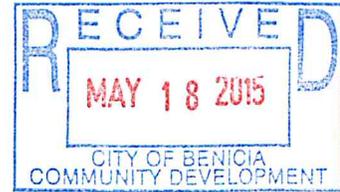


**CITY OF BENICIA  
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**TITLE PAGE**



**PART A - BASIC INFORMATION**

**1. PROJECT/PROGRAM NAME:** Doing Our pART

**Amount of Funding Request: ANNUAL:** \$24,150

**GRANT PERIOD = 2 YEARS:** \$48,300

**Organization and/or Person(s) Submitting Proposal:** Arts Benicia, Inc.

**2. ORGANIZATION INFO:**

**Organization Name:** Arts Benicia

**Address:** 991 Tyler Street, Suite 114 Benicia, CA 94510

**Phone:** 707-747-0131                      **Fax:** 707-747-0241

**Email:** info@artsbenicia.org

**Federal ID # (for non-profit or business):** 68-0157927

**If a non-profit organization, the year legally established:** 1987

**State in which established:** California

**If a business, the year established, number of years:** N/A

**Location:** N/A

**3. CONTACT PERSON (for this Application)**

**Name:** Ms. Barrie Robinson

**Title:** Chair, Board of Directors

**Address:** 991 Tyler Street, Suite 114 Benicia, CA 94510

**Phone:** 707-747-0131                      **Fax:** 707-747-0241

**Email:** barrie@artsbenicia.org

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4. The proposed Project/Program will serve FOCUS AREAS of the Benicia Climate Action Plan [CAP] to reduce Greenhouse gases [GHG] and thereby also support Community Sustainability. Please list specific STRATEGIES within the FOCUS AREAS below that will be addressed (fully or partially) by the proposed Project/Program. Include an explanation of the importance of each STRATEGY to the Project/Program's mission. [See CAP page 15 for Focus Areas.]

- **EDUCATION/PUBLIC OUTREACH**

1. Arts Benicia proposes two major juried **exhibitions**, one in 2016 and one in 2017, that will focus on how visual artists can contribute to the awareness of strategies necessary for achieving sustainability in our community, particularly how to more efficiently utilize water and wind resources. During these exhibitions, **panel discussions** will engage the community, exhibiting artists, and experts in discussions regarding what inspired the artists in their creative process and how the arts contribute to educating the public about environmental concerns.

Also, volunteer docents will conduct **school tours**, facilitating interactive discussions about environmental issues explored in displayed artwork. **Family Art Days** will also be planned for each exhibition that would provide structured, interactive activities for children and parents based on the theme of the exhibitions.

2. **Youth art programs** will provide a series of hands-on classes and activities for children that use recycled materials and teach children the importance of making decisions that will promote a healthy environment, protect the fragility of the earth, and promote the concept of sustainability. Programs include Artists in the Schools, the Arts Benicia After School Program, and the continuation of Arts Benicia's Eco-Art Camp program. In addition to helping to pay for the costs of these activities, grant funds would also pay for 50% of the **Youth Art Coordinator** position that oversees planning and implementation of these programs.
3. **Awards program** will recognize exhibit submissions that demonstrate artistic uniqueness, innovation, and exceptional quality in the themes of environmental sustainability, and water conservation.
4. **Water conservation promotion projects** such as (1) commissioning artists to paint rain barrels for storing rain water to be used for watering gardens. Painted rain barrels will be made available for purchase at a nominal price; (2) commissioning artists to paint public murals that promote water conservation and the sustainable use of other natural resources; educational kiosk posters will accompany the murals.

- **ENERGY PRODUCTION: N/A**
- **TRANSPORTATION & LAND USE: N/A**
- **BUILDINGS: N/A**
- **INDUSTRIAL & COMMERCIAL: N/A**
- **WATER & WASTEWATER: N/A**

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- **SOLID WASTE:**

**Recycling:** By formalizing and strengthening our recycling program, especially after events, and working with community partners to develop a composting program, we will provide a good example to our community.

- **PARKS & OPEN SPACE: N/A**

**ORGANIZATION CERTIFICATION:** I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE SIGNATORY ON BEHALF OF AN APPLICANT ORGANIZATION REQUESTING FUNDS FROM THE COMMUNITY SUSTAINABILITY COMMISSION. A CITY EMPLOYEE MAY BE SIGNATORY WHEN APPLYING FOR FUNDS FOR A PROJECT TO BE ADMINISTERED BY THE CITY OF BENICIA.

*Barrie Robinson*

\_\_\_\_\_  
Authorizing Signature

Chair, Board of Directors  
\_\_\_\_\_  
Title

*May 18, 2015*

*May xx, 2015*

\_\_\_\_\_  
Date

Barrie Robinson  
Typed Name

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**PART B – BUDGET INFORMATION \*\***

5. Please provide a budget for the proposed Project/Program. Expenses listed in this document should be consistent with the Project Description. This budget is only for the Project utilizing grant monies.

Do not leave any blank boxes. Use "N/A", if cost category is not applicable.

Note: Column "A" = Total cost of the proposed Project.

Column "B" = Amount requested in this grant application.

Column "C" = The difference between Column A and Column B, or the costs of the Project that are not included in this grant request, if any.

PROJECT DIRECT EXPENSES	TOTAL PROJECT COSTS (A)	GRANT REQUEST AMOUNT (B)	APPLICANT'S OTHER COSTS (C)
<b>Personnel (direct)</b> Program Manager - Mary Shaw Annual salary \$26,040	<b>\$14,491</b>	<b>\$14,491</b>	<b>\$0</b>
<b>Contract Services (direct)</b> Youth Art Coordinator – Judi Morales Gibson	<b>\$2,330</b>	<b>\$2,330</b>	<b>\$0</b>
<b>Contract Services (direct)</b> Youth Art Instructors	<b>\$6,046</b>	<b>\$3,062</b>	<b>\$2,984</b>
<b>Direct Costs</b>			
Project Supplies	<b>\$3,700</b>	<b>\$3,187</b>	<b>\$513</b>
Project Equipment (for rain barrels – non-recurring)	<b>\$5,250</b>	<b>\$5,250</b>	<b>\$0</b>
Transportation Costs: e.g., gas, rental	<b>\$350</b>	<b>\$350</b>	<b>\$0</b>
<b>Other Direct Costs</b>			
Gallery Rent – 6 weeks	<b>\$1,260</b>		
Gallery Utilities – 6 weeks	<b>\$345</b>		
PR/Printing	<b>\$1,425</b>		

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Bank Service	\$235		
Permits	\$35		
Postage/Mailing	\$200		
Receptions	\$650		
Special Event – Rain Barrels	\$250		
Signage	\$550		
Honoraria - panelist	\$500		
Artist Commissions	\$6,750		
Payroll Taxes	\$831		
Workers Comp	\$136		
Livescan	\$975		
Mural Installation	\$400		
Insurance	\$1,438		
<b>Subtotal Other Direct Costs</b>	<b>\$15,980</b>	<b>\$7,386</b>	<b>\$8,594</b>
<b>TOTAL DIRECT COSTS</b>	<b>\$48,147</b>	<b>\$36,056</b>	<b>\$12,091</b>

<sup>1</sup>. [Provide names, titles & total estimated annual salary or stipend. Attach additional sheets if needed and summarize total here.]

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**PART B – BUDGET INFORMATION (continued)**

<b>INDIRECT EXPENSES</b>				
<b>Administrative personnel</b>				
<b>Executive Director</b> – Celeste Smeland Annual Salary \$47,320	\$7,843		\$5,882	\$1,961
<b>Administrative Coordinator</b> – Peg Jackson Annual Wages \$13,920	\$4,439		\$3,329	\$1,110
<b>Development Coordinator</b> – Johanna Kahn Annual Wages \$11,136	\$3,078		\$2,308	\$770
Office Rental	\$1,680		\$1,260	\$420
Utilities	\$2,755		\$2,066	\$689
Telephone/Communication	\$2,592		\$1,944	\$648
Office Supplies	\$3,200		\$2,400	\$800
Transportation	\$300		\$225	\$75
Insurance	\$4,528		\$3,396	\$1,132
<b>SUBTOTAL INDIRECT</b>	<b>\$30,415</b>		<b>\$21,970</b>	<b>\$8,445</b>
<b>TOTAL COSTS (direct &amp; indirect)</b>	<b>\$78,562</b>		<b>\$58,026</b>	<b>\$20,536</b>

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**PART B – BUDGET INFORMATION (continued)**

**6. APPLICANT'S FINANCIAL SOURCES:** Please provide sources of other funds for the proposed Project/Program. Total amount should correspond with Total in Column C (from previous page). Do not include your entire budget here. (It should be attached).

Applicant's Sources of Other Funding (be specific)	Amount or Value	Cash or In-kind (indicate)
Board membership	3,000	Cash
Membership	36,000	Cash
Adventure packages/raffle	3,000	Cash
Art Sales	60,000	Cash
Entry fees	24,000	Cash
Food/beverage sales	10,000	Cash
Special projects (fundraising)	24,000	Cash
Ticket sales	8,000	Cash
Tuition (adult art classes)	46,000	Cash
Tuition (children's art classes)	19,000	Cash
Individual donations	24,000	Cash
Fleishhacker Foundation	2,500	Cash
Umpqua Bank	4,000	Cash
Wilson Family Foundation	6,000	Cash
Union Pacific Foundation	2,000	Cash
The Rellik Tavern	2,200	In-kind
Benicia Magazine	1,600	In-kind
Michael Van Auken Photography	2,000	In-kind
First Street Cafe	1,000	In-kind
<b>TOTAL</b>	<b>\$278,300</b>	<b>\$</b>

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7. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicians served with the funds. (If more space is needed to complete your answer, use the reverse side of this page).

<b>Fiscal Year</b>	<b>Project/Program</b>	<b>Amount of City Grant or Loan</b>	<b>Benicians served (est.)</b>
2013-14	General Operating Funds	\$35,750	7,000
2012-13	General Operating Funds	\$35,750	7,000
2011-12	General Operating Funds	\$37,500	7,000
2010-11	General Operating Funds	\$65,000	7,500
2009-10	General Operating Funds	\$65,000	8,500
2008-09	General Operating Funds	\$58,560	7,500
2007-08	General Operating Funds	\$58,560	7,000
2006-07	General Operating Funds	\$48,970	7,000
2005-06	General Operating Funds	\$48,970	7,000
2004-05	General Operating Funds	\$23,970	7,000
<b>TOTALS</b>		<b>\$478,030</b>	<b>72,500</b>

*\*Note: Grant amounts above include the most recent ten years. Our records in QuickBooks go back to 1996, but earlier years may not be accurate. Number of Benicians served is an estimate. These figures do not include Arts Benicia Presents audience.*

**PART C – PROJECT/PROGRAM ORGANIZATION DISCUSSION**  
(Please limit Part C to 5 pages)

8. **Brief Project/Program Summary** (Three to four sentences describing the grant proposal).  
Like the wider community of Benicia, the membership of Arts Benicia shares an active concern about the health of our community and the sustainability of our local and regional resources, including the conservation of water and land resources, and the promotion of sustainable sources of energy. A grant from the Community Sustainability Commission will enable us to address these shared concerns through the lens of art and the creative process. Specifically, we will address these issues by environmentally-themed exhibitions and related programming, with classes, art

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experiences, discussions and outreach for children and adults, and by example of our “greener” gallery.

**9. Describe the Project/Program’s general purpose and activities:**

**Purpose:** Art is a powerful way to shine a light on our shared human experience. Art can also be a useful tool to help youth learn about issues of our world through their natural creative process. To these ends, Arts Benicia desires to “do our pART” in moving toward a more sustainable and healthy community by implementing the following programs.

**Activities:**

- Two major **exhibitions** that explore sustainability themes will include press campaigns, school tours, and Family Art Days. Panel discussions during the exhibitions will engage the community, exhibiting artists, and experts in discussions regarding what inspired the artists in their creative process and how the arts contribute to educating the public about environmental concerns.
- **Youth Art programs** that promote the concept of sustainability, specifically water resources and conservation. This includes our summer Eco-Art Camp, Artists in the Schools, and Arts Benicia After School Program. These programs would be planned and executed by a Youth Art Coordinator, a contract position, and a grant award would partially pay for this position.
- **Awards program** will recognize exhibit submissions that demonstrate artistic uniqueness, innovation, and exceptional quality in the themes of environmental sustainability and water conservation.
- **Water conservation promotion projects** such as painted rain barrels, and public murals focusing on conservation of water and other natural resources.
- **Green Gallery** practices, including the continuation of our recycling policies.

**10. If sponsored by a non-profit or business, list all financial liabilities or pending legal action:**  
None.

**11. If applying for other grants for fiscal years 2014 - 2015, please list the project, funding source(s), proposed budgets and requested amount(s).**

Project	Funding Source	Proposed Budget	Requested Amount
Youth Art Programs 2014-15	Umpqua Bank	\$24,418	\$2,500
General Operating Support 2015-17	City of Benicia, Arts and Culture Commission	\$221,629	\$45,000 annually for two years (\$90K total)
Exhibition support 2014	Fleishhacker Foundation	\$7,970	\$4,500

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Exhibition support 2016	Fleishhacker Foundation	TBD	TBD
Youth Art Programs 2015-16	Wells Fargo	\$24,418	\$3,500
General Operating Support 2015-16	Georgia-Pacific Foundation	\$221,629	\$5,000
Gallery Docent Training 2015-16	Union Pacific Foundation	\$3,000	\$3,000
Youth Art Programs 2015-16	Valero	TBD	TBD
TBD (Community, education, environment)	Shell	TBD	TBD
Youth Art Programs 2015-16	Kinder-Morgan Foundation	TBD	TBD
Exhibition support 2016	Andy Warhol Foundation	TBD	TBD
General Operating Support 2015-16	Macy's		

**12a. How much if any money will this project save the organization?**

It is projected that grant funding will save the organization approximately \$18,600: \$7,400 in direct program costs and \$11,200 in indirect costs.

**12b. If costs savings are involved, when do you anticipate this project will pay for itself, if at all?**

No, these projects will not pay for themselves. However, some income is anticipated from arts sales and entry fees from the exhibitions (\$2,000 per exhibition), sales from the rain barrels \$2,250), and tuition from the Eco-Art Camp and Arts Benicia After School program (\$5,000 per year). Over 200 volunteer hours are anticipated to support these programs.

**13. At what location(s) will the proposed Project/Program take place, and, if applicable, how long has the organization been at this location?**

The majority of the proposed program will take place at Arts Benicia. The address is 991 Tyler Street, Suite 114, Benicia. Our organization has been located at this site since 1993. Other activities will take place in Benicia schools.

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- 14. What are your proposed hours of operations for this Project/Program? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to inquiries by phone or email, answer general questions, etc.?**

The Arts Benicia gallery is open 12:00 - 5:00 pm, Wednesday through Sunday during exhibitions and by appointment. Office hours between exhibitions are 12:00 - 5:00 pm, Wednesday through Friday. The office and gallery are often open at other times as well. Classes, panel discussions, in-school programs, etc. will occur at different times as planned.

- 15. Describe the Project/Program associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of the proposed Project/Program, with respect to goals of the Benicia Climate Action Plan to reduce GHG emissions.**

Note: Most of our activities fall under the Education and Public Outreach category, and as such the GHG reduction amount is not applicable as noted in the CAP on pages 15 and 21. However, we strongly believe that education and outreach do lead to substantial GHG reductions.

**Exhibitions:**

Two major juried exhibitions, one in 2016 and one in 2017, will address environmental concerns, as called for by **CAP strategy EO-1.5, Eco/Sustainable Art Exhibitions**. These exhibitions will focus on how visual artists can contribute to the awareness of strategies necessary for achieving sustainability in our community, particularly how to more efficiently utilize water and wind resources.

The 2016 exhibition will focus on water resources and conservation, and how art can be an illuminating lens for community awareness and action. All of these concerns may be incorporated into a call for entries, which would inspire artists to create appropriate work.

The 2017 exhibition will focus on wind and wind power as a renewable resource. Arts Benicia has a history of providing exhibits focused on wind such as the *Air and Light* art kite exhibit and our subsequent three-year Windworks collaboration with the Davis Art Center with accompanying community kite-building and flying events. We would like to continue this tradition of working with wind artists with a new focus that deals with the depletion of non-renewable resources and the development of alternative sources of energy. The technology for wind energy has only recently become commonplace. There are many controversies around it such as wildlife impact and damage to the aesthetics of the landscape, many of which could be considered for an artistic exploration.

The overall goal of these exhibitions is to help our community develop an awareness of the environmental challenges of climate change and the depletion of non-renewable resources and how our local situation fits into the larger global puzzle. We also will strive to help our citizens better understand Benicia's part in addressing the global issues of climate change and the depletion of non-renewable resources. For example, art can powerfully depict the current and future impacts of sea level rise and drought due to climate change. This speaks directly to Benicia's own coastline along the Carquinez Strait that is likely to sustain changes that will have many unforeseen consequences. In addition, the art will present work that challenges and educates the viewer, provokes dialogue, and promotes action by moving individuals and the community from passive acceptance of the status quo to actually implementing change.

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Panel discussions will accompany each funded exhibition, exploring the central themes of the exhibits. Experts in these areas will be invited to engage with the public and the community in discussing what inspired the artists in their creative process, and how the arts contribute to educating the public about environmental concerns and in the development of creative solutions. Panel discussions satisfy **CAP strategy EO-1.3, Educational Workshops**. The goal of these panel discussions is to educate the public about environmental issues, and to gain a deeper appreciation of the interface between the arts and environmental issues.

During each exhibition, Arts Benicia will offer tours to Benicia schools, consistent with **CAP strategy EO-1.13, Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions**. Volunteer docents will provide interactive tours for small groups of students, guiding them in exploring how the artists have interpreted issues of water use and conservation, and renewable energy resources. Children will do hands-on projects based on the work in the exhibition. The goal is to give children ownership of their future by educating them about serious environmental issues through art, and sparking conversations between students and docents in creative and non-authoritative teaching of problem identification and creative solutions.

Free Family Art Days will also be held during these two exhibitions. Children and their parents will be invited to view and consider the two funded exhibitions, and then participate in structured art making activities related to the exhibitions. These activities present excellent opportunities for engaging young people and the public with environmental concerns through hands-on art activities, and is consistent with **CAP strategy EO-1.3, Educational Workshops**, with the likely outcome of lifestyle changes involving consumption, use of less packaging, water conservation, etc. that will contribute to the reduction of GHG emissions. Finally, press campaigns will be implemented for both exhibitions, drawing attention to the environmental content of the work presented.

**Youth Art Programs:**

Several youth art programs will promote awareness of environmental issues, including sustainability of water and other natural resources. The overall goal of these programs is to educate children about these issues, introduce the concept of sustainability, and instill socially consciousness behaviors related to daily lifestyle choices that conserve our resources such as reuse and recycling. These behaviors often have an important secondary influence on parents to also make more responsible environmental choices.

- **Eco-Art Summer Camp:** Arts Benicia will host Eco-Art Summer Day Camps for children who are kindergarten graduates through 5th grade. Students from 9th through 12th grade participate as volunteers working with the younger children. Four weeks of four- and five-day summer camps will be offered. Classes are led by professional teaching artists who facilitate hands-on projects using ecological, recycled, and upcycled materials. Curriculum will include the concept of making art with objects found in nature. This meets the criteria for **CAP strategy EO-1.3, Educational Workshops**.
- **Arts Benicia After School:** This program focuses on teaching students in grades K-5 the importance of a healthy environment and introduces them to the working concept of sustainability. In one-hour classes on campus, students use recycled, repurposed and natural materials to make creative and imaginative projects, and includes discussion about a healthy environment and the fragility of our Earth. This also meets the criteria for **CAP strategy EO-1.3, Educational Workshops**.

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- **Artists in the Schools:** Working with members of the Youth Art Committee, Arts Benicia will offer hands-on programs to Benicia schools taught by local artists that would utilize recycled materials, activities and art projects to teach children about recycling, environmental concerns and sustainability. This program has the potential to reach the most children since the program takes place in the school. The recycled medium will reduce the amount of new art supplies, which later become waste. This meets the criteria for **CAP strategy EO-1.13, Encourage BUSD to Educate K-12 Students on Climate Change and Ways to Reduce GHG Emissions.**

**Awards Program:**

Arts Benicia will recognize exhibit submissions that demonstrate artistic uniqueness and innovation in the themes of environmental sustainability and/or water conservation. A review panel of experts in these areas and professional artists and/or art instructors will develop criteria for the awards. The goals of the award program would be to recognize artists whose work is effective in promoting environmental messaging and to facilitate interprofessional collaboration. An awards program satisfies **CAP strategy EO-1.2, Sustainability Awards Programs.**

**Water Conservation Promotion Projects:**

Two projects will provide practical ways to promote conservation of water and other natural resources, and educate the public about how each citizen can conserve these resources. Examples of projects includes:

- **Painted Rain Barrels:** Local artists would be commissioned to paint rain barrel; modest artist commissions would come from the grant. The painted barrels would be both practical and serve as public art. Finished barrels would be sold to the public at an event that will also provide information about other ways to conserve and reuse water.
- **Public Promotion Murals:** Muralists will be commissioned to paint four public murals that would educate and elicit public discussion about our water resources. Murals will be displayed in key locations in Benicia. Artists would be selected through a competitive process by a review panel that may include artists, and representatives from the Benicia water utility, and the Community Sustainability Commission. Written educational materials about conservation could be located near the mural. This project satisfies **CAP strategy EO-1.8, Informational Kiosks and Info Displays at City Facilities.**
- **Moving toward a “Green Gallery”:** This will continue our recycling policies, including composting with guidance from Avant Garden members. Our practices have the potential to become a model for other non-profits and businesses. By setting an example for our community, we help achieve goals consistent with **CAP Strategy SW-2.4, Waste Audit Program.**

16. **Please describe why the proposed Project/Program is necessary for citizens of Benicia and the community as a whole?**

Benicia is a community surrounded by industrial centers that, while providing employment for many, often compromise our clean air and water. We are also a community on the water's edge; sea level rise associated with climate change will have a direct impact on us. Therefore, it is

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important for residents and those from surrounding communities to become educated about the consequences of environmental degradation and about what can be done to mitigate it.

**17. How will outreach be conducted so that services provided will have an educational “ripple effect” throughout the community?**

Outreach that would have an educational “ripple effect” would be conducted in the following ways:

- press campaigns about our featured exhibitions
- panel discussions during featured exhibitions
- public murals about environmental themes with accompanying written educational information
- public information event accompanying the sale of painted rain barrels
- school tours, Eco-Art Camps, Benicia After School Program, Artist in the Schools, and Family Art Days
- award program with accompanying publicity/press releases
- all programs and events will be posted on our website and other social media

**17a. List the specific, quantifiable goals of the proposed Project/Program.** (Please state the goals in numbers of individuals, families, households or groups projected to be served and then estimate the amount of energy or water savings that may be achieved for each, then total those figures in each category and estimate GHG reduced by the Project/Program over one year.)

ANNUAL GOALS	Numbers served, e.g. individuals, families, households and/or groups	Water & Energy Savings in 1 year	GHG reductions (estimate) in 1 year
Two exhibitions  School Tours  Family Art Days	estimated 350 visitors per exhibition (700 total)  estimated 150 students  estimated 100 children and parents		
Youth Art programs:  Eco Art Camps Arts Benicia After School Artists in the Schools	estimated 56 children estimated 48 children estimated 45 children		
Panel discussions	estimated 30 attendees per panel (60 total)		

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Rain Barrel Project	30 commissioned artists; 30 buyers; 50 attendees at barrel sale and educational event		
Public Mural Project	4 commissioned artists; estimated 5,000 viewers over the course of 2 years		

**17b. Discuss how this data will be collected, organized and disseminated throughout the community.**

Information about programs and events will be posted on our website and other social media. In addition, our biweekly newsletter will report on these programs and events; our newsletter mailing list consists of over 2,000 recipients.

**18. If the proposed Project/Program is an already existing activity, or part of an existing program of the applicant or his or her organization or business, please explain.**

The Eco-Art Summer Camp is a continuation of a successful program that was funded by the Community Sustainability Commission in 2013 and has been in place ever since.

**19. Identify similar projects or programs in the community and how the proposed Project/Program differs from them.**

There are no other similar programs in the community like those we propose.

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**18. REQUIRED ATTACHMENTS:** Please verify and check off confirmation indicating that the following required items are attached to the original application.

**Do not leave any blank – if an item is not applicable, indicate by “N/A”**

Item #	Description	Submitted (verification by City staff)
(✓)	1. IRS Letter of Tax Exempt Status	
(✓)	2. Organization's total budget for the current year	
(✓)	3. Copy of most recent audit or financial statement	
(✓)	4. Names and addresses of Board of Directors	
(✓)	5. List of paid principal staff and positions	
(✓)	6. Job descriptions for principal staff and personnel <i>to be paid partially or in full with grant funding.</i>	
(✓)	7. Copy of resolution or board meeting minutes indicating organization's support of the project application.	
N/A	8. If a partnership, or involving any collaboration with other group or entity, letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility to the proposed Project/Program.	

**THANK YOU!**

P O BOX 36001 STOP SF-4-4-46  
SAN FRANCISCO, CA 94102

Date: JAN. 25, 1989

ARTS BENICIA INC  
1063 JEFFERSON STREET SUITE 212  
BENICIA, CA 94510

Employer Identification Number:  
68-0157927  
Case Number:  
959019020  
Contact Person:  
ROLAND FORTIER  
Contact Telephone Number:  
(415) 556-0319

Accounting Period Ending:  
December 31  
Foundation Status Classification:  
509(a)(1)  
Advance Ruling Period Ends:  
Dec. 31, 1992  
Caveat Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors

ARTS BENICIA INC

may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act of failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

ARTS BENICIA INC

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Frederick C. Nielsen".

Frederick C. Nielsen  
District Director

	2014 Basic Budget	2014 Full Budget	2014 Actuals	Basic 2015 Budget	Grant Carryover	2015 Full Budget	Notes
<b>Income</b>							
CSC & CWF		43,522	32,968		33,346		
<b>Contributed Income</b>							
Board Member Dues	1,500	1,500	1,225	1,500		1,500	
<b>Business</b>							
B Donations	4,500	4,500	680	2,000		2,000	
B Sponsorship	6,000	6,000	7,950	8,500		8,500	
<b>Total Business</b>	<b>10,500</b>	<b>10,500</b>	<b>8,630</b>	<b>10,500</b>	<b>-</b>	<b>10,500</b>	
<b>Grants</b>							
G Corporate (UPF, UBCF)	5,000	5,000	6,100	5,000		5,000	UPF - Union Pacific Foundation, UBCF - Umpqua Bank Charitable Foundation
G non-profit (WFF, Fleishacker)	3,000	3,000	2,500	5,500	1,700	7,200	CWF - Creative Work Fund, WFF - Wilson Family Foundation
G Government							CSC - Community Sustainability Commission
City of Benicia	35,750	35,754	35,750	34,350		34,350	
Other						-	
<b>Total Grants</b>	<b>43,750</b>	<b>43,754</b>	<b>44,350</b>	<b>44,850</b>	<b>1,700</b>	<b>46,550</b>	
Individual Donations	10,000	10,000	13,649	12,000		12,000	Year End Appeal \$8000
Scholarship Donations	1,730	1,730	1,200	1,200		1,200	
<b>Total Contributed Income</b>	<b>67,480</b>	<b>111,006</b>	<b>102,022</b>	<b>70,050</b>	<b>35,046</b>	<b>105,096</b>	
<b>Earned Income</b>							
Adventure Packages/Raffle	1,000	1,000	1,535	1,500		1,500	
Art Sales	32,000	32,000	29,914	30,000		30,000	
Entry Fees	11,500	11,500	12,185	12,000		12,000	
Fee for Services Contract			190				
Food & Beverage Sales	5,000	5,000	5,721	5,000		5,000	
Membership	18,000	18,000	17,649	18,000		18,000	
Product Sales	100	100	114	100		100	
Rental Income - gallery	1,000	1,000	100	500		500	
Shipping & Handling	0	0	7	-		-	
Special Projects	6,000	6,000	12,872	12,000		12,000	
Ticket Sales	4,000	4,000	4,030	4,000		4,000	
<b>Tuition</b>							
Adult art classes	22,000	22,000	28,126	23,000		23,000	
Children's art classes	9,500	9,500	6,743	9,500		9,500	
<b>Total Tuition</b>	<b>31,500</b>	<b>31,500</b>	<b>34,869</b>	<b>32,500</b>	<b>-</b>	<b>32,500</b>	
<b>Total Earned Income</b>	<b>110,100</b>	<b>110,100</b>	<b>119,186</b>	<b>115,600</b>	<b>0</b>	<b>115,600</b>	
<b>Total Income</b>	<b>177,580</b>	<b>221,106</b>	<b>221,208</b>	<b>185,650</b>	<b>35,046</b>	<b>220,696</b>	

	2014 Basic Budget	2014 Full Budget	2014 Actuals	Basic 2015 Budget	Grant Budget	2015 Full Budget	Notes
<b>Expense</b>							
Advertising	2,000	2,050	2,207	2,450	50	2,500	
Artist Proceeds	9,250	9,250	11,791	9,000		9,000	
Bank Service Charges	2,350	2,350	3,218	2,700		2,700	
Catering	2,000	2,000	2,651	2,500		2,500	
Conferences/Retreat/Training	200	200	175	200		200	
Contract Employees	-	2,154	2,304	-	2,900	2,900	
Decor	500	500	355	500		500	
Dues & Subscriptions	480	480	449	400		400	
Employee Training	-	0	175	300		300	
Equipment Rental	1,400	2,269	1,359	1,400	1,256	2,656	
Facilities Rental	550	550	552	550		550	
Hired Security	270	270	330	350		350	
Hospitality	150	150	220	300		300	volunteer recognition
Instructor Fees - adult	8,500	12,000	15,001	15,000		15,000	
Instructor Fees - children	8,000	10,500	5,003	7,000		7,000	
Insurance - 12 month estimate						-	
Liability	3,500	3,500	4,111	4,200		4,200	
Workers Comp	2,356	2,356	4,903	1,300		1,300	new Worker's Comp provider
<b>Total Insurance</b>	<b>5,856</b>	<b>5,856</b>	<b>9,014</b>	<b>5,500</b>	<b>0</b>	<b>5,500</b>	
Licenses and Permits	300	300	830	800		800	
Model Fees	2,500	2,500	3,625	3,000		3,000	
Office Supplies - thru 11/22/14							
Printer ink and paper - thru 11/22/14			2,127				grant funding covers Internal Costs of office printing
Other office supplies			1,025				
<b>Total Office Supplies</b>	<b>1,900</b>	<b>2,643</b>	<b>3,152</b>	<b>2,200</b>	<b>300</b>	<b>2,500</b>	
Operating Supplies	2,200	4,400	4,639	2,500	2,400	4,900	
Payroll Expenses	680	680	663	680		680	
Performance Fees	300	300	630	500		500	
Postage & Mailings	1,000	1,000	948	1,000		1,000	
Printing	3,600	4,478	3,683	2,800	680	3,480	
Professional Services						-	
Accounting	1,000	1,000	-	-		-	
Board Minutes			132	720			
Computer Support/Maint	270	270	320	3,000		3,000	
Consulting	-	0	-	-	5,422	5,422	
Jurors/Curators	500	750	-	500		500	
Honorarium/Stipend	600	600	1,100	-	600	600	
Residency	-	9,761	2,000	-	14,093	14,093	
<b>Total Professional Services</b>	<b>2,370</b>	<b>12,381</b>	<b>3,552</b>	<b>4,220</b>	<b>20,115</b>	<b>24,335</b>	
Receptions	3,500	3,500	2,133	2,700	-	2,700	
Recruitment	-	0	75	500	-	500	

	2014 Basic Budget	2014 Full Budget	2014 Actuals	Basic 2015 Budget	Grant Budget	2015 Full Budget	Notes
<b>Rent</b>							
Classroom - Standard class 18%	3,024	3,024	3,024	3,024		3,024	
Classroom - Recycle - 12%	-	2,016	2,016	916	1,100	2,016	
Gallery/Exhibits rent - 45%	6,688	7,560	7,560	6,688	872	7,560	
General Operating rent - 25%	4,033	4,200	4,200	4,078	122	4,200	
<b>Total Rent</b>	<b>13,745</b>	<b>16,800</b>	<b>16,800</b>	<b>14,706</b>	<b>2,094</b>	<b>16,800</b>	
<b>Repairs</b>	300	300	90	300		300	
<b>Salaries &amp; Wages</b>							
Employer Taxes	7,789	9,132	9,265	7,879	384	8,263	
Gross Wages	85,099	99,780	104,065	86,106	4,199	90,305	
<b>Total Salaries &amp; Wages</b>	<b>92,888</b>	<b>108,912</b>	<b>113,330</b>	<b>93,985</b>	<b>4,583</b>	<b>98,568</b>	
Scholarships Awarded	1,730	1,730	1,200	1,200		1,200	
Shipping	50	100	525	50		50	
Signage	1,000	1,000	791	1,200		1,200	
Travel/Parking/Tolls	50	50	201	100		100	
<b>Utilities</b>							
Garbage	950	950	952	950		950	
Gas and Electric							
Classroom/Studio PG&E	680	680	605	650		650	
Gallery/Office PG&E	1,900	1,900	2,079	1,800		1,800	
<b>Total Gas and Electric</b>	<b>2,580</b>	<b>2,580</b>	<b>2,684</b>	<b>2,450</b>	<b>0</b>	<b>2,450</b>	
Internet	1,500	1,500	422	420		420	
On-line Serv - Constant Contact	780	780	800	840		840	
Security - Bay Alarm	500	500	324	500		500	
Telephone	1,200	1,200	1,350	1,200		1,200	
Water	300	300	-	300		300	
Web Site			50				
<b>Total Utilities</b>	<b>7,810</b>	<b>7,810</b>	<b>6,582</b>	<b>5,992</b>	<b>668</b>	<b>6,660</b>	
<b>Total Expense</b>	<b>177,429</b>	<b>219,463</b>	<b>221,405</b>	<b>186,583</b>	<b>35,046</b>	<b>221,629</b>	
<b>Surplus/Deficit</b>	151	1,643	-197	-933	-0	-933	
<b>Carryover</b>		1,131	1,131	934		934	
<b>Surplus/Deficit</b>		2,774	934	1		1	

**Arts Benicia, Inc.**  
**Balance Sheet**  
 As of May 18, 2015

	May 18, 15
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
01 Umpqua Checking	
011 Earmarked Funds	18,635.46
012 Unrestricted Funds	8,511.03
01 Umpqua Checking - Other	-623.83
Total 01 Umpqua Checking	26,522.66
02 Paypal	432.16
03 Petty Cash 2011	661.84
Total Checking/Savings	27,616.66
Accounts Receivable	
Accounts Receivable	-260.03
Total Accounts Receivable	-260.03
Other Current Assets	
Building Fund	-750.00
Undeposited Funds	403.00
Workers Comp Security Deposit	-2,436.00
Total Other Current Assets	-2,783.00
Total Current Assets	24,573.63
Fixed Assets	
Fixed Assets	
Computer	3,935.67
Computer - A/D	-1,475.00
Equipment	2,672.24
Equipment -A/D	-412.24
Furniture & Fixtures	4,866.47
Furniture & Fixtures - A/D	2,390.00
Leasehold Improvements	21,931.47
Leasehold Improv. - A/D	2,688.00
Lights	779.83
Lights - A/D	-292.00
Total Fixed Assets	37,084.44
Total Fixed Assets	37,084.44
<b>TOTAL ASSETS</b>	<b>61,658.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-47.50
Sales Tax Adjustment	-709.96
Total Accounts Payable	-757.46
Other Current Liabilities	
Direct Deposit Liabilities	-1,422.94
Payroll Liabilities	
CA PIT/SDI	-27.76
Federal Withholding	-216.00
FICA	
Company	-177.66
Employee	-164.46
Total FICA	-342.12
Medicare	
Company	-41.55
Employee	-41.55
Total Medicare	-83.10

4:36 PM  
05/18/15  
Cash Basis

Arts Benicia, Inc.  
**Balance Sheet**  
As of May 18, 2015

	May 18, 15
State Withholding	-33.16
SUI/ETT	69.96
Payroll Liabilities - Other	-2,327.96
<b>Total Payroll Liabilities</b>	<b>-2,960.14</b>
Restricted Fund Liabilities	
Accounts Payable - Restricted	-750.00
<b>Total Restricted Fund Liabilities</b>	<b>-750.00</b>
Sales Tax Payable	184.64
Unrestricted Fund Liabilities	
Sales Tax Payable	-45.55
<b>Total Unrestricted Fund Liabilities</b>	<b>-45.55</b>
<b>Total Other Current Liabilities</b>	<b>-4,993.99</b>
<b>Total Current Liabilities</b>	<b>-5,751.45</b>
<b>Total Liabilities</b>	<b>-5,751.45</b>
Equity	
Opening Bal Equity	-23.83
Retained Earnings	88,379.62
Net Income	-20,946.27
<b>Total Equity</b>	<b>67,409.52</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>61,658.07</b>



## Board of Directors

<b>Barrie Robinson</b> (09-11-2012) <i>Chair</i>	707.297.6673 c	<a href="mailto:bkr@berkeley.edu">bkr@berkeley.edu</a>	270 Clearview Circle Benicia, CA 94510
<b>Rob Jenkins</b> (10-14-2013) <i>Vice Chair</i>	707.297.0747 c	<a href="mailto:glasscaster@sbcglobal.net">glasscaster@sbcglobal.net</a>	1123 Shasta Street Vallejo, CA 94590
<b>Karen Schlumpp</b> (09-11-2012) <i>Treasurer</i>	925.899.6741	<a href="mailto:karenschlumpp@hotmail.com">karenschlumpp@hotmail.com</a>	650 Daffodil Drive Benicia, CA 94510
<b>Stephen Schumm</b> (03-09-2013) <i>Secretary</i>	510.333.8203	<a href="mailto:sdschumm@gmail.com">sdschumm@gmail.com</a>	1250 E. Third Street Benicia, CA 94510
<b>Ramón Castellblanch</b> (08-11-14)	707.747.6763 h 415.271.5901 c	<a href="mailto:ramonc@sfsu.edu">ramonc@sfsu.edu</a>	508 Laurel court Benicia, CA 94510
<b>Jan Cox Golovich</b> (11-11-13)	707.319.0876	<a href="mailto:janlcg@gmail.com">janlcg@gmail.com</a>	179 Harbor Vista Court Benicia, CA 94510
<b>Elisabeth Gulick</b> (08-12-2013)	707.745.8039 h 707.567.1625 c	<a href="mailto:famgulick@yahoo.com">famgulick@yahoo.com</a>	136 Dartmouth Place Benicia, CA 94510
<b>Anne Petty</b> (08-12-2013)	925.899.3955	<a href="mailto:anne.petty692@gmail.com">anne.petty692@gmail.com</a>	735 Buchanan Street, #204 Benicia, CA 94510
<b>Jeffrey Tover</b> (12-09-13)	510.852.9021 h 510.610.8020 c	<a href="mailto:jtover4207@aol.com">jtover4207@aol.com</a>	1735 Lindo Street Benicia, CA 94510



## **Staff**

### **Celeste Smeland**

Incoming Director, to begin June 2015 (salaried)

### **Mary Shaw**

Program Manager (salaried)

### **Peg Jackson**

Administrative Coordinator (hourly)

### **Johanna Kahn**

Development Coordinator (hourly)

### **Judi Morales Gibson**

Children's Art Coordinator (contract position)

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## Executive Director Job Description

The Executive Director shall ensure that Arts Benicia's programs meet the organization's mission and its established criteria for artistic quality, as well as the community's arts needs. The executive Director represents the organization locally and regionally, fosters collaboration with other city and community-based agencies and advocates for the organization in fund development and to expand city and civic collaborations, business partnerships, and other professional relationships. Working with the Board of Directors and the Exhibition Committee, the Executive Director will identify Arts Benicia's audiences and develop programs to enrich the community culturally, and is responsible for overseeing the implementation and evaluation of programs.

**Primary Objective:** The function of the Executive Director is to serve as the chief executive officer of Arts Benicia.

**Reports to:** The Arts Benicia Board of Directors

### Principal Responsibilities:

- Assure the consistent achievement of the organization's mission
- Ensure the organization has an effective long term and short term strategic plan
- Provide leadership in all aspects of the organization's programs and operations including education programs, classes, exhibits and related public events
- Work with Finance Committee to oversee Arts Benicia's financial objectives and manage the organizational budget
- Ensure the acquisition of funding essential for Arts Benicia operations
  - Work with the Fund Development Committee to design and implement a comprehensive fund raising strategy
  - Develop contacts and build relationships for individual and corporate contributions
- Interface with the Board of Directors
  - Partner with the Board in the governance of the organization
  - Attends all Board Meetings
  - Partner with Board Chair to effectively communicate with the AB Board of Directors
  - Assist in the training, development and recruitment for the Board
  - Serve as a non-voting member of the Executive Committee of the Board
  - Ex-officio member of all Board committees. Provide assistance and information to all Board committees for their functioning and success
- Hire and supervise Arts Benicia staff
  - Develop Job Descriptions for all paid staff
  - Ensure that appropriate Human Resource policies are in effect
  - Update Arts Benicia Employee Handbook

- **Oversee the recruitment, development and management of volunteers for a broad range of tasks and responsibilities**
- **Network and collaborate with artists, other art organizations and essential community agencies**
- **Represent the organization's vision, mission activities, programs and goals, both internally and externally**
- **Strive to engage the local and regional community in the work of Arts Benicia**
- **Ensure the proper maintenance of all essential records and documents**
- **Ensure the compliance of the organization with Federal, State and Local regulations**



## **Program Manager Job Description**

### **Volunteers**

- Recruit, train, schedule and supervise volunteers and interns
- Develop and utilize volunteer job descriptions for all volunteers
- Work with Volunteer Committee to develop and execute strategies for
- Nurture relationships with volunteers and potential volunteers
- Track and report all volunteer hours, including committees
- Work with Development Coordinator and ED to connect volunteer program with membership, planned giving and individual donation efforts
- Develop volunteer positions and teams, including Interns, Gallery Docents, Publicity, Installation and Youth Art

### **Exhibitions**

- Design exhibitions with ED and Guest Curators
- Supervise volunteers to install artwork in gallery and set lights
- Liaise with AB Presents Committee to ensure that offsite exhibitions are of the highest quality.
- Ensure public safety in gallery
- Protect and maintain and store artwork as necessary
- Coordinate storage of equipment, supplies and provisions
- Report any damage of facilities or artwork
- Order gallery supplies as necessary
- Coordinate with ED to maintain and repair gallery
- Attend meetings of the Exhibition Committee, maintain records of exhibition proposals and present them to the committee
- Manage exhibition logistics including exhibition research, outreach/correspondence to artists; oversee intake and outtake of artwork, label/price list creation, bio-book assembly
- Oversee production of gallery signage: artist/curator statements, sponsorship signage, title wall signage

### **Publicity**

- Train and supervise interns to create and distribute press releases, calendar listings, social media and Public Service Announcements (PSAs) for each exhibit, event, or course
- Maintain an exhibition and events press schedule
- Produce press kits when necessary and mail to appropriate publications
- Work with Administrative Coordinator to schedule promotional materials (announcement cards, posters, fliers, multimedia presentations, advertisements, etc.) and ensure branding and message is consistent and accurate
- Coordinate the printing and mailings of materials with printers, mail house and Post Office Request quotes for press (ads) and print jobs

- Coordinate content and maintain monthly schedule of AB's e-newsletter
- Ensure all exhibitions, events and courses are posted to AB's web site in a timely manner
- Coordinate social media including Facebook, Twitter and Flickr

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### **General Program Responsibilities**

- Work collaboratively with staff and ED to coordinate AB's calendars, web calendars, schedules and timelines, including exhibitions, events, classes, and meetings; notify ED of any conflicts
- Work collaboratively with committee members, staff and ED to develop a varied and engaging exhibition and events schedule in line with AB's mission
- Represent AB to the public, answer emails to [info@artsbenicia.org](mailto:info@artsbenicia.org), phone calls and voice messages
- Keep gallery open on designated days, sell art and memberships, and accept donations
- Oversee maintenance and cleanliness of facility; schedule, coordinate and participate in the upkeep of the facility with other staff
- Manage accurate records of installation and reception supply inventories
- Prepare monthly program reports including gallery attendance, volunteer hours and narrative on exhibits and events
- Represent AB at events on-site and off-site; work with volunteers, committee members and Development Coordinator to coordinate reception logistics with; oversee equipment rental and set-up of tables, chairs, equipment, etc. if needed
- Coordinate the printing and mailings of materials with printers, mail house and Post Office Request quotes for press (ads) and print jobs
- Design and produce all marketing signage for special events such as the Art Auction and Open Studios
- Keep accurate records (both electronic and hard files) of exhibits and events



## **Administrative Coordinator Job Description**

### **Bookkeeping**

- Accounts payable and receivable
- Payroll
- Weekly reporting
- Sending tax forms and preparing materials for tax purposes
- Maintaining records
- Bank liaison / reconciliation
- Cash flow management

### **Administrative duties**

- Attend weekly staff meetings and financial check-ins
- Track members and send renewal notices when membership is lapsed
- Acknowledge new members and donors with thank-you letters
- Keep member and donor records up to date
- Play a role in generating collateral materials
- Maintain email list for mass emails
- Assist with events, work drop-off and pick up

### **Clerical duties**

- Filing
- Maintain class rosters
- Mailings
- Maintain office supplies

### **Receptionist duties**

- Greet visitors, answer the phone, take messages and be the 'public face' of Arts Benicia to artists, members and members of the public
- Create outgoing messages
- Keep gallery open on designated days, sell art and memberships, and accept donations



## **Development Coordinator Job Description**

### **Development**

- Work with the Executive Director and the Fund Development Committee to develop and execute a sustainable, annual fund development plan for the organization in line with Arts Benicia's mission and strategic plan
- Work with ED to develop and support relationships with funding entities and donors
- Work with the ED and the FDC to develop and administer a planned giving program
- Research grants from foundations, corporations and government entities
- Prepare grant proposals and secure financial support from individuals, foundations, local businesses, corporations and government entities
- Work with ED to prepare direct appeals and to solicit individual donations
- Work with Administrative Coordinator to ensure that donors, funders, members and volunteers are appropriately thanked
- Work collaboratively with event committees to plan and coordinate fundraising events
- Work collaboratively with Membership Committee and Administrative Coordinator to develop a sustainable membership strategy, nurture relationships with members and to recruit new members
- Attend events and receptions onsite and offsite representing AB
- Develop content for AB's e-newsletter related to fund development
- Prepare monthly development report and grants calendar
- Work with staff and Ed to connect membership, volunteer programs, individual donation campaigns, planned giving and other outreach efforts
- Develop and execute a strategy to create a large, sustainable base of annual individual donors
- Attend Fund Development Committee meetings as staff liaison

### **Program**

- Keep gallery open as needed, sell art and memberships, and accept donations
- Represent AB to the public, answer phone calls and voice messages
- Participate in the upkeep of the facility in coordination with other staff
- Attend weekly staff meetings



## **Youth Art Coordinator Job Description (Contract Position)**

- Work with the Executive Director to design, publicize and manage after-school and in-school children's art programs, and summer Eco-Art Camp.
- To hire, manage and supervise instructors for tuition-based programs as described above.
- Provide substitute teaching as necessary.
- Work with Youth Art Education Committee as determined by Executive Director to support existing youth art programs including but not limited to Family Art Days, youth art exhibitions, workshops, special events, and community meetings, and to initiate new Youth Art programs.
- Prepare monthly Youth Art reports for Arts Benicia's Board.
- Work with staff and Executive Director to coordinate Youth Art activities with other Arts Benicia programs, events and activities.
- Provide recent TB tests and submit to legally required background checks, as necessary.
- Contractor will report to Arts Benicia's Executive Director.
- Contractor will work independently, and set own schedule.



May 12, 2015

A vote was taken at the May 11, 2015 Board of Directors meeting by the Arts Benicia Board of Directors to approve a resolution for Arts Benicia to apply for a grant from the Benicia Community Sustainability Commission for the next two years. The board has unanimously approved the resolution.

"It is hereby resolved that Arts Benicia's Board of Directors supports Arts Benicia's grant application to the Benicia Community Sustainability Commission for the next two years."

A handwritten signature in blue ink that reads "Barrie Robinson".

Barrie Robinson  
Chair, Board of Directors