaderSpring 2-year program</li> <li>- At least one group training provided for all staff</li> <li>- Each staff member given the opportunity to participate in at least one other professional development activity</li> </ul>	1. List of training/development provided for staff members, with hours and money spent Minimum 5 Staff, 8 hours per staff member	6/30/2018
4.4: Board Development	At least two professional development meetings will be provided, and subjects and consultant trainers selected by the board from topics such as fundraising, roles of board and ED, governance, updating mission and purpose, board job descriptions and board self-evaluation.	1. List of trainings provided, list of board member participants  2. Updated online board manual with all relevant board documents.	



	<p>Each new board member gets an initial 1-year, 2 year, or 3-year term, selected by the board. Subsequently they get additional terms, if confirmed by the board, so that each member eventually served one of each terms for a total of max 6 years.</p> <p>New board members are recruited by first being nominated by a board member or the ED, followed by a meeting between the prospective member and 2 board members plus the Ed, a written application by the prospective board member, and finally, and introduction to the full board followed by a vote.</p>		
4.5: Adequate Healthcare for Staff	We will update our employee handbook to provide health coverage for employees working 20 hours or more. We do not currently have employees who work less than full-time, but more than 20 hours/week who do not have other health coverage.	One updated employee handbook specifying health coverage for all employees working at least 20 hours/week, commencing no later than July 1, 2018.	6/30/2017
4.6: Diversified Revenue Plan	We will make efforts to: 1. Increase earned income from facility rentals, additional services with rentals 2. Provide teaching and	1 fundraising plan that associates numbers with areas of revenue generation and lists specific efforts associated with each	9/30/17

	<p>event management for a fee.</p> <ol style="list-style-type: none"> <li>3. Apply for at least 5 foundation grants</li> <li>4. Restart the Friends of the Bayview Opera House to help with capital fundraising</li> <li>5. Sell artwork and gift shop items, food and beverages.</li> </ol>		
4.7: Liquidity Plan	6/30/16 according to audit: Current Assets/Current Liabilities = 175,967/158,618 >1	6/30/17 audit, which will show ratio is still >1 and on an increasing trajectory	12/31/17
4.8: Program Reserve Plan	According to monitors on 4/7/17 we have 100 days of operating funds	Updated balance sheet dated 6/30/18 shows at least 120 days in operating funds.	9/30/18
4.9: Social Media & Marketing	New website currently under development will implement and keep adding over time basic ADA compatible features such as alt tags, written descriptions of audio and video files.	All images on website have meaningful alt tags, video and audio files are accompanied by links to written descriptions.	6/30/2018
4.10: Evaluation	<p>We employ several methods for evaluating programmatic success.</p> <ol style="list-style-type: none"> <li>1. Audience surveys during events</li> <li>2. Rental customer surveys after rental events</li> <li>3. Vendor surveys after</li> </ol>	Survey results	6/30/18

	<p>events with vendors</p> <ol style="list-style-type: none"> <li>4. Evaluation of students' knowledge at the beginning and end of a Dare 2 Dream arts session.</li> <li>5. Conversations with stakeholders and partners after collaborative events.</li> <li>6. Unsolicited feedback given on Facebook pages</li> </ol> <p>Measurable goals include audience satisfaction, facility improvements, audience numbers, and event quality based on participant feedback.</p>		
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	Have current updated bylaws evaluated by a qualified attorney, and updated based on recommendations	Updated by-laws that are verified to comply with current laws, including term limits and quorum. Board minutes discussing by-laws updates and voting on them.	
4.14: Supervision of Minors	New employees, contractors and regular volunteers are finger-printed within 2 weeks	ATI numbers of new people who have been finger-printed	6/30/2018

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

Activity	Outputs	Reporting Measure	Completed by:
5.1: Facilities Manager	<ol style="list-style-type: none"> <li>1. Maintains or causes to be maintained all building systems such as HVAC, telephone, lighting and internet, and is responsible for the cleanliness and maintenance of interior and exterior grounds.</li> <li>2. Hires and supervises contractors as needed to fulfill responsibilities in 1.</li> <li>3. Supervises facility improvement projects, such as painting and exterior/interior renovations and repairs.</li> <li>4. Keeps all technical equipment maintained and in good order, ready for use during events. Operates technical equipment or hires appropriate staff to do so for events.</li> <li>5. Communicates with the Arts Commission and City Real Estate Department regarding and building needs and issues.</li> <li>6. Maintains keys,</li> </ol>	Job description for Facilities Manager List of facility repairs and improvement conducted in FY 2017-2018	9/30/17 6/30/17

	<p>ensures security procedures are adhered to, maintains emergency plans and trains staff in security and emergency procedures. As part of an emergency response team, recognizes, evaluates, and responds to potentially hazardous situations.</p> <p>7. Facilities Manager David Saenz is a certified recording engineer with experience running all technical equipment for large public events. He is handy with tools to fix smaller problems and has a great sense of keeping order. He is experienced hiring and supervising employees and/or contractors to perform various tasks such as landscaping, cleaning, repairing things and operating technical equipment.</p>		
<p>5.2: Maintenance and Repair</p>	<p>We will maintain the facility per the Cultural Centers Maintenance and Repair Policy issued August 2014.</p>	<p>Budget line item of \$10,000 Updated maintenance plan</p>	<p>9/30/2017</p>

	Our maintenance work plan includes daily, monthly, and quarterly maintenance duties per the responsibilities required in the lease agreement. It will updated by the end of the first quarter.		
5.3: Recycling Program	We will maintain a recycling program that complies with City requirements	1.Photos of trash separation signage 2.Evidence of training for employees	
5.4: Affordable Rental Program	Review rental rates and make sure they reflect both our need to generate revenues, but also offers appropriate discounts so the space remains affordable to artists, small non-profits and low-income community members.	I revised rental rate sheet with discount structure	12/31/2017
5.5: Facilities Reserve Fund	BVOH has budgeted \$5,000 annually to put into a facilities reserve fund. When needed, these funds will be used for repairing or replacing technical equipment or take care of building repairs that can't be paid from the annual maintenance budget or by the City. If not needed for arising emergencies, the fund will be used to update and enhance our theatre technical equipment.	Budget line item of \$5k	

<p>5.6: Capital Campaign (If applicable)</p>	<p>We are in the middle of a 1.5 million capital campaign for building improvements, infrastructure building and enhanced programming. We have raised 1,050,000 of this amount. Next priorities are getting the building painted (money raised already), renovating the dressing rooms and their bathrooms and the food prep area to comply with DPH requirements.</p>	<ul style="list-style-type: none"> <li>- Completed building painting project</li> <li>- Drawings and estimates needed to raise money for kitchen upgrades.</li> <li>- Raise funds to implement improvements</li> </ul>	<p>9/30/2017 (painting complete)          12/31/2017 Food prep area upgrade (Drawings and estimates complete)          6/30/2018 List of donors and amounts donated towards food prep area and other improvements</p>
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