

APPLICATION FORM

2017 – 2018 SFAC GRANT ALLOCATION \$

CONTACT INFORMATION:

ORGANIZATION NAME: Queer Cultural Center

STREET ADDRESS: 762 FULTON STREET

CITY/STATE/ZIP CODE: SAN FRANCISCO, CA 94102

ARTISTIC DIRECTOR: PAMELA PENISTON

OFFICE PHONE: 415-993-8722 EMAIL: artistic@queerculturalcenter.org

IN CASE OF EMERGENCY/ CELL PHONE: 415-298-3527

SIGNATURE:

DATE: June 1, 2017

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

PRINTED NAME: KRISTA SMITH TITLE: Development Director

HOURS OF OPERATION: _____ N/A _____
(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:
1.8 Events: QCC will curate and present the 21st annual National Queer Arts Festival in June 2018.	<p>QCC will curate approximately 25 original arts events</p> <p>QCC will commission and present 11 arts events created by Queer artists of color.</p> <p>Approximately 50 artists compensated in June 2018</p>	<p>Festival schedule</p> <p>List of commissioned Queer artists of color</p> <p>Box office reports; year-end financial statement</p>	<p>6-30-18</p> <p>6-30-18</p> <p>6-30-18</p>
1.3 Dance Performances: QCC co-presents six dance	Robynn’s comments: What is the output? How does QCC play a substantial role with Fresh meat?	Box Office reports; publicity materials	6-30-18

<p>performances over 7 days with Fresh Meat Productions attended by over 1500 people</p> <p>QCC commissioned Sean Dorsey Dance Company to create a new work that will be shown a Spring concert and in June</p>	<p>Sean will be working with various members of the LGBT community Elders or not?</p>		
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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:
2.1. Artist Incubator program: Grant writing workshops	-30 underserved artists attend 10 Hours of workshops	List of proposals submitted to QCC	9-30-17
2.2 Commissioning	-QCC commissions 15-20 underserved artists to create and stage original work.	Signed Contracts with artists	3-31-18
2.3Fiscal Sponsorship QCC provides economic development services to at least 7 non-incorporated Queer arts groups including fiscal sponsorship, fundraising planning, affordable grantwriting and financial management.	QCC staff assists its 7 fiscally sponsored clients to raise and manage \$200,000;	-year end report from Development Director	6-30-18
Fundraising & Marketing workshops	-2 3-hr marketing and publicity planning workshops enable	-year-end financial statement	6-30-18

for commissioned artists	commissioned artists to generate contributed funds and ticket sales exceeding \$30k.		
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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>3.1: Collaborative Project(s): QCCA- Interpretive Panel discussion (2) in collaboration with CA College for the Arts</p>	<p>1. QCCA Interpretive panel discussion with Chitra Ganesh approx 100 in attendance</p> <p>2. QCCA panel discussion exploring Queer Caribbean Visualities</p>	<p>-promotional materials - Audience Count</p>	<p>12-31-17</p> <p>6-30-18</p>
<p>3.2: Representation on Community Leadership Teams</p> <p>Assistant Artistic Director is paid to participate in ABBA</p>	<p>-An average of 10 hours of staff time spent each month preparing for and - conducting advocacy activities.</p>	<p>-Written year-end report detailing advocacy activities.</p>	<p>6-30-18</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>4.1: Maintain Adequate Staffing QCC's Development Director is responsible for leading the development team in securing all contributed income for QCC and it's fiscally sponsored clients. The Financial Manager is responsible for working with bookkeeper to maintain fiduciary responsibility for QCC and for its fiscally sponsored clients. QCC Artistic and Development Directors lead organization in creating and maintaining all of QCC's programming.</p>	<p>-QCC and its fiscally sponsored clients remain fiscally healthy. -QCC maintains and grow its core programming.</p>	<p>-year-end financial statement -promotional materials - participant/audience counts</p>	<p>6-30-18 6-30-18</p>
<p>4.2: Non-Profit Monitoring & Compliance [to be filled out by SFAC staff]</p>		<p>-MMP scope of work to send in Word document</p>	
<p>4.3: Professional Development for Staff</p>	<p>-Current Financial Manager provides 13 hours of on the job training for replacement Financial Management (3 staff members) -Current Artistic Director</p>	<p>-39 hours of compensated staff training time=\$1,560 -26 hours of</p>	<p>6-30-18 6-30-18</p>

	<p>provides 13 hours of on the job training for Associate Artistic Director</p> <p>-Remaining 4 staff members will receive a total of 8 hrs professional development each.</p>	<p>compensated staff training time=\$1040</p> <p>-32 hours of compensated staff training time=\$1280</p>	6-30-18
4.4: Board Development	-Expand Board from 8 -to 10 members	2 new Board members	12-31-17
4.5: Adequate Healthcare for Staff	-All staff working over 1040 hours per year will have health insurance	-Financial Manager written report	6-30-18
4.6: Diversified Revenue Plan Secure grants from 15 different sources; solicit individual donations. Earned income from contracts, service fees, ticket sales	<p>-Diversified Revenue Plan implemented</p> <p>-Increase earned income percentage by 5%</p>	Year-end P&L reflecting earned and contributed income	6-30-18
4.7: Liquidity Plan	-Year-end cash on hand exceeds \$100,000	Year-end financial statement	6-30-18
4.8: Program Reserve Plan	-Expand Cash reserve to \$40k	Bank statements	6-30-18

<p>4.9: Social Media & Marketing</p> <p>QCC continues archive past and present artists, highlight program activities, and provide up-to-date information on QCC news, events, opportunities and services.</p> <p>Research on ADA requirements for site; Discussion with other Centers on how this may be combined.</p>	<p>-QCC Communications Director maintains websites.</p> <p>-Plan developed on how to best implement & fund this program</p>	<p>QCC's website link</p> <p>Plan for implementation and funding strategies</p>	<p>6-30-18</p> <p>6-30-18</p>
<p>4.10: Evaluation</p> <p>Board/staff meet/annually to evaluate QCC's programs, marketing, fundraising, audiences, board participation, staff longevity and financial sustainability.</p> <p>QCC has CQC participants provide an evaluation annually.</p> <p>QCC conducts audience surveys at</p>	<p>-Board adopts evaluation procedure and conducts annual review of Artistic and Development Directors.</p> <p>-Development Director engages 20 LGBTQ participants in evaluation of CQC process.</p> <p>-QCC's Senior Development</p>	<p>-Board issues report of evaluation findings</p> <p>-written report of findings</p> <p>-written report of</p>	<p>6-30-18</p> <p>6-30-18</p> <p>6-30-18</p>

each NQAF event.	Associate compiles and analyzes annual audience surveys.	findings	
4.11: Third Party Organizational Support [to be filled out by SFAC staff]			
4.12: Debt Repayment Plan (If applicable)	Not applicable	n/a	
4.13: Bylaws	Not applicable	Updated 3-31-17	
4.14: Supervision of Minors	Not applicable	n/a	